

Performance Evaluations Are Your Time to Shine !!



You have only ONE chance per year to show off what you do every day....how will you do??

Employee evaluations are sent out annually, just before the anniversary of your date of hire, or your last promotion, whichever is later. New employees have an evaluation after three months on the job, and then at the first year anniversary, and annually thereafter.

It all starts with, and depends on you! You'll get your evaluation in your payroll envelope. From there, you have 10 days to complete your self-evaluation and turn the form in to your **QMRP/Administrator** (or your Day Program Assistant Director). A Spanish version of the evaluation is available for Direct Care Staff who desire it. (If you fail to turn the evaluation in on time, any merit increase awarded to you will be delayed, as explained below.) Shortly after turning your self-evaluation in, your QMRP and/or Facility Manager should set up a time to go over your completed evaluation with you.

Once it has been finalized, the evaluation is sent to Human Resources for processing. If you earned a merit increase, it is usually effective on the first day of the pay period following the evaluation ending period. If you turned the evaluation in late, the effective date of an earned merit increase is the first day of the pay period following the date the evaluation was turned in. If a qualification (CPR, physical, TB screen, Med Certification) is due or overdue, any merit increases are delayed until the qualification is completed, and are then awarded on the first day of the pay period following completion of the qualification.

Most employees are evaluated in 25 performance areas. Scoring is on a 0 (failure) to 4 (Excellent) scale. A score of "2" means that you are performing as expected and meeting the standard. The evaluation also provides space for you (and your supervisors) to comment on your performance. You can also use this space to respond to your supervisors' comments and scores.

On rare occasions, employees who are completing their 90 day probationary period will have their probationary period extended if the employee's overall evaluation score and/or performance falls below the expectation, or if more training is needed. In this event, the employee will receive another evaluation at the end of the extended probationary period.

A few commonly made mistakes regarding your evaluations:

- 1) Several employees have lost their evaluations, or simply failed to turn them in on time. This causes a delay in, or elimination of any merit increase that you may have earned.
 - 2) Sometimes, employees do not take the time to carefully read each criteria and honestly score themselves. Many simply circle "4" in each scoring area of the self evaluation; this creates a false sense of accomplishment, and causes a huge point difference between the self evaluation and the supervisory evaluation. As your supervisors, your QMRPs and Facility Managers take the evaluation process seriously and invest a great deal of time reviewing and scoring your performance. We expect and hope that each employee will do the same.
 - 3) Some employees are failing to complete their qualifications (physicals, TBs, CPR, Med Certification) in a timely manner. This delays the award of an earned merit increase.
 - 4) Others do not take the time to write comments regarding their performance or their supervisors' evaluation remarks. This is your opportunity to set the spotlight on your personal accomplishments during the evaluation period, which is usually a whole year. Take a few minutes to shine!
 - 5) Some employees (and supervisors) forget to sign the evaluations. A seemingly minor thing—but it delays your evaluation processing, and therefore, any merit increase you may have earned.
- Lastly, there seems to be a perception that a merit increase, or "raise", is guaranteed. This is NOT true! Merit increases are based on your performance and, therefore, are EARNED. The amount of an earned merit increase depends on the overall supervisory score of the evaluation, once it is finalized.

If you have any questions regarding your evaluation, please talk with your QMRP/Administrator.

Company Driving Privileges

There has been some recent discussion regarding company driving privileges. Let's take a moment to clarify a few important points:

ALL employees who drive while on company time, for company business, **MUST** be approved company drivers. This includes employees who are driving a company vehicle, or their personal vehicle for company business while on company time.

ALL employees with driving privileges **MUST** ensure that a **current** copy of their driver's license **and** proof of automobile insurance are on file at **ALL** times.

Failure to maintain proof of current license or insurance will result in the **immediate** termination of company driving privileges, including driving personal vehicles.

Employees who drive their personal vehicles for company business are required to submit mileage reimbursement forms to their QMRPs prior to the close of each pay period. If you have any questions, please contact your QMRP or Human Resources.

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A WORD SEARCH BY AGP OXNARD



Happy Birthday to a Very Special Person whose generosity and understanding do not go unnoticed.

We hope you enjoy your day!!

C	A	R	U	R	A	L	H	A	V	E	N	R	U	E	N
M	O	G	E	V	A	R	R	K	H	R	K	A	S	K	A
E	A	R	S	A	Q	O	E	G	R	C	J	I	Q	S	R
X	I	H	A	I	U	K	S	D	P	H	S	T	Y	E	L
X	L	R	N	L	A	I	T	A	P	E	U	I	P	O	O
P	M	S	E	A	S	H	O	R	E	A	R	R	A	V	W
R	E	U	P	T	C	N	F	N	A	S	R	U	N	I	C
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D	E	T	F	C	O	U	R	S	L	R	E	L	B	L	A
E	A	O	I	R	A	P	A	I	A	R	R	O	S	V	X
I	N	M	S	E	G	N	N	L	H	H	S	B	E	S	X
J	A	D	E	M	I	S	T	A	C	A	E	P	D	O	O
O	B	A	M	A	G	P	V	C	L	M	E	A	W	D	Z
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O	S	T	T	E	T	H	A	H	F	T	P	O	O	N	
K	R	E	B	M	O	C	H	C	A	E	B	M	O	L	P
H	A	P	P	Y	L	I	T	T	L	E	H	O	M	E	S

Word List

PELICAN
 PEARL
 JADE
 SEASHORE
 SANDPIPER
 STARFISH
 RURAL HAVEN
 WINTER HAVEN
 BEACHCOMBER
 CORAL
 WAVECREST
 MOONSTONE
 SURFRIDER



The Winning Homes in March for:

Lowest overtime

Oxnard/Ventura- Sandpiper Home

Simi Valley- Moonstone Home

Fillmore- Winter Haven Home

Best hours control:

Sandpiper Home

Best budget control:

Pelican Home

Can You Find The BONUS Phrase?

Want to see your self, your coworker, your client or your home in this newsletter? Submit articles, pictures and/ or "tid-bits" to Sue in Human Resources.

WELCOME
WELCOME

To Epiphany Care!!!

We welcome the following team member in joining us during the last month.

Maria Novelo, Oxnard (Welcome Back!)

What do I do when Licensing arrives for the Survey?

Be friendly and introduce yourself. Let the surveyor know that you need to call the FM, LVN and QMRP (If QMRP is not available call the Executive Director) to inform them that Licensing is there. You do not need to be secretive in doing this, as it is a known company policy. Call the QMRP and RN as soon as it is possible regardless of the time. Offer the surveyor a place to sit and show them where the individual records are if they want to look at them. Don't neglect your duties; go on with your responsibilities. The surveyor may choose to look around the facility or may choose to begin reviewing paperwork. As it is appropriate, introduce all individuals to the surveyor so they are comfortable with the people who are visiting their home.



Some other basic guidelines are:

Be positive and enthusiastic about the individuals we provide services to, their needed supports, and the role you play as staff.

If your are busy with someone when a surveyor asks you a question, politely tell the surveyor you will be right with them but you need to finish with what your are doing. Be sure to go back and respond to the surveyor's questions as soon as you can.

Ask your QMRP for a list of questions that the surveyor may ask. Good luck!

Did you know?

May is National Physical Fitness Month



May is National Book Month...

Perhaps some of our clients would enjoy investing their time in a good book.

Take some time each day to enjoy a good read!

MEMORIAL DAY

Memorial Day is a paid company holiday. It is a day of remembrance for those who have died in service to our nation. Memorial Day was first observed on May 30, 1868, at which time the tradition of placing flowers on the graves of veterans at Arlington Memorial Cemetery began. This tradition has extended to placing flags on the graves of our honored veterans in all national cemeteries. Since the late 1950's, our national cemeteries have been patrolled by soldiers of the 3rd United States Infantry over the holiday weekend, to ensure that each flag remains standing. Memorial Day is celebrated on the last Monday in May in almost every state. To help Americans remember the true meaning of Memorial Day, the "National Moment of Remembrance" is observed at 3:00pm local time on Memorial Day. At this time, it is hoped that all Americans will voluntarily and informally dedicate a moment of gratitude to those who have bravely given their lives so that we may continue to live in freedom.



NATIONAL NURSE'S DAY IS TUESDAY, MAY 6, 2008

SHOW SOME EPIPHANY SPIRIT AND LOVE YOUR NURSES!!

EPIPHANY CARE IS PROUD TO ACKNOWLEDGE OUR FANTASTIC NURSING TEAM AND TO SHOUT OUT A HUGE "THANK YOU" FOR ALL YOU ALL DO TO ENSURE THE HEALTH AND WELL-BEING OF OUR CLIENTS, AS WELL AS THE PROFESSIONAL DEVELOPMENT OF OUR DIRECT CARE TEAM.



Workers Compensation



Last month, our Worker's Compensation Claims Administrator changed.

How does this affect you? We just need to make sure that, if injured on the job, you complete the correct paperwork and go to the correct clinic for treatment, if desired.

All homes have been provided with new Employee Injury Packets. If you are injured on the job, the Packet includes step by step instructions on what to do, where to go and what forms to complete.

Last month, all employees signed acknowledgements of our new Medical Provider Network (MPN). Unless you have "opted out" of the Medical Provider Network, you MUST report to the network provider listed in the Employee Injury Packet, if injured.

Please contact your QMRP or Human Resources if you have any questions.

Just a reminder to all employees that our licensing regulations require that every employee have a yearly physical and TB screen. For those employees who receive their TB screens by X-Ray, the requirement is every three years. Every employee receives a notice at least one month before their physical and/or TB screen is due, so there is plenty of time to get them done.








Recently, a couple of employees have not completed their physicals and/or TBs on time. Employees who fail to complete their physicals and/or TB screens may be removed from the work schedule and will not be eligible for merit based raises until physicals and/or TBs screens are current.

Dates to Remember in:

MAY 2008



Upcoming Events:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 	6 	7 	8	9	10 
11	12	13	14	15	16	17 
18	19	20	21 	22	23	24
25	26 	27	28	29	30	31

- 5th—Cinco de Mayo
 - 6th—National Nurse's Day
 - 6th and 7th—Med Cert Training @ Corporate Office (9:00am—2:00pm each day)
 - 7th—Pay Day
 - 10th—Mother's Day
 - 17th—Armed Forces Day
 - 21st—Pay Day
 - 26th—Memorial Day (Paid Company Holiday)
- May is National Book Month and National Physical Fitness Month

Happy Birthday!

Celebrating birthdays in May



Rosalie Reynoso	Victor Esplana	Gertrude Cropper, LS
Julia Pulu	Teo Hernandez	Sergio Hernandez
Joel Cudal	Rosa Aguirre, FM	Lucy Bernal, FM
Cecilia Rangel-Mesa	Maribel Medina	Daniel Martinez

Employee Anniversaries

The following team members are celebrating their employment anniversaries with Epiphany Care in April. Thank You all for your commitment to the homes, and, most importantly, our clients.

Celebrating their first anniversary with us:

(and remember those that refer get paid!!!)

Trina Tungol, RN	9 Years!	on 4/12	Liness Coronado, QMRP	1 Year! on 4/2
Ignacio Cruz	3 Years!	on 4/28	Jillian Joslen, AGP Director	1 Year! on 4/2
			Marisela Ramirez	1 Year! on 4/2
			Elva Lopez	1 Year! on 4/12