

Welcome to Beth Israel Lahey Health Human Resources

Beth Israel Lahey Health 
Lahey Hospital & Medical Center

Welcome to Beth Israel Lahey Health

- Up to now your main contact may have been a recruiter, now that you have started, your primary point person in Human Resources will be your HRBP – your manager will let you know who that will be
- We are a resource for policies and benefits, performance related questions, general employment questions or concerns
- During this next section of Orientation, I will be reviewing the following information with you:
 - Intranet a.k.a. [MassNet](#)
 - Pay check, Mandatory Ed, Employee Self Service, Benefits Center,
 - Policies & Procedures online
 - SafeSpot for reporting employee injuries
 - Sexual Harassment Prevention information
 - Diversity & Inclusion expectations



Amy Efstratios

- Inpatient Med/Surg Units
- Case Management
- Emergency Department



Pat DeVivo

- Laboratories
- Security
- Environmental & Food Services
- Physical Therapy
- Radiology
- Pharmacy



Kevin Kealing

- Ambulatory Clinics – Surgery
- Surgical Nursing
- Research
- Medical Education



Linzy Startzell

- Ambulatory Clinics - Medicine
- Patient Access

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bis training

Intranets


- Shared Services LinkSS
- Beverly NIC
- Winchester WinNet
- Behavioral Health

Helpful Links

- Ask the Coder
- Benefits Center
- BLS/ACLS Resources
- Cattell Library Resources
- CareForms
- CE Calendar - Nursing
- Central Supply Catalog
- CME Tracking Calendar
- Coding Spotlight
- Colleague Connection
- Colleague Connection Learning Portal
- Corporate Compliance
- Daily IV/Resp/PT Assignments
- Department Directory | BUR
- ECMS
- Employee Health
- Ethics
- Event Calendar
- Flu Central
- Forms Repository
- Furniture Standards Tool
- HR Center
- Initial Action Response Guide | BUR
- Initial Action Response Guide | PEA
- Inpatient Consults

Featured

Phone and Paging



Help Desk



SafeSpot



Colleague Connection





Colleague Resources

Make Today Epic



Lahey Nursing



Clinical Policies
& Procedures Library



Clinical Content
Repository





Beth Israel Lahey Health

Colleague Connection

User ID Network user ID

Password Network Password (Case Sensitive)

Sign In

Beth Israel Lahey Health 
Lahey Hospital & Medical Center

Recruiting Home



Payroll



Last Pay Date **01/09/2020**

Personal Details



Careers



Recruiting Activities



Talent Profile



Benefit Details



Learning



OnBoarding Activities



Get Started



Recruiting Home



Payroll



Last Pay Date **01/09/2020**

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Careers



Recruiting Activities



Talent Profile



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Learning



OnBoarding Activities

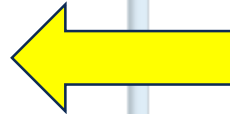


Get Started

Recruiting Home



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Benefit Details



Learning



OnBoarding Activities



Get Started

Pay Group:	LSS-Lahey Health Shared Services
Pay Begin Date:	04/20/2014
Pay End Date:	05/03/2014

Business Unit:	B0050
Check #:	0946413
Check Date:	05/08/2014

3			Employee ID: 99999 Active Department: 1101-74030-PFS-Hosp Location: Beverly Hosp -Herrick St Job Title: Patient Smile Specialist Pay Rate: \$19.680000 Hourly			4			TAX DATA: Marital Status: Married Allowances: 0 Addl. Pct: Addl. Amt:			Federal Married 0 MA State Married 0		
HOURS AND EARNINGS						TAXES								
Description		Rate	Current Hours	Earnings	YTD Hours	Earnings	Description		Current	YTD				
Regular Earnings		19.680000	42.00	826.56	84.00	1,653.12	Fed Withholding		48.16	127.67				
MNA Evening shift				0.00	58.25	174.75	Fed MED/EE		11.99	28.05				
MNA Weekend shift				0.00	16.00	40.00	Fed OASDI/EE		51.25	119.93				
Overtime at 1.5 times pay				0.00	2.25	66.42	MA Withholding		38.65	90.81				
TOTAL:						42.00	826.56	86.25	1,934.29	TOTAL:		150.05	366.46	
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS								
Description		Current	YTD	Description		Current	YTD	Description		Current	YTD			
Exclusion TSA		20.00	40.00					Life Ins Premium		0.36	0.72			
								Long Term Disability		6.57	13.14			
								Life Ins Premium*		.20	2.60			
TOTAL:			20.00	40.00	TOTAL:		0.00	0.00	*TAXABLE					
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES			TOTAL DEDUCTIONS			NET PAY		
Current			826.56			150.05			20.00			656.51		
YTD			1,934.29			366.46			40.00			1,527.83		
PTO HOURS		Current	YTD	PD/EIB HOURS		YTD	ESL	YTD	NET PAY DISTRIBUTION					
Start Balance		0.0	118.94	Start Balance		0.00	Start Balance	0.00	Check #0946413 656.51					
+ Earned		0.0	40.06	+ Earned		4.20	+ Earned	0.0						
- Taken			41.00	- Taken		0.0	- Taken	0.0						
- Sold				- Sold		0.0	- Sold	0.0						
+ Adjustments				+ Adjustments		0.0	+ Adjustments	0.0						
End Balance		118.00	118.00	End Balance		4.20	End Balance	0.00						
Maximum														
13														

12

HR Policies & Procedures

- Policies & Procedures: please realize that it is your responsibility to review all Lahey policies & procedures
- Policies are located “virtually” on MassNet in a section labeled HR Center
- HR Policies cover MANY subject areas including: employment, daily work life, time away, pay & benefits, EEO, internal job transfers, corrective action, problem resolution, substance abuse, sexual harassment, & threats/violence
- Lahey is Tobacco Free!

MassNet Review

Helpful Links

Ask the Coder
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Forms Repository
Furniture Standards Tool
HR Center
Initial Action Response Guide | BUR
Initial Action Response Guide | PEA
Inpatient Consults
IS Support Center (Help Desk)
Joint Commission



HR Center

All Colleague Center

- ▶ [Benefits Center](#)
- ▶ [Colleague Connection Reference Material](#)
- ▶ [Earned Sick Time](#)
- ▶ [Employee Assistance Program \(EAP\)](#)
- ▶ [Equal Employment Opportunity](#)
- ▶ [Employee Health](#)
- ▶ [Forms Repository](#)
- ▶ [HIPAA Education @ Lahey](#)
- ▶ [Holiday Schedule](#)
- ▶ **[HR Policies & Procedures](#)**
- ▶ [Lahey Medical Center, Peabody, Colleague Excellence Nomination Form](#)
- ▶ [Lahey Medical Center, Peabody, Job Shadowing Application](#)
- ▶ [LHMC Org Chart](#)
- ▶ [Mandatory Education](#)
- ▶ [Overtime Classification Changes 2016](#)
- ▶ [Physician Time Away](#)
- ▶ [Reduction in Hours - Loss of Benefits](#)
- ▶ [Standards of Behavior](#)
- ▶ [Termination of Employment Information](#)
- ▶ [COBRA](#)

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Joint Commission



Benefits Center

General Information

- ▶ [Benefit Changes Outside Open Enrollment \(Qualifying Events\)](#)
- ▶ [Guide to Colleague Connection](#)
- ▶ [The 2019 Live Better Wellness Information](#)
- ▶ [1095-C Tax Form FAQ](#)
- ▶ [Summary Annual Report For Lahey Clinic Foundation Group Health Plan](#)
- ▶ [States Premium Assistance Notice](#)

Health and Insurance Benefits

- ▶ [2020 Benefits](#)
- ▶ [Medical & Prescription Coverage](#)
- ▶ [Lahey Clinical Performance Network \(LCPN\) Program](#)
- ▶ [Dental Coverage](#)
- ▶ [Vision Coverage](#)
- ▶ [Disability Coverage](#)
- ▶ [Life Insurance Coverage](#)
- ▶ [Flexible Spending Accounts](#)
- ▶ [LHMC HIPAA Privacy Notice](#)
- ▶ [Benefit Summary](#)

Time Away

- ▶ [Colleague Time Away](#)
- ▶ [Earned Time Policy](#)



Featured

Phone and Paging



Help Desk



SafeSpot



Colleague Connection



Colleague Resources

Make Today Epic



Lahey Nursing



Clinical Policies & Procedures Library



Clinical Content Repository



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Phone Directory



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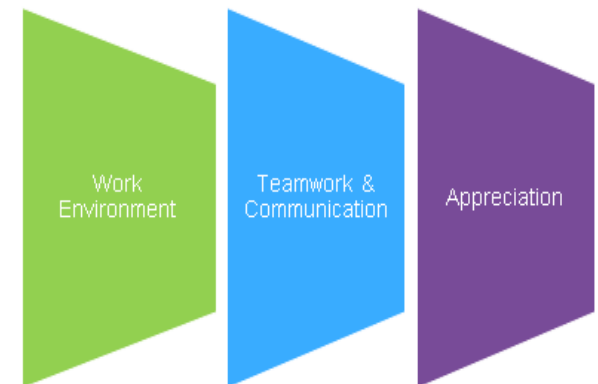
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Lahey Engagement Team (LET)

- A committee of colleagues empowered to propose and deliver initiatives that improve our workplace and promote engagement in our mission
- The LET fosters a learning culture – members can build on their communication, project management, influencing skills.....and more!
- Serving on the LET provides the opportunity to work with all levels of senior leadership
- The LET also serves as a vehicle for new hires to assimilate into the organization while building their network.
- If you are interested in joining the LET, Please contact Patrick DeVivo in Human Resources at:
patrick.l.devivo@lahey.org

There are three sub-committees, sub-LETs, which focus on the most significant elements of strong colleague engagement:



Respect & Dignity

**Lahey Hospital and Medical Center (LHMC)
is strongly committed to providing a
workplace free of harassment and where all
colleagues are treated with respect and
dignity.**



**Dignity and respect
at the heart of care**

Sexual Harassment Policy

Sexual Harassment

Lahey is committed to the Guiding Principles of respect and caring, and an environment of individual responsibility and excellence. There is no place within Lahey for sexual harassment and it will not be tolerated under any circumstances.

There are two basic types of sexual harassment:

- Quid Pro Quo Harassment is when an individual is subjected to direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, e.g. continued employment.
- Hostile Work Environment is when sexual advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment (e.g., sexual jokes, comments about an individual's physical appearance, discussion of one's sexual activities, etc.).

If you encounter a situation where you believe sexual harassment is taking place, you should immediately bring the matter to the attention of your supervisor, manager, Human Resources, or any member of the administrative or physician leadership with whom you feel comfortable.

It is Lahey's policy to act promptly to investigate each complaint of sexual harassment and to remedy the situation in a timely and appropriate manner when an allegation is determined to be valid. Corrective action, up to and including termination of employment may occur.

Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated by Lahey. In the event of suspected retaliation, a colleague/volunteer or other personnel is urged to promptly file a Retaliation Report, detailing the retaliatory conduct, with Human Resources or any administrative or physician leader.

Lahey's policy regarding Sexual Harassment is not designed or intended to limit its authority to discipline or take remedial action for workplace conduct that Lahey deems unacceptable regardless of whether that conduct satisfies the definition of sexual harassment.

For more information, please refer to the Lahey Hospital & Medical Center's Sexual Harassment Policy in the Human Resources Policy and Procedure Manual (which is also on MassNet).

To access services, call 844-266-0704 or go online at guidanceresources.com and use Web ID: LAHEYHEALTH.

Sexual Harassment Prevention

What is it?

Unwelcome sexual advances, requests for sexual favors and other verbal, written, electronic or physical conduct of a sexual nature that affects an individual's employment, unreasonably interferes with his or her work performance or creates an intimidating, hostile or offensive work environment.

Sexual Harassment Prevention (cont.)

There are two forms of sexual harassment:

1. Quid pro quo (Latin for “this for that” or “something for something”)
2. Hostile work environment

Sexual Harassment Prevention (cont.)

1. Quid Pro Quo:

- Tangible employment action against the victim
- Involves monetary loss or change in job

Example:

- Sally repeatedly refuses to go out with her boss. When she gets her performance review, she gets a low rating even though she's not had any work performance issues

Sexual Harassment Prevention (cont.)

2. Hostile Work Environment:

- Speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment

Examples:

- Co-worker hung up a calendar with scantily clad people on it
- You go into the break room, and people are discussing their weekends – using explicit language about their ‘hook ups’
- You’re on a work team, and on the group’s google chat, someone shares dirty jokes

Sexual Harassment Prevention (cont.)

Who can commit sexual harassment:

- Employees at all levels
- Customers, vendors, Patients
- Members of any gender

Who can be effected by it:

- Individual or individuals targeted by statements or actions
- Bystanders or witnesses not directly targeted

Our Responsibilities

1. Know and comply with our policy and procedure
2. Report incidents that you experience directly or witness
3. Cooperate with investigations
4. Support victims

Our Policy & Procedure

Located on MassNet
under HR Center:
Policies & Procedures

Looks like this:

Daily Worklife

- Needlestick/Bloodborne Pathogen Exposure
- Cellular Phone/2 Way Radios
- Colleague Attendance
- Colleague ID
- Colleague Performance Appraisal
- Computer System Access
- Confidentiality of Patient Information
 - Confidentiality Statement
- Email Communication
- Firearms and Other Weapons
- Flex Down Guidelines
- Flexible Work Schedules
- Forensic Staff Orientation
- Harassment Policy
- HIV Antibody Positive Health Care Workers
- Inclement Weather

Standards of Behavior

Guiding Principles

- As a general principal we have Standards of Behavior which include Respect, Teamwork, Caring, Excellence, and Integrity. We don't just say these words, we work hard every day to ensure we promote this culture.
- Our context statement is “Caring for our patients and each other... every day.”
- We have a “Just Culture”: An atmosphere of trust in which people are encouraged and rewarded for providing essential safety-related information, but in which they are also clear about where the line must be drawn between acceptable and unacceptable behavior.

Context Statement:

Caring for our Patients and each other... Every day

Guiding Principles

Respect

- I will greet everyone with eye contact in a welcoming manner.
- I will treat everyone as I would like to be treated.
- I will safeguard the privacy of patient information.
- I will value the perspectives of others.
- I will value cultural differences.
- I will always utilize resources at Lahey Hospital & Medical Center responsibly.

Caring

- I will understand how my role affects patient care.
- I will be on time, apologize for delays and keep patients and families informed.
- I will listen actively to help anticipate patients' needs.
- I will partner with patients and families regarding patient care and strive to increase their comfort.
- I will educate patients and families about patient care and will ensure the education is clear and understood.

Teamwork

- I will recognize my role as an important member of our team.
- I will work with colleagues to provide the best patient care.
- I will seek opportunities to learn from my colleagues.
- I will be motivated by everyone's success.
- I will seek opportunities to mentor and educate my colleagues.

Excellence/Integrity

- I will provide the highest level of quality and safety.
- I will demonstrate professionalism and integrity.
- I will provide superior customer service to patients, families, colleagues and the community.
- I will put forth my personal best.
- I will recognize and acknowledge excellence in others.
- I will anticipate problems, question assumptions and report failures.
- I will make every effort to exceed expectations.

My signature below indicates that I reviewed the Lahey Hospital & Medical Center Standards of Behavior and agree to conduct myself by the described standards and guiding principles.

Signature _____ Print Name _____

Date _____ Colleague ID number _____

Organizational Commitment

Diversity & Inclusion

We are deeply committed to an inclusive work environment that values all members of our communities, and we embrace the diversity that strengthens us all.

We came together with Beth Israel as a merged healthcare system on March 1, 2019. We will continue to build on our strengths across our new system and recommit ourselves to treating all employees, patients, and visitors with compassion, dignity and respect.



Diversity & Inclusion

Diversity and Inclusion Video



