



GREYSTOKE

www.greystokehomes.com

WELCOME TO THE FEBRUARY 2012 OF THE GREYSTOKE NEWSLETTER
TO KEEP YOU INFORMED OF THE LATEST ISSUES & INFORMATION

Vacation Pay Request Change
Effective immediately the amount requested must be a specific dollar amount or "all". The request date for payout must be an actual pay day. The new form reflects this change.
Thanks

A special shout out to Trish from the CP Admin team & the CP front line staff. The time sheets are coming in with much improved timeliness for payroll. Kudos to staff that have regularly been on time. And, our thanks to the "just a bit late" folks. Finance has noticed a great improvement which makes their job easier to pay you on time. Keep it up.

FROM THE POLICY & PROCEDURE MANUAL

CONFIDENTIALITY AGREEMENT

I acknowledge that in the course of carrying out, performing and fulfilling my role with **Greystoke Homes & Support Services Inc.** (Greystoke) I will have access to confidential information including but not limited to documents, materials, products, programs, manuals, records, keys and other work or personal information pertaining to Greystoke staff, persons served, suppliers and/or other associates.
I further recognize and acknowledge that all reporting materials and charts pertaining to the care of persons served are legal documents and all information contained within is confidential.
Inasmuch as my role with Greystoke will entitle me to certain information, and as such information is to be treated as confidential, I agree I shall not disclose any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential.
In recognition of being so entrusted, I acknowledge and agree that at no time, except as directed by Greystoke, whether during or after my employment with Greystoke, will I discuss any confidential information about staff or persons served with other persons served, or with any other individuals in the community, or with staff other than my Program Director or others designated by him/her.
Each employee signed this agreement upon hire.
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If spouses, friends or relatives will be dropping off time sheets, monthly evaluations/summaries, etc. please ensure all materials are contained for privacy.

CP
Leslie H.



HQHC
Lorraine K.

On Time Paperwork ~Time Sheets

STAFF RECOGNITION

Reports ~ Summaries ~ On Time

Janelle V.
Thank you Janelle for your flexibility & creativeness.
We appreciate your willingness to try new ideas & your follow-through -the parent feedback is fabulous.
You Rock Janelle!

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Susan D.
Thank you Sue for ALL you do.
The clients love you & so do we!
You are a total pleasure to work with & always willing to help out when needed.
You're the Tops Susan!

Sun	Mon	Tues	Wed	Thurs	Friday	Sat
	January 30 start of WEEK 1	February	1 HCA Course 130 - 330 pm <u>Magrath</u> HCA Course 7 - 9 pm	2 	3	4
5	6 WEEK 2	7 HCA Course 130 - 330 pm	8 HCA Course 130 - 330 pm <u>Magrath</u> HCA Course 7 - 9 pm	9 Home Care 115 - 430 pm Congestive Heart Failure Continuing Care Desktop Continuing Care Standards  16 - 29 Jan	10 A man wrapped up in himself makes a very small bundle. Ben Franklin	11
12	13 WEEK 1 <u>Home Care</u> 115- 430 pm Abuse Protocol Fire Safety Working Alone Safely Rights & Restriction Standard Precautions TIME SHEETS DUE BEFORE NOON	14 HCA Course 130 - 330 pm 	15 ** HCA Course 130 - 330 pm <u>Magrath</u> HCA Course 7 - 9 pm	16 Children's Program 115- 430 pm Abuse Protocol Fire Safety Working Alone Safely Rights & Restrictions Standard Precautions Medication Administration	17 Seven days without chocolate makes one weak.	18
19	20 WEEK 2 Family Day 	21 HCA Course 130 - 330 pm	22 HCA Course 130 - 330 pm <u>Magrath</u> HCA Course 7 - 9 pm	23 Suicide Awareness 130 - 3 pm Review of Policies & Procedures 315 - 430 pm  30 Jan - 12 Feb	24	25
26	27 WEEK 1 TIME SHEETS DUE BEFORE NOON	28 HCA Course 130 - 330 pm	29 ** HCA Course 130 - 330 pm <u>Magrath</u> HCA Course 7 - 9 pm	NATURE DOES NOT HURRY YET EVERYTHING IS ACCOMPLISHED..... LAO TSE 		

**February 15 & 29 Home Care Contract Pay Days.



Swim
Pass
Reminder +



City of Lethbridge - Helping keep you on the move this winter!

On their website you will find:

- New winter road maintenance interactive maps
- Snow route e-notification registrations forms
- Winter driving tips
- A winter driving conditions video

CHECK IT OUT!

www.lethbridge.ca/living-here/getting-around/Streets-and-Roads/Pages/Snow-and-Ice-Control.aspx

If you do pick up a swim pass & choose to sign in at the pool, **you are responsible to pay the fee. No exceptions.**

Greystoke is billed for each sign in. The swim passes are provided as a courtesy by Greystoke for all staff/clients. To enable this courtesy to continue we require all staff to be compliant with the guidelines. Please check with your supervisor for clarification before incurring any costs, i.e. movies, special treats, etc. Thank you.