

UNDERSTANDING OUR STRONG FOUNDATION

UnityPoint Health Peoria Region
Laboratories

Methodist/Proctor/Pekin

Our Values

- Foster Unity
- Own the Moment
- Champion Excellence
- UnityPoint Health
- Seize Opportunities

Our Mission

Improve the health of the people and
communities we serve

Our Vision

Best outcome

every patient

every time.

Our Value Proposition

UnityPoint Health makes it easier and more personal to keep your health on point.

Our Brand Promise

Know how much you matter to this world

Our Brand Manifesto

- People, they're our sweet spot. They're what we care about most and why we do what we do. They're not a diagnosis, our ten o'clock appointment, or a label on a bill. Just wonderfully important people with a name, with a need and feelings, and they deserve an easier, more personal way to keep their health on point.
- Welcome to UnityPoint Health. It's a more attention, all questions answered, rewarding, we see it from your perspective kind of care. It's a "hello" rather than a "next". It's a "I can't believe they did that for me" moment in their life. It's the power of healthy relationships. **Because the way we make people feel matters more than anything else.**
- People are amazing. We're here to help keep them that way. That means working together as a team because everyone wants a say in any decision that affects them. Our thing is healthcare. You know you best. So together, we find the ideal way for you to go from getting well to living well. Because you matter to this world and we'll show you just how much.

New policy for Absenteeism, Tardiness, and Missed Punches

- Effective 1/1/2018
- Policy will be sent out for all to review in MTS (PLEASE REVIEW!)
- Guidelines established for use in determining appropriate corrective action for absenteeism, tardiness and missed punches

| Number of Occurrences in a Continuous 12 Month Period | Corrective Action (Each of these steps are documented on the Corrective Action form) |
|---|--|
| 4 | Coaching/Counseling awareness discussion |
| 5 | Verbal Warning |
| 6 | Written Warning |
| 7 | Final Written Warning |
| 8 | Termination |

- An absence on a schedule holiday will result in 2 occurrences.
- No call/No show

| Number of Occurrences in a Continuous 12 Month Period | Corrective Action (Each of these steps are documented on the Corrective Action form) |
|---|--|
| 1 | Final Written |
| 2 | Termination |

Champion Excellence!

- Good attendance is essential to the smooth and efficient operation of each department. Excessive absences and tardiness causes disruption to workflow, loss of continuity to patient care, unnecessary burden on other team members, and reflect poorly on a team member's work record.
- Any questions regarding this policy, please see your manager. This policy will be enforced!

Celebratory Gift

On your December 15th paycheck you will see a celebratory gift for all the hard work and accomplishments for this past year.

- ❑ \$200 for full time employees
- ❑ \$100 for part time employees
- ❑ \$50 for PRN employees

(Must have been hired before 9/1/17)



2018 Merit Increase Guideline -Pay for Performance-

| | <i>Rating</i> | <i>Overall Score</i> | <i>Percent Increase</i> |
|---|---------------|----------------------|-------------------------|
| 5 | Outstanding | 4.7 – 5.0 | 3.0% |
| 4 | Very Good | 3.7 – 4.6 | 2.0% |
| 3 | Good | 2.7 – 3.6 | 1.0% |
| 2 | Fair | 1.7 – 2.6 | 0% |
| 1 | Poor | 1.0 – 1.6 | 0% |

If a recommended increase would take an employee above his/her pay range, the merit increase will be paid out in the form of a lump sum.

The merit increase will be effective the first full pay period of the year.

Click on Sign to add text and place signature on a PDF File.