

### A New Year begins with surprises and change

With our first full payroll of 2008 now here, we wanted to address several things with this newsletter. The most important is to announce that we have increased the range of our pay scales for all positions. Foremost, for many DCS and DPS, a rippling wages increase is in today's paycheck.

Our daily rates are set by Medi-Cal and we must exist on the fixed budget given. We want you to always earn the highest wages possible and have worked very hard at providing the best wages/benefits program in the county, but it is the state of California that ultimately decides our rates, and the budgets that we must live with. We are active members of the California Alliance of Health Facilities Organization and Matthew has been to Sacramento several times to meet with politicians to help them understand the real life needs of the individuals we serve, and moreso the people working so hard at doing it.

California law changed the minimum wage again effective January 1st, 2008, and not surprising, we received no rate increase to help offset the wage increase. What this means is that we have the same money as they gave us last year to try to adjust wage rates for all of our employees. As none of our rates were below the new minimum wage requirement, the company has no obligation to adjust any of its wage scales; however we want everyone to truly realize that we recognize that their jobs are very important and that you bring the quality of life to those that many forget.

So, effective the pay period being **paid today**, we have implemented a rippling **wage increase**. Employees currently making in the eight dollars an hour range will receive a thirty cent increase. Employees making nine dollars will receive a twenty cent increase. Employees making between ten and eleven dollars an hour will receive a ten cent an hour increase. Unfortunately employees making eleven dollars or more an hour will have no adjustment. Any administrative/corporate staff are also exempt. We apologize for such, but again, we are living with the same rates as last year and are trying to adjust with those same budgets. If you have any questions, please talk to your Administrator or to Human Resources.

### Insurance Open Enrollment Coming

It's that that time of year! Open Enrollment for company sponsored benefits (Medical, dental/vision and life insurance) meetings are scheduled for February. With these benefits, a couple of things:

Attendance at a benefits meeting should be considered mandatory for all full-time employees. All employees must attend - regardless if you already have or do not want insurance. Important topics will include changes in coverage and rates changes for 2008. This is the only opportunity of the year to sign up if you are past your initial sign up dates.

It is mandatory that everyone completes the benefits form even if signing to decline.

There is one scheduled meeting per division, and one extra for our day program. Employees may attend whichever meeting is most convenient for them, as long as they attend one. The meeting in Simi Valley will be in Spanish.

We are expecting changes in the rates, and also in the company sponsored portion of the benefits for Direct Care Staff and Direct Program Staff so it is essential that you attend and take advantage of the programs we offer.

Open Enrollment Meeting Schedule:

- Monday, Feb 25, 2008 @ 4:00pm at the Corporate Office in Oxnard
- Tuesday, Feb 26, 2008 @ 9:30am at Rural Haven Home in Fillmore
- Wednesday, Feb 27, 2008 @ 10:00am at Moonstone Home in Simi Valley (Provided in Spanish)
- Thursday, Feb 28, 2008 @ 10:00am at the Corporate Office

2007 was a great year with our best percentage yet of homes having no client care deficiencies. Now with 2008, our goal is to have 100% of our homes do the same.



2008 has started with **Sandpiper Home** setting the standard with a **Perfect Survey** with no deficiencies of any kind! The biggest reason was that all of the staff knew their clients well and practiced excellent medication pass procedures.

Sandpiper Home has now set the standard for the year, so we encourage all team members to take that extra moment to turn good into excellent!

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## P.T.O.? WHAT IS PAID TIME OFF AND HOW IS IT ACCRUED?

### What exactly is P.T.O and how does it work?

P.T.O. or otherwise known as Paid Time-Off is the equivalent to vacation, and sick leave pay that many companies choose to provide. At Epiphany Care, we try to offer a very generous program aimed at rewarding our dedicated and loyal employees.

PTO (Paid Time Off) is accrued on an hourly basis accumulating with each pay period. In short, for every hour of work, a certain amount of hours of PTO are earned with it. Hours worked that are paid at overtime, doubletime, and holiday rates are also counted at the actual hours worked.

PTO does not accrue and is not earned during periods of time when an employee does not work, is on scheduled time off, or any type of absence, including approved leave(s). PTO hours paid do not earn additional PTO hours. If an employee works less than 2080 hours annually, then the amount of PTO earned will differ from annual expected PTO accrual rate. Equally an employee who works MORE hours can also earn more PTO.

We've tried to make this a benefit useful for both planned and unexpected time off. If you have any questions, please see your employee handbook or contact Human Resources at the main office.

With the New Year, it's important to make sure your W-4 is up to date with deductions and contact information.



The Winning Homes in December for:

### Lowest overtime

Oxnard/Ventura- Sandpiper Home

Simi Valley- Beachcomber Home

Fillmore- Winter Haven Home

### Best hours control:

Pearl Home

### Best budget control:

Pelican Home

W-2's were distributed with last paycheck. If you have not received it, please confirm your address on your paycheck.

# WELCOME

### to Epiphany Care!!!

We welcome the following team member(s) in joining us in the last month.

Oscar Zavala, LVN

## Happy Birthday!



Celebrating birthdays in February

Ignacio Cruz

Graham Soto

Diana Cruz

Marisela Ramirez

Olga Nava

Rosario Lopez

Lizette Garcia

Christine Colvin

Gustavo Galindo

### Date of hire versus *original* date of hire

I have always tried to both live my life and to always run the company with the philosophy that being 'fair, consistent, and to always reward loyalty and dedication' was just the right way to work, live and hopefully lead. The accumulation of PTO hours was recently questioned by two managers which initiated a subsequent investigation ultimately finding a discrepancy in the application of this belief.



So, effective immediately, the accumulation of PTO shall be determined by the date of hire with Epiphany Care Homes, Inc. and will be the only date used and considered. Your original date of hire (if different) may still be utilized for seniority purposes however evaluation scores will carry significant value. We will also confirm your original date of hire for any employment related information if needed. Facility Managers and Lead Staff will be exempt from the accrual rate change for this one time adjustment, and their rates will not be effected.

PTO accrued in 2007 will be honored with the original dates of hire accrual rate, and another note on page 3 addresses such. Adjustments for the date of hire appear on the paycheck being issued today for 2008. If you have any questions regarding your accrued amounts, please contact your Administrator or Human Resources.

## Did you know?

As we mentioned earlier, **Sandpiper Home** in Oxnard just received their official paperwork confirming their perfect survey!

Congratulations to

Judi Flickner, Administrator/QMRP

Kathy Tristan, Facility Manager

Andrea Reeves, Lead Staff

Angela Hetzel

Daniel Martinez

Julia Pulu

Victor Esplana

Tala Segal

And Marjorie Tyerman, RN

Great job everyone!!!



### What are the Paid Time Off Accrual rates?

A full time employee works an average of 2080 hours annually. PTO (Paid Time Off) is determined based on the number of hours that an employee actually works. If an employee does not work full-time on a consistent basis, then the amount of PTO earned will not equal the amount of PTO listed below. However, if an employee works more than full-time then they can also accrue more PTO as it is earned by the hour worked not by the month or year. The accrual rates for Direct Services, Clerical, Maintenance and Supervisory employees are:

Years Employed	PTO Accrual Rate	PTO Hours*
0 – 2 years	0.0192 hours earned/per hour worked	40
2 – 3 years	0.0231 hours earned/per hour worked	48
3 – 4 years	0.0269 hours earned/per hour worked	56
4 – 5 years	0.0307 hours earned/per hour worked	64
5+ years	0.0385 hours earned/per hour worked	80

\*- (based on 2080 annual hours)

### P.T.O. FIX-ITS ON TODAY'S CHECK

Thanks to Gaya, and Trina who discovered an error that may have impacted your P.T.O. accrual on certain paychecks. Our subsequent investigation caught a calculating error that impacted certain employees in the last couple of months. Thankfully the root problem has been discovered and corrected.



Accrual corrections are in **this paycheck** bringing you to current balances. This did not effect everyone so if there is no change, your balance is accurate. We want us to always remain fair and consistent so we are reviewing everyone to ensure accuracy. We apologize for this inconvenience, and do not expect this problem to occur again.



We want to make sure that everyone remembers our Employee Referral Bonus program.

Refer an employee\* who successfully passes their

90-day evaluation and receive a certificate for \$25!!!. When they pass their annual evaluation, make another \$50!!!

By making your job easier in bringing in strong teammates, you can also make some extra money!!!

\*-Each position has different referral bonuses



We love writing these congratulations, so we are thrilled to get to put three into one newsletter!

Congratulations, **Starfish Home** in Ventura with another no client care deficiency survey.

Congratulations to

Liness Coronado, Administrator/QMRP

Doreen Juarez, Facility Manager

Rashanti Wickramasinghe, Lead Staff

Joanne Laderas, LVN

Jacobo Aldaco

Stacy Freeman

Hazel Jackson

And Julie Embry, RN



Missed in our last newsletter in December (paperwork came late), but **Seashore Home** in Oxnard ended the year with a no client care deficiency survey.

Congratulations to

Judi Flickner, Administrator/QMRP

Rosa Aguirre, Facility Manager

Gertrude Cropper, Lead Staff

Sandra Aguilar

Christine Colvin

Cristina Lujan

Marisela Ramirez

And Julie Embry, RN



Dates to Remember in:

# FEBRUARY 2008



## Upcoming Events:

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

- 2nd—Groundhog Day
- 3rd—Super Bowl Sunday (**GO PATRIOTS!**)
- 5th—Super Tuesday (Primary Elections)
- 13th—Pay Day
- 14th—Valentine's Day
- 18th—President's Day
- 25th— 400 pm Benefits Meeting/ Corp Office
- 26th—930 am Benefits Meeting/ Rural Haven
- 27th—Pay Day
- 27th—1000am Benefits Meeting/ Moonstone (Spanish)
- 28th—1000am Benefits Meeting/ Corp Office



The trophies that keep showing up in our newsletters should be a proud thing for everyone.

For the company, it proves that our united commitment to quality is shared with all of our teammates..

For the team members in all of our homes, the trophy means another a home has performed so well that they have earned the survey bonus for when homes achieve a survey with no client care deficiencies.

For Direct Care Staff, a 'trophy' survey can mean a \$100 bonus. Lead Staff and Facility Manager's make even more.

You can't fake quality so our everyday care, commitments and consistency are what make our survey trophies happen. Make everyday a trophy day!



## Employee Anniversaries

The following team members are celebrating their employment anniversaries with Epiphany Care this month.

Thank you all for your commitment to the homes, and, most importantly, our clients.

**Mercedes Gonzales, FM 10 Years!** on 2/1

**Pat Ring, QMRP/RN 9 Years!** on 2/25

**Celebrating their first anniversary with us:**

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

**Nieves Bunda 1 Year!** on 2/15

**Teresita Contreras 1 Year!** On 2/27