


Staff Notice



Online Staff Resource Guide

One of our main goals at SCR is to ensure our staff have a rewarding and satisfying work experience. We want to give each staff member all the necessary information needed to excel personally and professionally at SCR. To that end, we have created a new online Staff Resource Guide, which is designed to give you a broad snapshot of SCR including general information and guidelines as well as brief summaries of certain policies and benefits. This new online guide will replace our current paper Handbook, and provide you with a more convenient and accurate reference with links to corresponding guides and policies. Visit the new Staff Resource Guide on SCR's intranet.

Staff Resource Guide 

[About this Guide](#) [Introduction to SCR](#) [Employment](#) [Staff Expectations](#) [Compensation](#) [Benefits](#) [Facility Safety](#)

Whether you have just joined our staff or have been employed at SCR for a while, we are confident that you will find our organization a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the staff of SCR to be our most valuable asset. This Resource Guide has been written to serve as a guide to your employment at SCR. There are several important things to keep in mind as you review the contents.

The Staff Resource Guide contains general information and guidelines and also briefly summarizes certain policies and benefits. It is not intended to be comprehensive or to address all the possible applications or exceptions. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, address specific questions with your manager or the Human Resources Department. SCR policies and benefit summaries are available on the SCR Intranet (see links below).

Neither this Resource Guide nor any other SCR document confers any contractual right, express or implied, to remain in SCR's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by SCR. As well, you may resign for any reason at any time, with proper notice required. Second, the procedures, practices, policies and benefits described here may be modified from time to time or discontinued. We will try to inform you of any changes as they occur and encourage you to check the SCR Intranet for periodic updates.

Electronic Signature Instructions

Please complete the online Statement of Acknowledgment within 30 days of hire or of receiving this Staff Resource Guide, by clicking on the Employee Portal link below.

[Employee Portal Access](#)

[Policies](#)

[SCR Intranet - Human Resources](#)

A message from... Human Resources

10/27/2014



St. Claire Regional Medical Center

Site Content

- ▶ Administration
- ▶ AHEC
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- ▶ Informatics
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- ▶ Materials Management
- ▶ Medical Staff Office
- ▶ Meeting Rooms
- ▶ Nursing
- ▶ Nursing Education
- ▶ Pastoral Care
- ▶ Pharmacy
- ▶ Printing
- ▶ Quality Management
- ▶ Rehab Services
- ▶ St. Claire Counseling

Announcements

✓ Title	Body	Modified
SCR Parking Map	Attached is the current parking map for St. Claire Regional.	4 days ago
Staff Resource Guide available online	Click here to view the online guide.	February 9
Staff Recognition 2015	Staff Recognition 2015 attached.	January 30
2016 Open Enrollment Benefits	2016 Open Enrollment Benefits flyer is attached. Click on the attachment link to view.	January 30
Meditech CPOE/PDOC/Med Rec/Training Material	Here is the Meditech CPOE/PDOC/Med Rec/Training Material.	July 2, 2015

Links

- ✓ URL
- [2015 Open Enrollment Benefits](#)
- [2016 Insurance Benefits Information Humana](#)
- [Cafeteria Menu](#)
- [CDMP Provider Education](#)
- [CSA Form](#)
- [Disaster Plan](#)
- [EMPACT Events](#)
- [Employee Portal Access](#)
- [Employee Recognition Program](#)
- [From the Chaplain's Desk](#)
- [Humana Vitality](#)
- [Interpreter Resources](#)
- [Meditech Report Request Form](#)
- [Mobile Device Agreement](#)
- [Physicians Portal](#)
- [SCR Mobile Device Agreement](#)
- [SCR Phone Directory](#)

Calendar of Events

← → August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13

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SCR EMPLOYEE PORTAL

Employee Login

Staff Resource Guide

WELCOME TO THE SCR EMPLOYEE PORTAL!

Please enter the requested information below to view your profile.

Employee Information

Employee ID:

*EMP ID can be found on the back of your badge.
Exclude all leading 0's from the employee ID.*

[Help](#)

Birthday:

Month

Day

Year

Last 4 of SSN

Submit

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Employee ID: EMP ID can be found on the back of your badge.
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[Help](#)

Birthdate: Month Day Year

Last 4 of SSN

Log Off

Account Found

Demographics

Benefits

Parking

Facilities Mgmt.

SRG Acknowledgment

Performance Evaluations

One Call Now



SCR Policies

+ new document or drag files here

All Documents ... Find a file

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- Pharmacy
- Printing
- Quality Management
- Rehab Services
- St. Claire Counseling

✓	📁	Name	Modified	Modified By
	📁	Administration	February 4	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Administrative Manual	May 27, 2015	<input type="checkbox"/> Duff, Stewart
	📁	Biomedical	January 6	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Board of Directors	January 19	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Clinical Nutrition Services	June 4, 2015	<input type="checkbox"/> Duff, Stewart
	📁	CRSS	January 11	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Development	January 14	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Diagnostic Imaging	February 1	<input type="checkbox"/> Duff, Stewart
	📁	Environmental Services	January 6	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Facilities Management	June 4, 2015	<input type="checkbox"/> Duff, Stewart
	📁	Financial Services	January 15	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Food Services	January 6	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Graduate Medical Education	June 4, 2015	<input type="checkbox"/> Duff, Stewart
	📁	Health Information Management	February 2	<input type="checkbox"/> Duff, Stewart
	📁	HomeCare Hospice HME	January 11	<input type="checkbox"/> Morris-Sexton, Mindy
	📁	Human Resources	June 4, 2015	<input type="checkbox"/> Duff, Stewart



Human Resources

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Announcements

✓ Title Modified

There are no items to show in this view of the "Announcements" list.

Calendar of Events

← → August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	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	1	2	3

Links

✓	📄	Edit	URL	Notes
	📄		API Implementation	...
	📄		Self Password Reset Registration	...
	📄		SCR Employee Portal	...
	📄		SCR Staff Resource Guide	...

Documents

✓	📄	Name	Modified	Modified By
	📁	2016 Insurance Benefits Information	... January 28	<input type="checkbox"/> Duff, Stewart
	📁	Beneficiary Forms	... January 28	<input type="checkbox"/> Duff, Stewart
	📁	Disaster and Emergency Codes	... January 28	<input type="checkbox"/> Duff, Stewart
	📁	HR Forms	... January 28	<input type="checkbox"/> Duff, Stewart
	📁	Job Descriptions	... January 28	<input type="checkbox"/> Duff, Stewart
	📁	Retirement	... June 24, 2015	<input type="checkbox"/> Duff, Stewart