



The PULSE

HUMAN RESOURCES

Leave policies updated

Greetings, CHCC staff. This is a reminder that CHCC's policies for vacation and sick leave changed Jan. 1.

The most significant changes relate the need to discontinue routine, year-end vacation and sick accrual cash outs. You will continue to accrue vacation and sick time, and you will still be able to roll over a certain number of accrued hours,



by Kari Heeringa
Director of Human Resources

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SPIRITUAL SERVICES

CHCC welcomes new chaplain, Josh Friesen

Josh Friesen, who has worked for years as a social worker in CHCC's memory care center, Cedar Cove, assumed a new role at Christian Health Care Center on Dec. 20: that of chaplain.

CHCC has always recognized the importance of spirituality in daily life and in the overall well-being of many of our residents. From the start, it has been our mission to provide a comprehensive range of spiritual services.

Our chaplain is a critical part of that effort, and we could not be more thrilled to have a person of Josh's character and dedication in the role.

Recently, Josh spoke about the new responsibility, how he hopes to serve the CHCC community, and some of his favorite Bible passages for sharing with others.

Q: What is the role of the chaplain at CHCC?



Friesen

A: As a long-term care chaplain, my main responsibility is to ensure that the religious and spiritual needs of CHCC residents and their loved ones are met. I meet with residents upon admission and, as requested, continue to visit with them during their time here. I also facilitate a variety of faith-based programs, including a monthly

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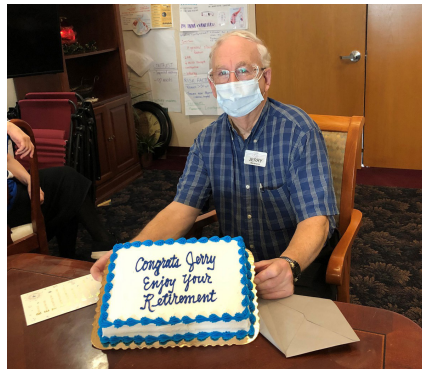
Like or share CHCC's Facebook posts with your friends and family to help others learn about job openings, volunteer opportunities, donation requests and more.

facebook.com/christianhealthcare

RETIREMENTS



In December, we said goodbye to Jerry, a maintenance tech, who is now several days into his well-deserved retirement. It was a pleasure working with Jerry for the past seven years, and we wish him all the best!



HOLIDAYS



Did you catch Santa's visit to CHCC this year? Not only did he show up with smiles, but he also brought our residents a cuddly and festive gift. For more photos, visit the CHCC Facebook page at <https://www.facebook.com/christianhealthcare/>.

AFFIRMATIONS



"I matter because I make a difference. While I may get tired, I am not weary. I share myself and love to serve. By making a difference, my confidence increases. If we tell ourselves our personal truth enough, it manifests into reality. Our reality and our actions will always match the story we believe."

This smart tip comes from <https://www.inc.com/jeff-haden/9-affirmations-genuinely-successful-people-repeat-each-and-every-day.html>.

RECRUITMENT

Earn cash for referrals

Remember that you can earn a bonus of up to \$1,000 for every licensed nurse who signs on to work 24 or more hours per week here because of you. Call or text RN or LPN nurses you know (perhaps former coworkers) and let them know that the wage scale went up for LPNs and RNs in 2021 and that we have open positions, which are listed at chcclynden.org/careers/. Questions? Chat with Kari or Ronda in HR!

CHAPLAIN

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memorial service, communion, Bible study and worship services.

Q: What does it mean to you to assume the role of chaplain at CHCC?

A: I have personally experienced my faith and hope grow through relationships. In assuming the role of chaplain, I pray that my relational presence can be an encouragement and support to many, regardless of denominational or faith background, wherever they find themselves in their life's journey.

Q: What is your background in this line of work?

A: When I was growing up, my parents were missionaries. Later on, they pastored a church. After I graduated from high school, I attended Pacific Life Bible College in Surrey, British Columbia, where I earned a diploma in music ministry. Since college, I have served as a staff member of several churches, primarily in the role of worship director. I believe my unique personal and family history in ministry, along with my experiences of serving as a member of the CHCC team, will lend well to this role.

Q: Will you be monitoring the prayer box at CHCC?

A: Yes, and I encourage anyone to use it! Any residents, staff, family and others are welcome to drop prayer requests into the box. I will check the box every day that I am here. The CHCC prayer box is a wonderful opportunity for anyone to have their prayer requests heard and prayed for and, if they want, to have a chaplain follow up with them about their needs. Everything put into the box is kept confidential.

Q: Will you serve staff and resident representatives in addition to those who live here at CHCC?

A: Although this role will function mainly as a service to the residents of CHCC, I am also available to support and counsel with resident representatives, families of people receiving care here and staff regarding spiritual support matters.

Q: Do you have favorite Bible verses that you often share with long-term care residents and their families?

A: Yes, I have a couple favorites. Psalm 23 is a great one: "The Lord is my shepherd, I lack nothing. He makes me lie down in green pastures, he leads me beside quiet waters, he refreshes my soul ..." (NIV)

The Beatitudes, too, in Matthew 5:3-10: "Blessed are the poor in spirit, for theirs is the kingdom of heaven. Blessed are those who mourn, for they will be comforted. Blessed are the meek, for they will inherit the earth. Blessed are those who hunger and thirst for righteousness, for they will be filled. Blessed are the merciful, for they will be shown mercy ..." (NIV)

Q: What will your hours be? How can people contact you?

A: For now, my hours will be:

- 9 a.m. to 5:30 p.m. on Mondays
- 10 a.m. to 6:30 p.m. on Wednesdays
- 9 a.m. to 5:30 p.m. on Fridays

I can be reached via phone at 360-354-4434, ext. 6362, and via email at jrfriesen@chcclynden.org.

Read the rest of this interview with Josh Friesen online at chcclynden.org/news/.

HUMAN RESOURCES



Remember CHCC's Employee Assistance Program

The Employee Assistance Program is a benefit provided to staff members to help them address various work and life concerns. The program can help CHCC team members achieve well-being, manage relationships and family, deal with workplace challenges, tackle addictions, get legal advice, improve nutrition, manage finances, improve physical health, locate care services for children or elders, and more.

Access to the program is provided at no cost to employees as part of the CHCC benefits package.

Use of the program is completely anonymous. CHCC leaders do not receive any information about how many people might use the program.

To access the Employee Assistance Program, visit workhealth-life.com/us or call 1-800-272-2727.

POLICIES

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but the ability to cash out some hours at the end of the year will end in 2022. These policy changes are necessary as part of our ongoing effort to manage the effects of the pandemic while remaining a financially viable organization — one that can continue to serve our community well beyond COVID-19.

Rest assured that you will not lose any sick or vacation time that has been accrued thus far. In preparation for this change, CHCC is providing one more opportunity to cash out sick and vacation balances according to 2021 policies. You don't need to do anything to opt in to the final cash out. All vacation and sick accruals that qualify for cash outs — balances that are over the year-end max carry-over, accrued through Dec. 31, 2021 — will be automatically paid out in your Jan. 21, 2022, paycheck.

Summary of the 2022 vacation cash out policy:

- The maximum vacation hours that an employee may carry over from one year to the next is 80. Balances over 80 hours will be forfeited at year-end.
- CHCC will cash out unused vacation hours to employees who separate from employment when the employee gives a proper two-week notice. The following positions must give a proper 30-day notice: department directors, unit coordinators, central supply coordinator, staff development coordinator.
- CHCC will not cash out unused vacation hours to employees who separate from employment without giving proper notice.
- CHCC will not cash out unused vacation hours to employees who separate from employment before their first six months of employment.
- Employees must request time off via Paycom at least 30 days in advance.

Summary of the 2022 sick leave policy:

- The maximum sick hours that an employee may carry-over from one calendar year to the next is 200. Balances over 200 hours will be forfeited at year-end.
- Employees must notify their supervisor via

phone no less than two hours before their scheduled reporting time (except in an emergency) if they intend to use paid sick leave.

- Sick leave has no monetary value. Employees separating from employment will not receive compensation for remaining sick leave balances.

Vacation times will continue to be approved on a first come, first served basis. Each staff member is encouraged to carefully plan their days off and to request time off via Paycom throughout the year. Spreading planned time off out over the year, and requesting days off well in advance, will increase your chances of getting the days off that you want.

CHCC is required to maintain adequate staffing levels so we can care for our residents 24/7. We make every effort to accommodate vacation requests, but in some circumstances, requests may be denied. Please plan and submit time off requests as far in advance as possible.

Thank you for understanding the need to continually shift and change our processes and policies so they align with current conditions. If you have any questions about this policy, please stop by my office, call or send an email to kdheeringa@chcclynden.org.



Congratulations to our own Deanna Miller, who was recognized by LeadingAge Washington recently for her years of service to Christian Health Care Center. We are proud of you, Deanna!