

SAUK COUNTY HEALTH CARE CENTER'S COMMUNICATOR

NOVEMBER 2007

Upcoming Events



Nov	19	Medicare	Dec	12	Fire, Health & Safety
		Pie Orders Due	Dec	14	PAYDAY
Nov	20	Department Head	Dec	18	Department Head
Nov	21	Casual 4 A Cause			Christmas Program
		Pick Up Pies	Dec	19	Holiday Party/Employee
Nov	22	Thanksgiving			Appreciation
Nov	26	Medicare			Cookie Sale
Nov	27	Department Head	Dec	20	Infection Control
Nov	29	Medicare			Pharmacy
Nov	30	PAYDAY	Dec	21	Casual for A Cause
Dec	4	Department Head	Dec	24	Christmas Eve
Dec	6	Board of Trustees	Dec	25	Christmas Day Holiday
Dec	7	Holiday Bazaar	Dec	28	PAYDAY
Dec	11	Department Head	Dec	31	New Year's Eve

EMPLOYEE ANNIVERSARIES — DECEMBER

Morgan Corning
Bette Moon
Juli Brandt
Jessica Towne

3 yrs
4 yrs
6 yrs
11 yrs

Colleen Johnson
Richard Tourdot
Mary Parkhurst

15 yrs
20 yrs
29 yrs

Congratulations

WELCOME TO OUR NEW EMPLOYEES



I'm Rita Rufenacht and I'm back as a LTE Tray Aide. I was enjoying my retirement, but will be going back to it soon, I have been busier than when I was working.



Hi, my name is Kevin D. Boyd. My position here is Housekeeper. If you need to know anything just ask. Thank you.



My name is Danielle Louis. I work in Housekeeping. I enjoy watching movies and listening to music. I'm a live-in babysitter for a family with 5 kids. It's hectic but I enjoy it.

ATTENTION ALL STAFF: WE HAVE RECEIVED WORD THAT AN ANONYMOUS ELF HAS DECIDED TO GIVE US AN EARLY CHRISTMAS PRESENT. ON **WEDNESDAY, NOVEMBER 28TH**, WE WILL BE PROVIDED WITH A **FREE LUNCH** (FOR **ALL STAFF** ON **ALL SHIFTS**) OF SLOPPY JOE'S OR BBQ BEEF SANDWICHES, CHIPS, PICKLES AND DESSERT. THIS IS TO THANK ALL STAFF FOR THEIR DEDICATION TO OUR RESIDENTS AND EACH OTHER TO KEEP THIS NURSING HOME THE BEST IN THE AREA. **THANK YOU!**



The **Sunshine Club** received an anonymous nomination for the Sunshine Award this last month. Joyce Fearing was nominated for her sunny disposition and friendliness at the front desk. The lobby has a warm inviting feeling and always looks nice due to Joyce's decorative touches. She has a caring heart that shows through in the way she treats residents and visitors. We are happy to present Joyce with a movie ticket for her efforts on behalf of our residents/staff. Be sure and submit the name of an employee whom you feel deserves some special recognition for doing a good job. Put their name in the break room Suggestion Box and they will receive a free movie ticket if chosen. Remember to purchase your movie tickets at the front desk.

The Sunshine Club would like to thank all employees for supporting the Casual 4 A Cause fundraisers. It helps to fund our cards/gifts to ill employees or those who experience a significant event and birthday cards to all staff. The next Casual 4 A Cause Jean's Day will be November 21.

Dates to Remember

THANK YOU to everyone who helped make this year's Safe Halloween another successful event. Your donations and patronage with the Chili Luncheon and Bake Sale is greatly appreciated. Also, a big thank you to all the staff who volunteered their time and those who worked on the day of the event. Without your support and help we wouldn't be able to do all of the special events.

SOLDIER CARE PACKAGE DRIVE—Soldier Care Package Drive now through November 30. Care package lists are on the bulletin boards by time clocks. The soldiers are in need of supplies. The supplies will be shipped to Iraq and Afghanistan by Christmas. Boxes to place items in are located by both time clocks.

PIE SALE—The Activity Department will be selling pumpkin, apple and pecan pies for Thanksgiving. Pies are \$6.00 each and can be ordered through the activity department. Orders must be received by Monday, November 19 by 4:30 p.m. and picked up by 4:30 p.m. on Wednesday, November 21. All proceeds will go to support resident activity programs.

ANNUAL HOLIDAY BAZAAR—Friday, December 7, 8:00 a.m.—3:00 p.m. Outside crafters, resident crafts, bake sale and luncheon. Event will be held in the Activity/Chapel area. Sponsored by the activity department. Please see Peggy Connors with questions. Proceeds from this event help support the resident activity programs.

ANNUAL CHRISTMAS PROGRAM—Tuesday, December 18, 2:00 in the Chapel Area. Join us for an afternoon filled with merriment and reflection of the holiday season. Anyone interested in participating in the program please contact Margaret Burggraf.

COOKIE SALE—Wednesday, December 19. Purchase plates of holiday cookies for \$7. Sale starts at 11:00 a.m. until plates are sold out. You can also place your order with activities by December 18. Each plate will have a variety of 3-4 dozen holiday cookies. Thanks— Margaret Burggraf

A BIG THANK YOU TO ALL STAFF FOR YOUR CONTINUED GENEROUS SUPPORT OF ALL OF OUR FUNDRAISERS. YOUR GENEROSITY IS SINCERELY APPRECIATED!



Remember that all employees are invited to wear jeans and Packer shirts, etc. on Packer game days.

SUNDAY, NOVEMBER 18
THURSDAY, NOVEMBER 22
THURSDAY, NOVEMBER 29

SUNDAY, DECEMBER 9
SUNDAY, DECEMBER 16
SUNDAY, DECEMBER 23

SUNDAY, DECEMBER 30

Go Pack Go!

To all our staff who are currently punching the timeclocks: thank you very much for your patience and for taking the time to punch both clocks. We know it is inconvenient for you but it helps us very much in testing the new Timekeeper system and how it will interface with our current Munis payroll system. Please continue to punch on both clocks until further notice. As we get closer to implementing the new system, we will let you know when we will go to punching just the black time clock. Again, thank you for your cooperation, it is much appreciated.

If any employees still have the Benefits Design forms out, please return them to the Personnel Office by Monday, November 19, 2007. If you choose to keep your elections the same, please sign the form and return it. If you decline participation in the program, please sign the very bottom of the form and return it. We need to forward the forms to the Benefits Design office in order to keep your choices of plans current. Please stop in the Personnel Office if you have any questions on these forms.

Attention all staff, especially CNA's: if you leave work early due to overstaffing or other reason, please complete a Time Off Request Form to notify the Personnel staff on how you would like to be paid, using benefit time such as holiday or vacation time. Your choice of benefit time to supplement cannot be conveyed on an absence slip. You, the employee, need to give us your written permission via the Time Off Request Form on how you choose to be paid. Your supplement slips need to be turned in to the Personnel Office by 10:00 am on the Monday after payday. If you have questions about this process, please stop in the Personnel Office or call Amy or Mary at your convenience.

Reminder: All staff must wear their name tags at all times while on duty. If you do not have a name tag with you at work, you need to come to Personnel and ask for a replacement tag. The cost is \$1.00/name tag. Also, if you lose your time card, please stop in the Personnel Department for a replacement card, it is very important for us to have accurate time records for each employee. All employees are encouraged to keep their timecards in the badge racks near the time clocks so that there is less chance of forgetting them at home or losing them. If you are concerned about someone taking your badge or moving it, rest assured that this rarely ever happens. The badge rack works as an ideal place to store your card and lessens the likelihood that you will not have your card when you need it.

WINTER WEATHER IS COMING: We are entering the season where snow, ice, etc. are part of our weather. Please remember to check the parking diagrams on the bulletin boards for instructions on where to park during the winter months. Please do not park in the gravel walk ways so that they can be kept clear and used to walk to and from the building. These walkways have additional coarse material on them to give additional traction to help prevent falls. Try to be aware of the changing conditions of the pavement in the parking lots on bad weather days. Check for ice or other slippery spots and go slow to prevent falls. If you do fall in the parking lot, please report your injury to your supervisor and Personnel immediately.

As we come upon the holiday season we are reminded of what we should be thankful for. I, for one, am thankful for the opportunity to be the Administrator of this fine facility. It is truly a privilege to work with so many professional and caring staff people on a regular basis. I thank you all for the help in acclimating me to this new position and your patience as we work through the sometimes difficult changes that we are all experiencing. Thank you for your continued dedication to our number one priority, our residents, with your excellent care and concern for their welfare.

I'm happy to be here and welcome you to come by and say hi or bring me your constructive ideas for making this an even better place to work. Happy Thanksgiving to all. Delores Rydberg, Administrator



