# **Staff Notice**

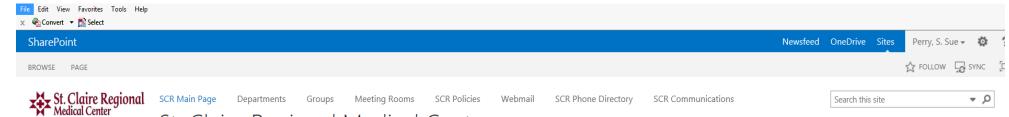


# **Online Staff Resource Guide**

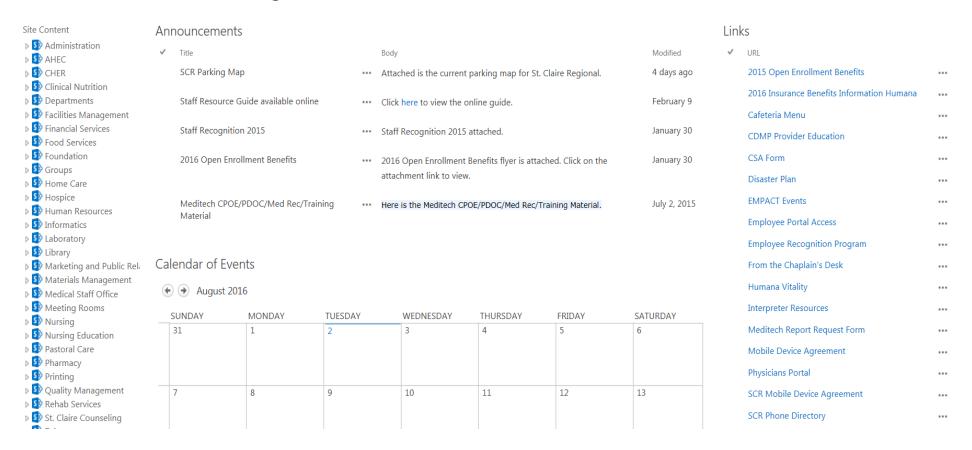
One of our main goals at SCR is to ensure our staff have a rewarding and satisfying work experience. We want to give each staff member all the necessary information needed to excel personally and professionally at SCR. To that end, we have created a new online Staff Resource Guide, which is designed 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



About this Guide Introduction to SCR Employment Staff Expectations Compensation Benefits Facility Safety

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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

# **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  January	Day  01	Year 2013 <b>∨</b>
Last 4 of SSN			
Submit			

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Help

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Last 4 of SSN

Log Off

Account Found

Demographics Benefits Parking

Facilities Mgmt.

SRG Acknowledgment

Performance Evaluations

One Call Now





SCR Main Page Departments

Groups Meeting Rooms

ooms SCR Policies

Webmail

SCR Phone Directory

**SCR Communications** 

### **SCR Policies**

