

Hazleton's Pay Cycle to Align With the Health Network's



Hazleton continues to integrate with the human resources (HR) policies and procedures of Lehigh Valley Health Network (LVHN). The next step in this process is the alignment of pay cycles at the health network's Hazleton entities with the pay cycle of the health network. This represents

an opportunity to bring consistency to our pay processes across the health network and will allow for a smooth transition to the Lawson HR information system, which is scheduled for next year.

Effective Sept. 30, 2017, our pay periods will be aligned with the LVHN cycle. The table below demonstrates how this alignment will impact colleagues at LVH-Hazleton, LVPG-Hazleton and the Health & Wellness Center at Hazleton.

As you can see from the table, you will receive two checks on Oct. 12. The first check will cover the period from Sept. 16 until Sept. 29. The second check will be for an eight-day period from Sept. 30 until Oct. 7. Effective with the pay period beginning Oct. 8, Hazleton will be on the same pay cycle as LVHN.

PAY PERIOD	PAY DATE	IMPACT
09/16–09/29	10/12	No change
09/30–10/07	10/12	8-day transitional pay period
10/08–10/21	10/26	On common cycle (full pay)

We are committed to making this change as seamless as possible. We appreciate your cooperation and understanding as we position our organization for a successful future that will benefit you, our patients and our community.

Pay Cycle Q&A

Why is this change being made?

We are making this change to provide consistency across the health network in anticipation of moving to the Lawson human resources (HR) information system next year.

What does this change mean to me?

As the pay table reflects, there is an eight-day transitional pay period beginning Sept. 30. A short pay week is necessary to synchronize pay periods. You will be paid for all hours worked.

Will this affect my pension?

No. The contribution to our defined contribution pension plan is based on a percentage of your W2 compensation for the plan year.

Does this change impact the beginning and end of the pay cycle?

Yes. Currently the two-week pay period begins on a Saturday and ends on a Friday. With this change, the pay period will begin on a Sunday and end on a Saturday.

How is my overtime calculated during the transitional pay period?

Overtime will be calculated based on your pay rule of either daily or weekly and processed with the appropriate pay check.

Will my vacation, personal or sick leave be affected?

No.

How does this impact my health insurance contribution and other payroll deductions?

The only payroll deductions that will be taken with the eight-day transition pay (Sept. 30-Oct. 7) will be taxes, garnishments and union dues.

Will the eight-day transitional pay be in the form of a separate check or direct deposit?

It will be paid in a separate, physical check.

Get Your Flu Shot

It's the time of year when we begin to think about fall foliage and unfortunately, the upcoming flu season. Colleagues know our annual flu shot clinics at LVH-Hazleton are just around the corner. This year, flu shots will be available in the sixth floor conference room and employee health office on varying weekdays and times from Oct. 5 to Dec. 1. Here is the schedule.

SIXTH FLOOR CONFERENCE ROOM

Thursday, Oct. 5, 1:30–4 p.m.
Friday, Oct. 6, 1:30–4 p.m.
Monday, Oct. 9, 7–8 a.m.
Monday, Oct. 9, 2–4 p.m.
Tuesday, Oct. 10, 2:45–4 p.m.
Thursday, Oct. 12, 7:15–8:15 a.m.
Thursday, Oct. 12, 1:45–4 p.m.
Friday, Oct. 13, 9–10 a.m.
Friday, Oct. 13, 2:45–4 p.m.
Monday, Oct. 16, 7:15–8:15 a.m.
Monday, Oct. 16, 2–4 p.m.
Tuesday, Oct. 17, 2–4 p.m.
Wednesday, Oct. 18, 9–10 a.m.
Wednesday, Oct. 18, 3–4 p.m.
Thursday, Oct. 19, 7:15–8:15 a.m.
Thursday, Oct. 19, 3–4 p.m.
Monday, Oct. 23, 8–10 a.m.
Monday, Oct. 23, 3–4 p.m.
Tuesday, Oct. 24, 2–4 p.m.
Wednesday, Oct. 25, 9–10 a.m.
Friday, Oct. 27, 3–4 p.m.
Monday, Oct. 30, 7:15–8:15 a.m.
Monday, Oct. 30, 3–4 p.m.
Tuesday, Oct. 31, 1:45–4 p.m.

EMPLOYEE HEALTH OFFICE

Wednesday, Nov. 1, 3–4 p.m.
Friday, Nov. 3, 7:30–8:30 a.m.
Friday, Nov. 3, 3–4 p.m.
Monday, Nov. 6, 2–4 p.m.
Thursday, Nov. 9, 2–4 p.m.
Tuesday, Nov. 14, 2–4 p.m.
Friday, Nov. 17, 2–4 p.m.
Monday, Nov. 20, 2–4 p.m.
Wednesday, Nov. 29, 2–4 p.m.
Friday, Dec. 1, 2–4 p.m.

If you can't make any of the designated times, call the employee health office for an appointment at 570-501-4788. Colleagues who do not receive a flu shot or have received a flu shot elsewhere are required to sign a declination form at the employee



health office. Colleagues receiving shots elsewhere also must provide proof of vaccination to the employee health office.

Colleagues at the Health & Wellness Center at Hazleton are asked to contact their department managers if they'd like a flu shot. You will be notified when flu shots will be administered at your department.

As in prior years, LVHN policy mandates a flu shot as a requirement for LVHN colleagues who have patient contact at most of our campuses. All other colleagues are strongly encouraged to get one as well. It's our way of keeping colleagues healthy while giving back to the community. Whether you are attending a religious service or out at a social event, you will not be potentially increasing the influenza risk.

“WHY SHOULD I GET VACCINATED?”

The Centers for Disease Control and Prevention (CDC) recommends the vaccine for all persons over the age of 6 months, especially health care workers. Everyone, including laboratory, clerical, dietary, environmental services, maintenance, security and administrative personnel, might be exposed to the flu virus even though they are not directly involved in patient care and could transmit the virus to others. Additionally:

- ▶ A flu shot is the best way to protect yourself and your loved ones from the flu.
- ▶ A flu shot reduces the potential spread of the influenza virus through our hospitals, health centers and outpatient practices.
- ▶ Influenza/pneumonia is the No. 8 cause of death in the U.S.

This year's quadrivalent vaccine protects against four types of influenza – two type A viruses and two type B viruses. They are:

- ▶ A/Michigan/45/2015 (H1N1)pdm09-like virus
- ▶ A/Hong Kong/4801/2014 (H3N2)-like virus
- ▶ B/Brisbane/60/2008-like (B/Victoria lineage) virus
- ▶ B/Phuket/3073/2013-like (B/Yamagata lineage) virus

The CDC Advisory Committee on Immunization Practices continues to recommend that the live attenuated influenza vaccine (LAIV) – also known as the “nasal spray” flu vaccine – should not be used during the 2017-2018 flu season. The recommendation is based on data showing poor or relatively lower effectiveness of LAIV in recent years. The nasal spray flu vaccine will not be available to LVHN colleagues through employee health services.

Casual Conversations Bring Comments and Suggestions

THIS MESSAGE IS FROM JOHN FLETCHER, LVH-HAZLETON PRESIDENT.



The Communication Cascade continues to keep the lines of communication open between LVHN leaders and front-line staff. Recently, I had the opportunity to spend some time with 16 colleagues through our newest Communication Cascade program called Casual Conversations. During the hour we spent together, I received valuable insight

into the operations of some of our departments. I truly enjoyed the conversation and want to thank those colleagues for their openness, and for their insightful comments and suggestions. Leaders will use their valuable input to enhance the way we do things for the betterment of our colleagues and the health of our community.

One suggestion from Casual Conversations was for leaders to visit departments. I agree. As part of a pilot program, LVH-Hazleton leaders and I have been conducting rounds on the nursing units over the past several months. We've been speaking

with colleagues and visiting with patients. The feedback has been invaluable. We've enjoy the two-way conversation and getting to know our colleagues even better.

Beginning this week, ancillary and support departments were added to the senior leader rounding schedule. Rounds will be conducted every other week. Nursing rounds also will continue and will be conducted on the opposite weeks.

Here is the schedule for round for the week of Sept. 25.

LOCATION	DATE AND TIME	LEADER
7th floor	Sept. 26 at 1 p.m.	John Fletcher
6th floor	Sept. 27 at 2 p.m.	Michael Golden, RN
5th floor	Sept 25 at 9 a.m.	Michele Roberts, RN
4th floor	Sept. 28 at 2 p.m.	Anthony Valente, MD
2nd floor	Sept. 25 at 1 p.m.	Murray Swim
ED	Sept. 27 at 1 p.m.	Melissa Curto

Visited LVHN Daily-Hazleton Yet?

LVHN Daily-Hazleton is live and chock full of information. Have you seen it yet? You can access it from the intranet home page. Just click on the LVHN Daily-Hazleton graphic. Check it out, and visit often. New information is posted regularly.



REMINDER

Next Friday, Sept. 29, LVHN Hazleton-Weekly will change. You'll still get an email, but that email will contain headlines that link to the week's LVHN Daily stories. Think of it as a wrap-up of everything that happened at LVHN and LVH-Hazleton that week.

Attend the LVHN Stroke Symposium Oct. 6

LVH-Hazleton invites all primary care providers, nurse practitioners, physician assistants, registered nurses, licensed practical nurses and pre-hospital care providers to a symposium entitled "The Stroke Journey: From Diagnosis to Treatment to Recovery" on Friday, Oct. 6, from 8 a.m.-2 p.m. at Capriotti's Palazzo in McAdoo, Pa. LVHN and pre-hospital providers will speak on various aspects of the stroke care journey beginning with pre-hospital care to post-stroke treatment plans.

With approval from your manager, the event is free for LVH-Hazleton providers. The registration for EMS personnel is \$50, and \$75 for all other attendees. To complete electronic registration and payment, please visit go.activecalendar.com/lvhn-doe, scroll down to find the event listing and click "Details."

Jeff Dunham Ticket Presale

Jeff Dunham's Passively Aggressive show is coming to the Mohegan Sun Arena at Casey Plaza Dec. 30, 2017, at 5 p.m. The ticket presale is now live and ends Sept. 24 at 10 p.m. Tickets go on sale to the general public on Sept. 25. Visit LVHN Daily-Hazleton (accessible on the intranet home page) for a link to the presale website.

Star Celebration to Recognize Colleagues' Years of Service

On Oct. 18, LVH-Hazleton will hold its second annual Star Celebration, a reception to recognize the indispensable role colleagues play in furthering our mission to heal, comfort and care. It's a chance to thank colleagues for their dedication and commitment to excellence.

Two types of career milestones are celebrated at the event. One is longevity, as we recognize colleagues who've been with LVHN for five, 10, 15, 20, 25, 30, 35, 40 and 45 years. We also will recognize colleagues who retired during the year.

Colleagues being recognized this year received invitations to the reception and are encouraged to RSVP to human resources (HR) no later than Wednesday, Oct. 4. You may contact HR with any questions or for further information.