

Flemingdon Health Centre HR Newsletter

Issue 1 – Fall/Winter 2021

ENGAGEMENT SURVEY TIME TRACKER

Help us improve your experience here at FHC - take a moment to complete the survey sent by TalentMap. The survey is confidential. Only aggregate responses will be shared with FHC; your individual response will not be shared with anyone at FHC. The survey window has been extended to November 26, 2021. Please search your inbox for "Survey Research survey@talentmap.com"

COVID TRAINING

If you have not completed COVID-19 training yet, please do complete it as soon as possible. Speak to your supervisor to arrange a time to complete it. Please see the email entitled "IMPORTANT! COVID-19 Mandatory Health & Safety Trainings requiring attestation" sent in May for additional details. These trainings are mandatory.

EMPLOYEE ASSISTANCE PROGRAM

Please use the temporary [employee assistance program](#) if needed. The phone number is 1-877-234-5327 and is available 24/7. It is available to you and your family members.

Please ensure statutory holidays are entered correctly in [Time Tracker](#). If you have questions, please see the [User Guide](#). If you have further questions, please speak to your supervisor and if you still have questions after speaking with your supervisor, please contact HR.

TAKING TIME

Please arrange with your supervisor to book the remainder of your time off balances until the end of the year. You are encouraged to first use entitlements that must be taken within a time frame such as float, merit or lieu time. Vacation carry-over of up to one working week must be pre-approved by the Director.

CORPORATE GOODLIFE FITNESS MEMBERSHIP

Staff members can receive 25% off, with \$0 enrollment fees, at Good Life Fitness. You can also add family members to your plan. There is also a special deal if you join before the end of 2021- see the [flyer](#) for details. To enroll, follow the normal enrolment process and use your FHC e-mail. [GoodLife Corporate Memberships \(goodlifefitness.com\)](#)

HOLIDAYS HOURS

Holiday Hours at FHC:

Fri, Dec 24:

Half-day - close at noon

Sat, Dec 25: Closed

Sun, Dec 26: Closed

Mon, Dec 27:

CENTRE CLOSED STAT IN LIEU

Tues, Dec 28

Open hours:

FL: 8:30 am -8:00 pm; FV and HATP: 9:00 am - 5:00 pm

Wed, Dec 29

CENTRE CLOSED

Thurs, Dec 30 Open Hours:

FL: 8:30 am – 8:00 pm;

FV and HATP: 9:00 am – 5:00 pm

Fri, Dec 31

Half-day - close at noon

Sat, Jan 1 Closed

Sun, Jan 2 Closed

Mon, Jan 3

CENTRE CLOSED

Tues, Jan 4-

Regular business day

Other helpful links to staff information:

[STAFF CONNECTIONS](#)

[STAFF INFORMATION](#)

[HUMAN RESOURCES](#)

[FHC COVID PAGE](#)

[ONTARIO BOOK VACCINE](#)

ATTESTATIONS

After completing training in [Policy Medical](#), please complete the attestation when prompted. This helps us all meet our organizational responsibilities. To attest, fill out the “iAttest Required” box on the right side of the appropriate policy or training page of Policy Medical and then click “Attest Now”. For further information on Attestations, see the [Attestation Guidelines](#) below.

Flemington Health Centre –Attestation Guidelines

What is policy attestation?

In general, an attestation is a way to confirm that an employee has received up to date and accurate information or training concerning an organization’s policies or procedures that the employee will be obligated to follow.

At FHC, we use a document management solution, called Policy Medical, to enable staff to access important documents like policies, procedures, training materials etc. Policy medical has an automated attestation feature which FHC uses as a mean to track and ensure that all required policies, trainings and other documents have been communicated to staff; staff have received and read the content received; and by completing the attestation acknowledge understanding and abiding by what is required.

Why is attestation required?

Attestations provide a record of confirmation that the staff has received a document and is acknowledging that they are responsible for knowing and applying the information contained within.

Throughout the year, we setup attestations to various documents like policies, procedures, work processes and work flow documents, trainings, guidelines etc.

What should I do if I don’t understand the content presented in the attestation document?

Staff are responsible for ensuring they clearly understand the expectations and requirements outlined in documents set up for attestation. In cases where staff have questions and require further support, they must connect with their manager. If further support is required (for example, an occupational health and safety document), the manager should reach out to a member of the Joint Occupational Health and Safety Committee or HR.

What happens if I don’t attest?

The benefits to completing attestations were outlined above. However, in cases where staff do not attest, follow up will be required. This follow up may be for various purposes including to understand if there is a need for further clarifications or education support.

Staff that do not complete an attestation will still be held accountable for following and complying with policies, procedures, training requirements etc.