

KADLEC

Human Resources

HR Service Delivery Model



HR Service Center Phone (Single Point of Contact) **888.687.3753**

Phone options include:

- Leave of Absence (Sedgwick)
- Retirement Service Center
- Payroll
- IS Service Desk
- Salary Employment Verification
- Benefits Service Center
- HR Service Center

Personnel Records

- Your personal records maintained by the Medical Center are generally confidential and require your approval to share except when required to comply with court orders or governmental requests.
- You have the right to access, add information to or to make copies from your personnel files.
- Your employee health records are maintained separately from your personnel files.



Access from
work or home

Welcome, RACHEL WABEKEI

Need support?

We have well-being resources to support you during the COVID-19 crisis.

Learn more



[Caregiver well-being choose well Virgin Pulse](#) |
 [Enroll in, review or update benefits BenefitConnect](#) |
 [Manage your HRA, HSA or FSA HealthEquity](#) |
 [Enroll in or update retirement Fidelity Investments](#) |
 [Caregiver health services PureSafety](#) |
 [Leaves & work injuries Sedgwick](#)

Survey

Better sleep is quality sleep. To get better sleep I will:

- Establish a consistent sleep schedule
- Relax before sleeping
- Create an optimal sleep environment (dark, cool, comfortable)
- Remove distractions (TV, computer)
- All of the above

[Submit](#)

All Postings

Medical Plan Assistance Program

Find out if you qualify for free or reduced-cost medical coverage!

[Learn more](#)

Total Rewards Summary

A personalized tool providing up-to-date details about each component of your total rewards package.

[Watch video](#)

[View summary](#)

Leave or workplace injury reporting

Start the leave process or document a workplace injury incident with Sedgwick.

[Go to Sedgwick](#)

Learn more about:

[Leave process](#)

[Work injury reporting](#)

Top 10 things you can do on the new HR portal...

Explore important information on the Portal such as:

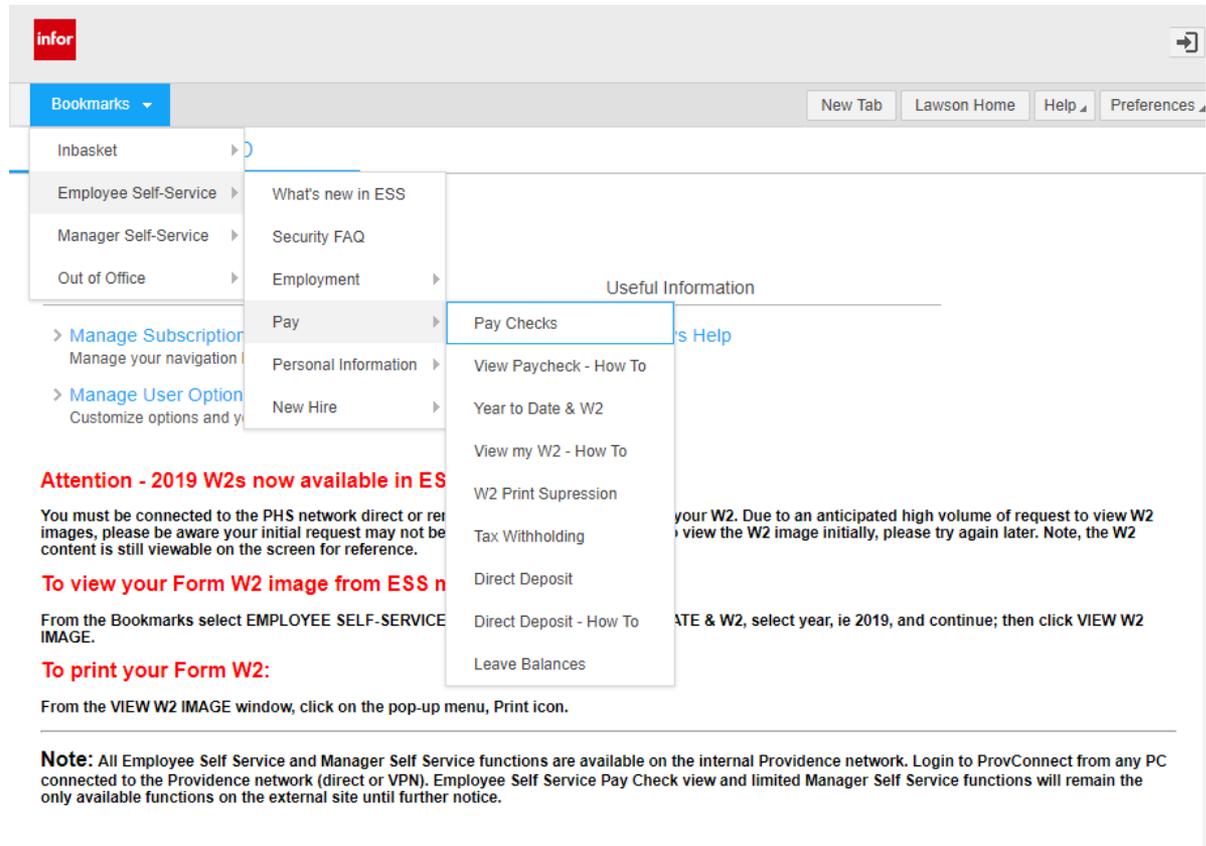
- View personalized information — *based on your role, location, employment status and benefits coverage*
- Find information using the “mega menu” advanced search tool
- Select **BenefitConnect** to enroll in or change your benefits, set up HSA contributions or access decision making tools
- Verify and/or change your covered dependents (note: please be sure to also update your benefit elections for any covered dependents)
- Enroll in or change your benefit elections or establish a Health Savings Account (HSA) payroll election
- Use decision making tools—such as comparing medical plans, estimate tax-savings from Health Savings or Flexible Spending Account contributions, and life insurance needs
- View/update your beneficiaries
- View work and life events information, and access resources to support you through the work/life event
- Use **AskHR** to submit HR, benefit and payroll questions directly from the portal
- Customize My Links to take you to the resources and information you use most often

Discrimination is Against the Law

Kadlec complies with applicable Federal civil rights laws and does not discriminate, exclude people or treat them differently because of race, color, national origin, age, disability, sex, or sexual orientation. Kadlec also provides free aids and services to people with disabilities to communicate effectively with us, as well as free language services to people whose primary language is not English. [\[Learn more\]](#)

ESS-Employee Self Service

The Lawson/ProvConnect employee self service portal is where you will complete your direct deposit information, your W4, view your paychecks, and your W2 at the beginning of the year



Attention - 2019 W2s now available in ESS
You must be connected to the PHS network direct or remote. If you are viewing W2 images, please be aware your initial request may not be successful. The content is still viewable on the screen for reference.

To view your Form W2 image from ESS n
From the Bookmarks select EMPLOYEE SELF-SERVICE > W2 > VIEW W2 IMAGE.

To print your Form W2:
From the VIEW W2 IMAGE window, click on the pop-up menu, Print icon.

Note: All Employee Self Service and Manager Self Service functions are available on the internal Providence network. Login to ProvConnect from any PC connected to the Providence network (direct or VPN). Employee Self Service Pay Check view and limited Manager Self Service functions will remain the only available functions on the external site until further notice.

HR Policies

At Kadlec we believe it is important to keep you fully informed of our organization's policies. We want each employee to understand what he or she can expect from the organization as well as the obligations assumed as an employee. It is your responsibility to familiarize yourself with these policies and where to find them.

HR policies are accessible by logging into the HR Portal at www.caregiver.ehr.com;

Step 1: Resources tab

Step 2: HR Policies

Step 3: Knowledge Articles > Policies

Step 4: Select "Kadlec Regional Medical Center" in the left hand column to then click "apply" refine your search for Kadlec related information.

Personal Appearance



- Please maintain a neat, clean, safe and professional appearance.
- Check with your supervisor regarding specific requirements.
- Certain areas main have additional requirements depending on nature of work and customer served.
- Access **Personal Appearance Policy (KB0055789)** on the HR Portal.

ID Badges

All employees are required to wear Kadlec issued photo identification badges while on duty.

- Badges are to be worn on the upper torso, where they can be easily seen
- You must notify Security if your badge is lost or becomes damaged
- Do not store your badge in a vehicle or other unsecure area
- Keep away from high powered magnets as this may damage the chip inside



Attendance



Regular attendance and punctuality are essential functions of any position with Kadlec. In order to serve our patients and provide for efficient operations, caregivers must be at work. If questions, connect with your Core Leader.

Cell Phones & Social Networking



- Personal cell phones MAY NOT be used on work time or in work areas.
 - limited to rest and meal breaks only
- Accessing social networking sites during work hours in work locations is not permitted on any hospital computer, work device or personal device.
- Refer to **Cell Phone Guideline Policy (KB0054763)** on the HR Portal.

Alcohol/Drug Abuse Policy

- Kadlec has a commitment to provide a drug-free, healthful safe and productive work environment.
- Individuals who are taking a drug or medication which may adversely affect their ability to perform their job in a safe or productive manner, are required to report such use to their department director or designee.
- Refer to **Drug Free Workplace Policy (KB0055770)** on the HR Portal.

Conscious Objection

- Kadlec acknowledges the importance of personal or cultural values, ethical convictions and religious beliefs. If you cannot participate in certain patient care (for example, blood transfusions) because of this, you should immediately let your manager or supervisor know so they can make arrangements. In emergent situations, you may need to participate so the patient's care will not be negatively affected.
- Refer to **Conscious Objection Policy (KB0054843)** on the HR Portal.

Dispute Resolution

Purpose: To provide caregivers with an equitable and timely system for resolving work-related concerns.

- Kadlec strives to provide solutions that are consistent with our Mission, Core Values, and employment practices.
- Refer to Kadlec's Code of Conduct and the **Dispute Resolution Policy (KB####)** on the HR Portal for more information.

Anti-Harassment & Discrimination

Kadlec is committed to maintaining a work atmosphere free of harassment or discrimination.

- Harassment may include but is not limited to: unsolicited remarks, gestures or physical contact; displays or circulation of written materials or pictures derogatory to any protected group (i.e., based on gender, race, ethnicity, religion, sexual orientation, disability, etc.)

Refer to **Harassment Discrimination Retaliation Policy** on the HR Portal.

Corrective & Disciplinary Action

- Kadlec is committed to establishing and maintaining management practices and procedures which support effective caregiver relations and high-quality patient care and support services.
- The process features increasingly formal efforts to provide feedback to the caregiver so he or she can correct the problem.
- We are not required to utilize any set number of steps prior to discharge.
- Refer to **Corrective Action Policy** on the HR Portal.

License/Certification Renewals

- Certification process can be slow!
 - Send in renewals as soon as you get them
 - If your license expires you will not be able to work and may face disciplinary action
 - Upload to EverCheck* (evercheckwallet.com)

*Note: EverCheck sends out notifications to the caregiver and the manager 60, 30, 10, 5 days and the day your license or certification expires.



Introductory Period



The introductory Performance and Development process is a series of conversations to support caregivers who are new to the organization. Core leaders will check-in with caregivers at 30 days post hire, 60 days post-hire and then again at the end of the introductory period. Together, they will set performance and development goals for the remainder of the year and check-in regularly throughout the year on progress.

To get started, access SuccessFactors on the HR Portal at www.caregiver.ehr.com or on the Kadlec Intranet

Introductory Period (Continued)

- New Caregiver Online Learning – Healthstream Learning Center (HLC) courses
 - The Environment of Care form is completed first day in department
 - Complete your Onboarding Checklist with your Manager (in HLC)
 - Complete all HLC courses by their listed due date. You will be subject to suspension if you are non-compliant

Tuition Reimbursement

Tuition Reimbursement Program - EdAssist

- Pursuing higher education.
- \$3,350 per year (0.75 FTE and higher)
- \$3,300 per year (0.5 to 0.74 FTE)

Caregivers must:

- Be in a regularly scheduled position of at least 0.5 FTE.
- Have worked for the facility for at least 90 days.
- Maintain good standing and have no Corrective Actions within previous 6 months.

**Note: Caregivers in union represented positions refer to CBA for other options.*

Benefits

Explore your benefits options on the HR Portal (Benefits; Eligibility section; Newly Eligible link; scroll down to look for Benefits Video). Please take time to watch the video as it applies to most benefit-eligible Kadlec caregivers (employees).

- Contact the HR Service Center at 888.687.3753 (select Benefit Option) if any questions.
- Enroll within 30 days of the date you are hired in a benefits-eligible position (or within 30 days of the date your employment status changes from non-benefits-eligible to benefits-eligible).
- Some caregivers are covered by collective bargaining agreements and may have differences.
- Select the BenefitsConnect icon on the Portal to enroll in benefits.

Questions???

- Contact the HR Service Center 888.687.3753