

CAMPUS CONNECTIONS

WEEKLY UPDATE

December 21, 2022

2022 ANNUAL SERVICE AWARD WINNERS



Pictured L to R: Lupe Olivo; Leslie Burgard; Dante Hayes; Kathleen Keating; Tracy Prather; they are this year's winners of our Annual Employee Service Award.

We truly appreciate them and the dedication of all of our staff, for the positive impact your contributions have on the lives of our residents and our Misericordia community.

CURRENT JOB POSTINGS

- CDS instructor (details [here](#))
- DT Instructor Greco Gardens (details [here](#))
- Shannon Apartments Nurse (details [here](#))
- Kitchen Aides
- DSPs (all shifts)
- CNAs (all shifts)
- Nurses (LPN, RN, BSN)

A NEW LOOK FOR DSP TRAINING

DSP Class is going through some exciting changes in the new year! Starting with our January 9 class, we will be launching a hybrid format. New DSPs will spend one week here learning all things Misericordia: our mission and values, programs we offer, and hearing about what life is like here from staff and residents! The second week will be online through Infinitec. New DSPs will have the option to work at home or at Mis, allowing new staff to have more flexibility in their training, which is especially important for PM and Overnight staff who are not used to working a 9-5 shift! After completing the online training, new DSPs will complete two weeks of OJT in their areas with their new area OJT trainers! This will allow new DSPs to be trained specifically for their area and shorten the transition from training into the areas, which will help DSPs feel more confident in their role and lead to higher retention. We are excited to launch this new format and support new staff in their new roles! If you have any questions about the new training format, please reach out to dsptraining@misericordia.com.

2023 HOURLY INCREASE

Dear Staff,

It was wonderful gathering in person for the holiday celebration last week and I enjoyed seeing everyone. Thank you again for all you do day-in and day-out to keep our residents safe and to provide them with the greatest care possible.

I was delighted that we were able to maintain the added year-end bonus level for the second year in a row, and I am now delighted to share that we will be providing an hourly increase of \$.50 to all staff, starting on 1/1/2023. You will first see this increase with the check you receive on 1/13/2023. This is the 6th increase in the last three years and please know that we will continue to do all we can regarding compensation. Also, congratulations to those who are on track to earn the additional hourly increase as a result of the attendance bonus. We know there are daily challenges but please do your best to keep to your schedule so that we can continue providing quality care to our residents and out of courtesy to your fellow co-workers.

Thank you again for your devotion to our residents, our families and Misericordia. Happy Holidays and Merry Christmas, and I hope we are all looking forward to a healthy and happy 2023.

God bless you!

Father Jack

UPDATED ATTENDANCE REVIEW PROCESS

Going forward for 2023, we will be following the attendance policy outlined in the handbook. Attendance will be reviewed at the time of your quarterly individual development plan meetings and at the time of your performance review that will take place between June 1 and June 30, 2023. Attendance along with your performance will be taken into consideration for merit increases.



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PROTECTED PAY AFTER JANUARY 1ST

The updated Protected Pay policy indicates that as of January 1, 2023, Misericordia will only provide protected pay for employees who are up to date with COVID vaccines. If anyone tests positive as of 1/1/2023 and is not up to date, Misericordia will no longer cover their required time off.

If you are wondering if you are up to date on vaccines, [click here](#) to see our cheatsheet. Be sure to turn in your updated vaccine card to your supervisor.

To find vaccine clinics in your area, visit [vaccines.gov](#).

ONE-TIME PTO OPTION

PTO time is provided by Misericordia as a way to help employees create a positive balance between work and their personal lives. Due to many factors we recognize that some employees have struggled to use their time and it can accrue quickly. We are offering a one-time opportunity for all employees with PTO hours or PTO Pending hours – to move up to 80 hours into their Sick Bank, if their PTO Bank is currently at the maximum of 120 hours.

This opportunity is optional and is offered to all who have available PTO and PTO Pending hours:

If you have pending time, you can use this in the required timeframe or move 80 hours or less of pending time into your Sick Bank.

If you have no PTO pending but have current PTO hours – you can move up to 80 hours into your Sick Bank.

If you have no PTO or no PTO Pending hours – there are no hours to be moved.

If you are interested in having your hours moved, email Sharon Keane in HR at sharonm@misericordia.com no later than 12/31/22.

As of 2023, our PTO Policy will be followed as written in the Misericordia Handbook.

GET FREE AT-HOME COVID-19 TESTS THIS WINTER

Every U.S. household is eligible to order 4 free at-home COVID-19 tests. To order, call 1-800-232-0233 or visit the [USPS website](#).

Please note: At-home tests can be used for exposure monitoring, but if you test positive, Misericordia requires lab-confirmed test results with identifiable information (i.e., name, date, etc.)

WEATHER ALERT

As you have seen in the news, significant winter weather is headed our way. While we do not know exactly what to expect, we are planning for the worst and hoping for the best! We are encouraging families to adjust home visit plans and consider picking up their family members early. This may be possible for some, while others may have to cancel their plans or wait until the weekend. We ask that you make travel plans for yourself now as well. Please consider carpooling with others, and plan for extra travel time. If you feel you may have trouble traveling safely, please talk to your administrator about overnight accommodations.

Thank you for all that you do to keep our residents and community safe.

TELL US WHAT'S ON YOUR 2023 BUCKET LIST

Whether it's baking a cake from scratch, flying on an airplane for the first time, reading 50 books, or anything else you hope to accomplish in the new year, we'd love for you to tell us about them. Your responses will be published in Campus Connections!

[Click here](#) to share something that's on your list!



A MESSAGE FROM THE HEART

"Sometimes taking time is actually a shortcut."

—Haruki Murakami