

BLOOMFIELD HEALTHCARE AND REHABILITATION CENTER ADDENDUM

Appearance and Demeanor

Employees will follow the Appearance and Demeanor policy listed in the Iowa County Employment Handbook unless listed differently below.

Nursing Department (Nurses, Nursing Assistants, Health Unit Coordinator)

Employees are required to wear scrub uniforms with low-heeled, closed toed and slip resistant shoes.

Stockings, tights or socks are encouraged, however not mandatory. Employee may wear blue jeans on Fridays.

Food Service

Employees are required to wear low-heeled, closed toed and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory. Food Service employees shall wear hair restraints such as hair coverings or nets, hats, beard restraints and clothing that cover body hair.

Laundry/Housekeeping

Employees are required to wear low-heeled, closed toes and slip resistant shoes. Stockings, tights or socks are encouraged, however not mandatory.

Environmental Services

Employee shall wear a blue uniform. Employees are able to wear t-shirts, sweatshirts and are required to wear tennis shoes or work boots.

Direct Contact Employees

Employees shall not wear dangling or loose jewelry/scarfs of any kind. Employees whose hair is shoulder length or longer must be secured back from the face and secured with a clip, in a braid, or ponytail. Fingernails are to be kept clean, smooth and no longer than ¼ inch long. Employees are discouraged from wearing artificial fingernails or extenders. Should artificial nails/extendors be worn, the employee must wear gloves with all resident contact.

Attendance and Absence

Bloomfield Healthcare employees will adhere to the Iowa County Employment handbook for this section.

In addition to the Iowa County Employment handbook, Iowa County Bloomfield Healthcare employees scheduled to work either day of the weekend (Saturday/Sunday) and are absent will be required to work the following weekend.

Change in Status

Employees who request to change to a different full-time equivalent classification or shift are required to fill out a Voluntary Change in Status Form.

Employees who are looking to decrease full-time equivalent classification need to be in current position for at least six (6) months.

Communicable Diseases/Infection Control

A prerequisite of employment is a tuberculin skin test performed at Bloomfield Healthcare.

Please refer to the Iowa County Bloomfield Healthcare policies and procedures on Communicable Diseases and Infection Control.

Employee Classification

In addition to the Iowa County Employment Handbook, Bloomfield Healthcare has two different classifications of Casual Status employees:

Regular Casual Status: Employee must work a minimum of two shifts per month, with one being a weekend shift. Employees are not eligible for any Iowa County benefits including, but not limited to, Wisconsin Retirement System, Health Insurance, Dental Insurance, Vision Insurance, Disability and Flex Spending. Employees are not eligible for any other compensated wages such as overtime, Holiday pay, shift differentials or MTO.

School Casual Status: Employees must work a minimum of eighty (80) hours annually on a calendar basis. To be eligible, employees must be attending an institution of post-secondary education and must provide proof, each semester, demonstrating enrollment in and attendance at an institution of post-secondary education located fifty (50) or more miles away from Bloomfield Healthcare (either commuting or residing on campus).

Employee Parking

Employees shall park in the required designated Employee Parking area.

Designated Parking areas: Employees shall park either on the South side of Bloomfield Healthcare across the fence and/or on the east side of Bloomfield Healthcare.

Employees working the Night shift may park in the visitor's parking lot.

Exchanging Days Off

Employees may exchange days/shifts with other employees if approved by an immediate supervisor. Employees are required to fill out a "Shift Change" form. If the exchange is approved, employees are responsible for working exchanged shifts. Failure to report to exchanged shift, may result in disciplinary action.

Hours of Work

Bloomfield Healthcare serves the community twenty-four hours a day, seven days a week, so it is expected that employees may have to work on Saturdays, Sundays, holidays and on different shifts and in different areas.

Night Shift: Employees are not allowed to leave the premises during their working hours. Employees shall be provided with a working meal break.

In-Service Training Programs and Meetings

All departments are encouraged to provide in-service trainings to give employees the opportunity to improve skills and knowledge. Some in-service trainings and meetings will be Mandatory. If Mandatory, all staff, full time, part-time and Casual Regular Status employees are required to attend the meeting/in-service. All meetings will be scheduled and posted at least seven (7) days in advance. Managers shall have the authority to excuse an employee from a mandatory staff meeting.

Casual School Status Employees: Bloomfield Healthcare Managers will provide via email a notice of the in-service or training. School Status employees shall attend as many of the mandatory trainings or meetings as possible. If unable to attend the mandatory training, Employees will be responsible to complete all in-services or trainings prior to working their next scheduled shift. The required training needed before the employees' scheduled shift is at the discretion of management. All ECS's should be read prior to working on the floor.

Learning Modules: All learning modules need to be completed prior to the target date. Employees are able to complete the learning modules at home with manager approval. If learning modules are completed at home, employees are responsible for filling out a timesheet exception form.

Failure to attend in-service trainings or mandatory meetings may result in disciplinary action.

Licensing and Certification Requirements

All employees who are required to be either licensed or certified for their position must keep such license and/or certification up to date, a copy shall be provided to the Employee Relations Department.

Lockers

Lockers are available to all employees. To request a locker, please see the Laundry/Housekeeping Supervisor. Iowa County will not be responsible for lost articles. Provided lockers remain the property of Iowa County and may be searched. Employees shall not have an expectation of privacy in County provided lockers.

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Purchase of Meals/Buying Food

Employees may purchase meals from Bloomfield Healthcare for lunch and/or supper.

Employees need to purchase a ticket from the Business Office and must sign up with Dietary before 10:30 a.m. for lunch and 3:30 p.m. for supper.

Employees who are working a double shift will receive a complimentary meal.

It is strictly prohibited for any person including employees to remove food or food scraps from the facility, without the written approval of the Administrator. The purchasing of food from vendors, Bloomfield, or the borrowing of food from Bloomfield is prohibited.

It is strictly prohibited for employees to remove or take snacks, beverages or any other food item for their own personal use from residents.

Release of Information

All information concerning a resident's medical condition, medical treatment, financial and personal information is confidential and may not be released without the written consent of the resident/guardian. If information is requested, refer them to the Director of Nursing or Nurse Manager.

Timeclock

Employees of Iowa County Bloomfield Healthcare and Rehabilitation Center are responsible for accurately badging in and out for their scheduled shifts. Employees working outside of scheduled shift shall fill out a "Time Card Expectation Sheet" in addition to badging in and out, indicating the hours actually worked and the reason.