

A Weekly Update  
 For The Employees of  
 North Central Health Care



Holiday Spirit Week - Submitted by Everyone!



**WEEKLY CONNECTION WITH MICHAEL LOY**

**Wrapping Up the Year**

It's official, 2020 is almost done. This is the last *News You Can Use* for 2020. I'd like to wish everyone a Merry Christmas and *Happy New Year!* It seems as soon as the pandemic set in that I was looking forward to knowing that the new year would be a turning point. That certainly looks true as we are set to begin our vaccination program and COVID cases are trending down from their peak in November. Again, we're not there yet, but there are brighter days ahead.

While we had to pivot and change a lot since beginning 2020, we've had several great achievements as well. Receiving the Youth Crisis Stabilization Grant from the State of Wisconsin, the new Aquatic Therapy Pool opening in June, our new Youth Psychiatric Hospital opening in October, and many other achievements to be proud of. It has been a year of challenge, triumph, and tenacity. The core of the things that make NCHC great, our compassion and welcoming culture are still a key to our success. As we go into 2021, we will be working to focus on our culture by *Redefining Human Connection* in every action and decision we make. This focus will be shaped and supported by a set of fundamentals about how we go about our work that will take our organization to new heights within a new framework for a *High Performing Culture*. We will begin the roll out of these *Fundamentals* and other exciting initiatives/efforts early in 2021.

Lastly, I just want to give everyone a very heartfelt thank you for all that you do for North Central Health Care. You truly do exceptional work, you care deeply, and your commitments to the people we serve are strong. Thank you for being part of the North Central Health Care journey.

*Make it a safe and great day,*

**NCHC FACE MASK PROJECT UPDATE**

Volunteer Services sent another 827 masks to the laundry this week and then to Purchasing for distribution. This brings our grand total to date to

**5,502**

**FACE MASKS DONATED!!**

Thank you to everyone who participated, volunteered, sewed, washed and distributed! We succeed as a team in preventing the spread of illness! Great job!

**Covid-19 Status Report.. 2**  
 Staff Cases & Operations

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 Watch the FAQ Video Online

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 At Youth Hospital

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**ADMINISTRATOR ON-CALL**  
 x4488 or 715.848.4488

In the event of Phone System Outage, reference the O:drive "On-Call Information Folder" for Schedule and Cell Phone #'s.

**Monday, Dec. 21 –  
 Sunday, Dec. 27**

**Jarret Nickel**



**Monday, Dec. 28 –  
 Sunday, Jan. 3**

**Jill Meschke**



**Monday, Jan. 4 –  
 Sunday, Jan. 10**

**Michael Loy**



Person-Centered  
**Shout out**



**All Those Who Help with New Employee Orientation**

**Why:** Thank you to the many staff who help with New Employee Orientation. From presenting, providing training and preparing meals, snacks and more for our New Team members - Thank you! Your efforts get our new employees off to a great start! Many, many thanks!

**Submitted By: Mary Jo Monday**



North Central Health Care COVID-19 Notification



Wear a Mask – Maintain Social Distance – Wash Your Hands Stay Home If You Are Sick – Report Symptoms to Employee Health and Manager

Cases reported below are current active employee cases. All employee cases previously reported that are no longer shown below have been cleared to return to work from NCHC Employee Health and local health officials based on a review of the individual case details.

PPE GUIDELINES

Visitors: Cloth face covering or surgical masks required. Visitors will be screened using the COVID Screener (Version 3).

Employees: Face coverings required while entering the building. Self-screening required using temperature kiosks procedures. Surgical masks at a minimum required while within all NCHC buildings. Staff may remove masks while working alone in private offices.

Employees Working in Direct Patient/Resident Care:

Each patient/resident care area will be designated as being in Standard or Enhanced Precautions. Units on Enhanced Precautions must have it clearly posted on the entrance to the unit.

- COVID Standard Precautions – Surgical Mask, Gloves and Eye Protection (Face shield, goggles or safety glasses) required.
Enhanced Precautions – N95 Mask, Eye Protection (Face shield, goggles or safety glasses), Gloves and Gown during patient encounters required.

NCHC COVID-19 WEEKLY STATUS REPORT

Confidential Employee Report

Employee Cases Reported through December 17, 2020

Table with 3 columns: Program, Current Active Employee Cases, Date Reported. Includes sections for New Cases and Previously Reported/.

Total Active Employee Cases 10

Check Your Email and the NCHC Facebook Communications Group Page for Updates over the Holidays!

Program Hours and Operations Online: www.norcen.org/Covid-19

GENERAL OPERATIONAL STATUS GUIDELINES:

- Virtual visits and treatment whenever possible.
Essential visitors and contractors only – compassionate care visits may be approved by a Program Director. Volunteer programming remains suspended.
In-person meetings are allowed only if each of the participants can maintain appropriate social distance or if there is a physical barrier between individuals.
Group sizes for meetings or treatment must be limited to 10 or less. On-site interviews and Orientation are allowed with an option for virtual participation provided.
Current Remote Work guidelines remain. Please work with Manager and Human Resources.
Program admissions, closures, opening of COVID units, and staff redeployments will be determined by Incident Command daily. Updates provided to staff at least weekly.

PROGRAM-SPECIFIC OPERATIONAL STATUS UPDATES:

MVCC – Units on Enhanced Precautions – Southern Reflections, Lake View Heights, Northern Reflections. Lake View Heights is currently all Covid-positive unit. 2x Weekly Testing Staff & Residents. Open for admissions on South Shore and Northwinds. No Outdoor, Window or Patio Visits allowed. Virtual/Compassionate Care Visits Allowed.

Pine Crest – All Units on Enhanced Precautions. Accepting admissions upon review and referral. 400 Unit is currently all Covid-positive unit. 2x Weekly Testing Staff & Residents. No Outdoor, Window or Patio Visits allowed. Virtual/Compassionate Care Visits Allowed.

BHS Adult Hospital - Open and operational. No visitation allowed.

BHS Enhanced Precautions Unit – Closed.

BHS Youth Hospital - Open and operational.

Crisis Center - Open and operational.

Crisis CBRF - Open and operational. No visitation allowed.

Adult Day Services – Wausau – Open and operational.

Adult Day Services – Antigo – Open and operational.

Prevocational Services – Wausau - Open and operational.

Adult Day/Prevocational Services – Merrill - Currently Closed December 14 – 25. Reopening Monday, December 28.

Residential Services – Open and operational. No visitation allowed. Locations on enhanced precautions: Forest Jackson.

Lakeside Recovery – Closed. No Admissions.

Outpatient Clinics - Open and operational. TeleHealth appts. as much as possible. No in-person groups.

Community Treatment - Open and operational. TeleHealth interactions as much as possible.

Aquatic Therapy Center – Open and operational.

Adult Protective Services - Open and operational.

Clubhouse - Open and operational.

Hope House - Open and operational.

Pharmacy - Open and operational.

Transportation - Open and operational for medical, grocery and employment appt transportation for elderly and developmentally disabled.





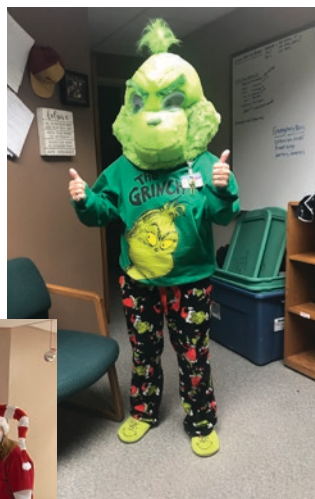
PHOTO OF THE WEEK

Holiday Spirit Week - Submitted by Everyone!



Submit A Great Photo From Your Week!

Submit your photo and description to [jmeadows@norcen.org](mailto:jmeadows@norcen.org) or Text: 715.370.1547. Please indicate Photo of the Week and include your name, who/what/where of the photo and why you are submitting.

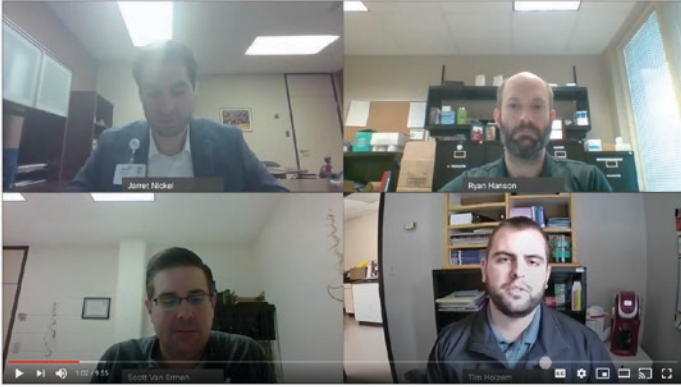






MORE LINKS, STORIES, PHOTOS, VIDEOS!  
**NCHC EMPLOYEES COMMUNICATIONS GROUP**  
[www.facebook.com/groups/NCHCTeam/](http://www.facebook.com/groups/NCHCTeam/)





**DO YOU HAVE QUESTIONS ABOUT THE COVID-19 VACCINE?**  
FAQs, Videos and Resources Available Online

Visit [www.norcen.org/ForEmployees](http://www.norcen.org/ForEmployees) and check out this video lead by Jarret Nickel as he addresses some frequently asked questions with Pine Crest's Director of Nursing, Ryan Hanson, North Central Health Care's Director of Pharmacy, Scott Van Ermen and North Central Health Care's Infection Preventionist, Tim Holzem.

**NEW PRESCRIPTION CARRIER & CARDS FOR 2021**

**Update Your Info with Pharmacy to Avoid Delays**

NCHC insurance is changing from Express Scripts to Navitus. Remember to bring in your new insurance cards to pharmacy once you receive them, or call the pharmacy directly with their processing information off of their card. This will ensure that there will be no delays in patient's receiving their medications in a timely manner come the beginning of 2021.

**NCHC HOLIDAY COURIER DELIVERIES On Wednesdays During Christmas and New Year's**

Our winter holidays this year fall on Thursday and Friday, December 24-25 and December 31-January 1. The NCHC Courier will be doing the weekly Antigo/ Merrill Courier runs on Wednesday, instead of Thursday during these holiday weeks. Please be sure to have any items prepared early for the Wednesday pick-up/drop-off.



**IMS TEAM GIVES BACK NCHC Volunteer Services Donation List Complete**

The IMS Team in Wausau did a departmental donation drive for NCHC Volunteer Services needs. Here's a picture of the IMS Team. Thanks to this team and many more generous volunteers, the entire NCHC Holiday Wish list for residents, clients and patients was fulfilled this year, once again. Thank you to all those who participated and for our wonderful Volunteer Services Department for all their hard work!

**Got Junk Lights?**



Look for collection boxes across the Wausau Campus!

Other locations can interoffice junk lights to Communications & Marketing!

**HOLIDAY LIGHT RECYCLING**

to benefit Habitat for Humanity!



Bring in your old, junky, burnt out strings of lights. Habitat for Humanity of Wausau will recycle the materials and use the proceeds to benefit our local Habitat for Humanity efforts here in Central Wisconsin.

It's a WIN WIN!



**LOOKING FOR A GREAT GIFT IDEA OR STOCKING STUFFER?**

Kwik Trip Gas & Gift Cards are available to purchase and proceeds benefit the Aquatic Therapy Program Patients!

Visit the Cashier's Office on the Wausau Campus or the Aquatic Therapy Center Reception Desk.



**Merry Christmas**  
AND HAPPY NEW YEAR

**Merry Christmas and Happy New Year  
From Our Families to Yours!**

Carrie, Jami, Kathy, Pete, Sarah, Tim, and Tosha

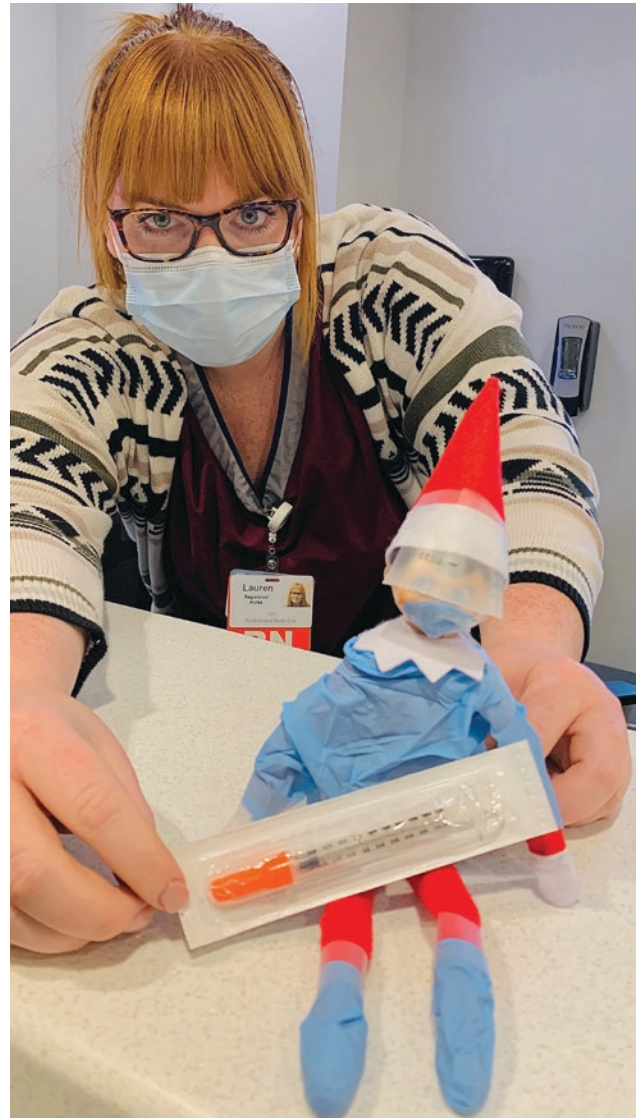
Proudly serving Health Care Center Employees & their Families since 1965

Already a member: Thank you  
Not a member: Contact us today!



Marathon County  
Employees Credit Union

[www.mcecu.org](http://www.mcecu.org)  
715 261-7685 • 400 East Thomas Street, Wausau, WI 54403



**BOOKS ARE FUN BOOK FAIR**  
Open at Wausau Location!!



Come to the book fair! We offer gifts and books at 40-70% off retail prices. We accept: Post Dated Checks (for up to three weeks past book fair date); Checks, and Credit Cards (MasterCard, Discover, Visa, American Express) Our address is 2100 Grand Ave., Wausau (we are in the strip mall with Young Pharmacy, Halo Salon, and Kin & Kind Public House, or in between the cemetery and Lee's Chicken if you are driving on Grand Ave.)



**December 23 from 12:00 p.m. – 6:00 p.m.**  
**December 19 from 10:00 a.m. – 2:00 p.m.**

You can come in to see the products. Or you can visit the website listed below to order the products and pick up inside or pick up at curbside! The website is <https://bookfaironthemove.com/>

If you are ordering "curbside" please enter "curbside" as "Company" when filling out the information in the ordering form. (We will email you back with our phone number and you can call us when you are curbside). Sign up on our Facebook page for updates. <https://www.facebook.com/Books-Are-FunCollective-GoodsBook-Fair-On-the-Move-1728291557481955/>

If you know of anyone who receives our mailings, please let them know about our Wednesday and Saturday events, our website and Facebook page so they can keep up-to-date with us. We hope all of you stay in good health during this time. Take care! As always, please email or call us with questions! We miss everyone! Thank you, Darlene and Debbie

**YOUTH BEHAVIORAL HEALTH HOLIDAY VISITOR**  
**Elf on a Shelf!**

The Youth Behavioral Health Hospital has been visited by our Elf on the Shelf throughout December. Behavioral Health Tech Hannah Robenhorst introduced the Elf to our unit and we have found that patients and staff alike enjoy this fun tradition! Here are some pictures of our Elf – relaxing after donning and doffing his PPE to help nurse Lauren Westermeier.







# WELCOME THESE NEW EMPLOYEES TO THE TEAM!

These employees were welcomed at Orientation on December 14 - 16, 2020

## Youth Behavioral Health Hospital



**Kristina Binversie,**  
Registered Nurse,  
Wausau

## Community Treatment Adult



**Krista Carley,**  
Employment  
Specialist, Antigo

## Food Services



**Brooklynn Hoth,**  
Dietary Aide, Wausau

## Residential Services



**Ami Johnson,**  
Residential Care  
Assist., Riverview

## Outpatient Services



**David Pelo,**  
Clinical Director,  
Wausau

## Prevocational Services



**Rachel Stiver,**  
Program Aide,  
Wausau

## MOUNT VIEW HOLIDAY DROP OFF TIMES



### Christmas Deliveries

Many Families will be dropping off gift and deliveries for residents over the holidays. Please help assist them with where to go. Deliveries can be made to the main entrance of MVCC during the following:

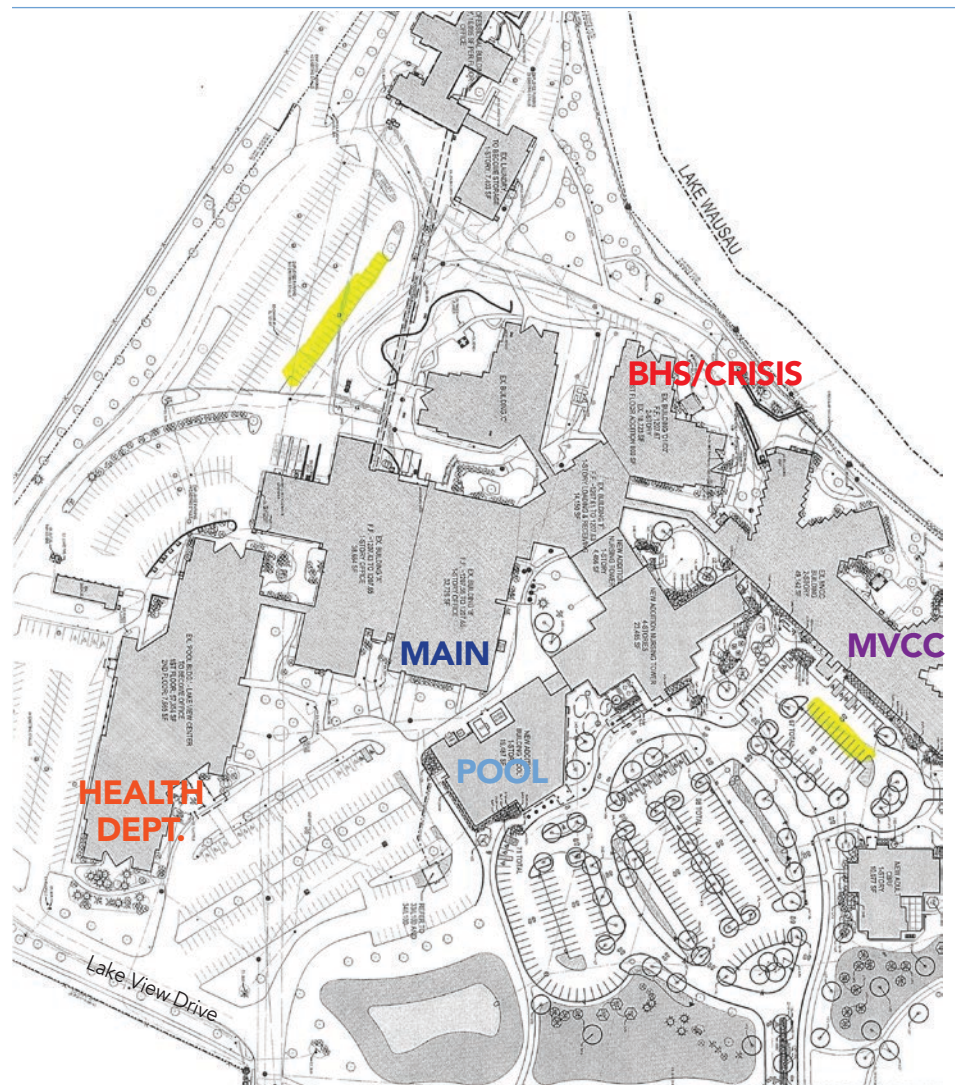
- Christmas Eve 1p-5p**
- Christmas Day 1p-5p**
- New Year's Eve 1p-5p**
- New Year's Day 1p-5p**

They will be available to collect items from families that drop presents or food off and deliver to the units during these days and times.

## WAUSAU CAMPUS WINTER PARKING 3rd Shift Parking Notice

For those working at on 3rd Shift on the Wausau Campus, **please continue to park in the front rows marked in yellow on the attached map when the snow flies.** This will allow snow removal to take place. MVCC parking lot is a little different shape now but please park in the front row like other years. New in 2020-21, you may also park in the **first row of the back parking lot also.**

**First and second shift have no parking restrictions.**





# WAUSAU CAMPUS CAFÉ



**NOW OPEN  
MONDAY-FRIDAY!**



# Grab-N-Go Menu

**Monday – Friday | 10:30 AM – 7PM or Until Sold Out**

### Self-Serve and Ready to Eat!

All menu items are pre-made in our kitchen and individually packaged for you to grab and go! Sandwiches and soups are cold and ready to heat at your convenience. No hot foods will be available.

### Limited Quantities

Food will be available in limited quantities each day and will not be restocked. When it is sold out, it's sold out.

### Self-Check Out

Employees are required to pay with Quick Charge or Credit Card. No cash exchanged. Employees will follow a self check out style purchase by using a touch pad kiosk and swipe badge or credit card to complete transaction. No meal tickets accepted.

### Safety Precautions

Hand sanitizer required before entering and after using self-check out stand.  
Only 3 people allowed in food selection area at a time to maintain social distancing requirements. Masks required at all times.  
No eating in Cafeteria. Please Grab and GO! Beginning November 30, crossing Zones will be allowed to access Café.

Parfaits	Assorted Bakery	Assorted Cold Sandwiches
Nuts	Homemade Soup	Assorted Wraps
String Cheese	Tuesday –Friday Only	Milk, Juice, Coffee,
Greek Yogurt	(Packaged and	Bottled Water, Tea
Cookies	Ready to Reheat)	



**Click on the quickcharge® icon on any NCHC Network Computer desktop and enroll online today!**

**NCHC Employees, to start using quickcharge®, you must enroll online.**

**Your username and password are the same as your network login information.**







### Nominations Due by December 31 for this Quarter!

Recognize your outstanding coworkers here at NCHC. There are distinct awards for direct care, non-direct care, teams and leaders! There is only 1 simple nomination form for all awards.

For more details, nomination forms, selection criteria and prizes, please visit our NCHC website at [www.norcen.org/Recognition](http://www.norcen.org/Recognition)

## Quarterly Recognition Awards

### Outstanding Person-Centered Service Award

Recognizes an employee who provides direct care, exceeds standards and works effectively to ensure the optimal patient experience and uncompromising Person-Centered Service. \*NCHC Directors, Managers and Supervisors are not eligible for this award.

### Outstanding Service Excellence Award

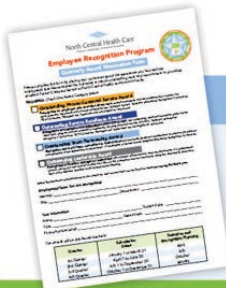
Recognizes an employee who does not provide direct care, has consistently achieved exemplary performance within their program and has excelled in supporting the programs and services of NCHC. \*NCHC Directors, Managers and Supervisors are not eligible for this award.

### Outstanding Team Partnership Award

Recognizes any work team, committee or department who has made significant contributions to advance the position and reputation of the department or organization. 15 employees or less per group.

### Outstanding Leadership Award

Recognizes a director, manager or supervisor who inspires, influences and conducts themselves in a professional manner, acting as a role model for others to follow in the workplace and our community. \*Recipient selected by Executive Team and presented quarterly at the Management Meeting.



### How to Nominate An Employee

There is only 1 Nomination Form for all four Quarterly Awards. Nomination forms can be found on our NCHC website 24/7, near your department Communication Board or on the Odrive in the Recognition Folder. Or ask a Manager or Supervisor for help! Email your form to Recognition@norcen.org or deliver to Human Resources!

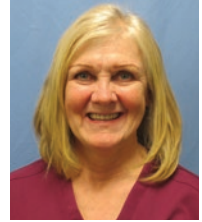


Nomination forms, selection criteria, award details and more are available online at [www.norcen.org/Recognition](http://www.norcen.org/Recognition)

## CONGRATULATIONS ON YOUR RETIREMENT!

Thank you to the following employees for their many years of services and dedication to the people we serve! Enjoy Your Upcoming Retirement!

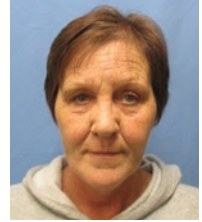
**Sandra Koutnik**  
Housekeeping Aide – Pine Crest, retirement date 12/23/2020, 26 years



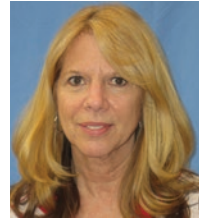
**Pamela Mack**  
Registered Nurse – Long Term Care-Pine Crest, retirement date 12/25/2020, 14 years



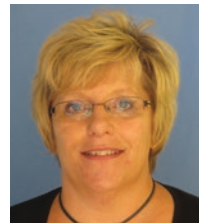
**Susan Hinz** – CNA Long-Term Care-Pine Crest, retirement date 1/4/2021, 24 years



**Rhonda Rogalla** – Registered Nurse – Legacies-MVCC, retirement date 1/5/2021, 13 years



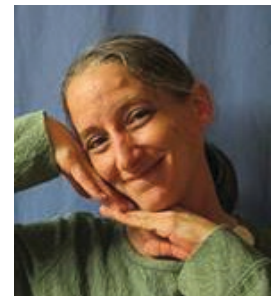
**Brenda Budnik** – Aquatic Services Manager – Aquatics, retirement date 1/8/2021, 29 years



## COMMUNITY TREATMENT/OUTPATIENT SERVICES SPOTLIGHT AWARD Congrats Annie Wunch!

Annie Wunch, Service Facilitator on the Marathon Adult Team, was nominated and selected as the November 2020 Spotlight Award. Congratulations Annie!!!!

*“Annie is a very strong Service Facilitator and is also a pleasure to work with/have on our team. She demonstrates strong clinical and assessment skills, and we can trust her to work with very complex/high need consumers. She is a consistent source of support for her fellow service facilitators, often being the first to speak up in clinicals. In fact, she not only provides her input/expertise during clinicals, she is also a calming, empathic presence (for example, sharing something like: “I’ve been there, I don’t have answers, and I know it’s hard.”). In addition to her verbal communication skills, she excels at written communication, providing frequent and thorough email updates about consumers to her manager and clinical coordinator, as well as sharing helpful updates with providers and all other team members involved with her consumers’ care. Annie receives feedback well - not only being open to it, but also seeking it out. She even expresses appreciation for feedback and shows consistent commitment to growing in her role and doing her job well. Lastly, she is generous with her time and talents, donating handmade winter hats to consumers in need of warm weather gear. We believe Annie demonstrates a commitment to Dignity, Integrity, Accountability, Partnership, and Continuous Improvement, and we highly recommend that she receive the Spotlight Award.”*





### WELLNESS CORNER

Submitted by Sherry Gatewood, PA



Sherry Gatewood, PA

## 'TIS THE SEASON FOR FAMILY, FESTIVITY, AND FOOD—LOTS OF FOOD.

Temptations are everywhere, and parties and travel disrupt daily routines. What's more, it all goes on for weeks. How do you stick to your diabetes meal plan or healthy eating plan when everyone around you seems to be splurging? Here are 5 tips that can help:

- 1. Holiday-Proof Your Plan** - You may not be able to control what food you're served, and you're bound to see other people eating a lot of tempting treats. Meet the challenges armed with a plan:
  - Eat close to your usual times to keep your blood sugar steady. If your meal is served later than normal, eat a small snack at your usual mealtime and eat a little less when dinner is served.
  - Invited to a party? Offer to bring a healthy dish along.
  - If you have a sweet treat, cut back on other carbs (like potatoes and bread) during the meal.
  - Don't skip meals to save up for a feast. It will be harder to keep your blood sugar in control, and you'll be really hungry and more likely to overeat.
  - If you slip up, get right back to healthy eating with your next meal.
- 2. Outsmart the Buffet:** When you face a spread of delicious holiday food, make healthy choices easier:
  - Have a small plate of the foods you like best and then move away from the buffet table.
  - Start with vegetables to take the edge off your appetite.

### EMPLOYEE HEALTH & WELLNESS CENTER NOTICE

Sherry Gatewood will be out of the NCHC Employee Health & Wellness Center Clinic the week of 12/21, however they will still provide Video & Telephonic visits for acute care needs. Staff will be onsite to take calls and answer any questions employees may have. The Clinic will be closed 12/24-12/25 observing Christmas and 12/31- 1/1 observing New Years.

- Eat slowly. It takes at least 20 minutes for your brain to realize you're full.
  - Avoid or limit alcohol. If you do have an alcoholic drink, have it with food. Alcohol can lower blood sugar and interact with diabetes medicines.
- Also plan to stay on top of your blood sugar. Check it more often during the holidays, and if you take medicine, ask your doctor if the amount needs to be adjusted.
- 3. Fit in Favorites** - No food is on the naughty list. Choose the dishes you really love and can't get any other time of year, like Aunt Edna's pumpkin pie. Slow down and savor a small serving, and make sure to count it in your meal plan.
  - 4. Keep Moving** - You've got a lot on your plate this time of year, and physical activity can get crowded out. But being active is your secret holiday weapon; it can help make up for eating more than usual and reduce stress during this most stressful time of year. Get moving with friends and family, such as taking a walk after a holiday meal.
  - 5. Get Your Zzz's** - Going out more and staying out later often means cutting back on sleep. Sleep loss can make it harder to control your blood sugar, and when you're sleep deprived you'll tend to eat more and prefer high-fat, high-sugar food. Aim for 7 to 8 hours per night to guard against mindless eating.

Most of all, remember what the season is about—celebrating and connecting with the people you care about. When you focus more on the fun, it's easier to focus less on the food.

## HRinsights

### Position Posting

**Title:** Certified Nursing Assistants

**Status:** Part Time and Full Time **Location:** Wausau & Merrill

[www.norcen.org/Careers](http://www.norcen.org/Careers) Click Apply Now!



Do You Know of Experienced, Qualified and Reliable Candidates to Join Our Team?

### Here's your chance to earn

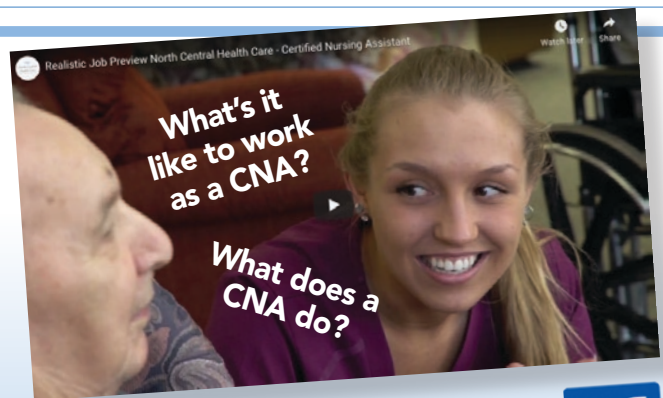
You could earn the following REFERRAL BONUS...

When your recruit joins the NCHC Team and after you have both met the referral requirements.\*

**How to Apply?** TEXT "Refer" to 715.598.3663 or complete the referral form located in Human Resources. Submit to Human Resources at the time your recruit applies for employment at North Central Health Care.

**\*Referral requirements:** Half of payment is disbursed after 6 months and the remainder after 1 year. You and your recruit must be in good standing throughout this period. What does that mean? No written warnings for attendance or other performance issues.

North Central Health Care offers equal opportunity in employment and in service delivery.



Watch and Share Our Realistic Job Preview Videos



Learn about jobs available at NCHC and get a real glimpse of a day into the life of a CNA and other amazing opportunities at NCHC!

[www.norcen.org/RJP](http://www.norcen.org/RJP)





### EMPLOYEES REQUESTING TO DONATE PLT

Human Resources will accept donation forms for PLT Donation Bank at any time during the calendar year for employees who wish to donate PLT to the Leave Donation Bank. The donated PLT will be available as calculated on an hour for hour basis and placed in a PLT Donation Bank to be disbursed as the needed. No retroactive donations will be permitted. The sale of accrued leave to any employee is prohibited.

Employees wishing to donate time to the PLT Donation Bank must submit a Request to Donate PLT to their Supervisor and Human Resources. Human Resources will verify the employee's PLT balances and document the donation if eligible. PLT donors must donate a minimum of 4 hours and may donate up to the lesser of 40 hours or 50% of their current PLT balance. A copy of the approved Request to Donate PLT form will be forwarded to the payroll department. Upon receipt of the form, the payroll department will transfer the donated leave hours into the PLT Donation Bank from the PLT balance of the employee making the donation.



## Request to Donate Paid Leave Time (PLT)

I, \_\_\_\_\_, would like to  
(PrintName)

donate \_\_\_\_\_ hours of Paid Leave Time.

I understand this is an irrevocable voluntary contribution and is subject to approval under the Donation of PLT policy.

I understand these hours will go into a bank of hours and given to an employee(s) when in need.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

.....  
HR Office Designee:  Approved  Denied

Denial Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Human Resources Designee Signature

\_\_\_\_\_  
Date Reviewed

**Please return completed form to the Human Resources Department**



# FrontLine

Frontline | December 2020

Employee Assistance Program | [ascensionwieap.org](http://ascensionwieap.org) | [eap@ascension.org](mailto:eap@ascension.org) | 800.540.3758

## National Impaired Driving Awareness Month

**W**ill you soon find yourself on the road trying to get home safely this holiday season? You'll of course want to avoid impaired drivers. Do you know the warning signs of a drunk driver? Spotting these signs—the same ones taught to law enforcement—could save your life. They include making turns too widely, veering to the side of the road, hugging the center line, almost hitting objects or other vehicles, driving on the wrong side of the road, driving too slowly, sudden stops without cause, braking erratically, not moving when the light turns green, illegal turns, and driving after dark with no headlights. So, what about your ability to resist drinking at a social event? Are you frequently prodded and elbowed by family or friends to cut back and avoid alcohol when you walk into a party? Social pressure can be a challenge for anyone. But is the inability to say no to a drink a symptom of an alcohol use disorder? Fifteen million Americans have this health condition, according to National Institute on Alcohol Abuse and Alcoholism. Alcohol use disorders are easily diagnosed, but overcoming denial and getting a five-minute assessment is not so easy. Still, don't wait for a crisis to motivate you to take this step. Talk to your EAP or a health provider. Within minutes you'll know what to do next, and you'll be given a plan to end the confusion and bewildering tussle you experience with alcohol.

Learn more: [foundationsrecoverynetwork.com](http://foundationsrecoverynetwork.com) [search: "peer pressure drinking"]

## Helping a Loved One Cope with Chronic Pain

**O**ver 40% of households have a family member who experiences chronic pain. However, when pain experts focus on helping victims, family members are often overlooked. Family members have a powerful role in helping, but they need support. Do you feel helpless not being able to comfort a family member in chronic pain? You are not alone. Frustration, stress, anxiety, depression, anger—and guilt for being angry—are common family experiences. Your household may feel toxic, cycling between conflict, isolation, and the inability to be an effective and willing support for your loved one. Read the insightful handout "Ten Tips for Communicating with a Person Suffering from Chronic Pain" at [www.practicalpainmanagement.com/Handout.pdf](http://www.practicalpainmanagement.com/Handout.pdf). It hits every key point from how their pain affects you to communication, taking care of yourself, what you can do, reading nonverbal cues, and more. Talk with your EAP about your unique situation.



Learn more: [www.practicalpainmanagement.com](http://www.practicalpainmanagement.com) [search: "family role impact"]

## The EAP Can Do That

**M**ental health might come to mind when you think about your employee assistance program, but this is only scratching the surface. There are numerous ways EAPs can help, so never dismiss the program as an avenue to resolve a problem you face. Ways EAPs help that are often overlooked: 1) Acting as a sounding board when you face a tough decision. 2) Help for deciding whether you need a professional counselor or a completely different type of resource. 3) Problem solving about how to help a friend who won't get help or admit they have a problem. 4) Guidance on handling a personality clash with a coworker or boss. 5) Help to rule out whether you are depressed, burnt out, or experiencing signs of any other condition.



Information in FrontLine is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact a qualified professional. Add "http://" to source links to follow. Link titles are always case sensitive.

## Alone, In a Relationship

**L**oneliness is a national health crisis experienced by one-third of the population across all generations. You are "hard wired" for close emotional connections. Without them, you can suffer high blood pressure, heart disease, obesity, a weakened immune system, anxiety, depression, and cognitive decline. Research shows the same negative effects can extend to couples who have grown apart emotionally due to unresolved marital or couple conflicts but who still live under the same roof. You don't have to live alone to be lonely. Exploring professional counseling to resolve couple conflicts that have lingered for years can be difficult, but reversing the effects on your health is new motivation for doing so.



Source: [www.news.uga.edu/marital-conflict-causes-loneliness-health-problems](http://www.news.uga.edu/marital-conflict-causes-loneliness-health-problems) and [Cigna.com](http://Cigna.com) [search: "loneliness epidemic"]

Source: [SAE.org](http://SAE.org) (Strategic Awareness Network of Education)



## CORPORATE GRANT with Rasmussen College

NCHC has an alliance with Rasmussen College which allows you to save up to 20% on tuition. Visit [Rasmussen.edu/corporate](http://Rasmussen.edu/corporate) to request information about a program and learn about all the ways to save on your continued education!

Now is the time to advance your skills and professional development! Rasmussen College is now offering a Master of Business Administration (MBA) degree program with special tuition savings. For a limited time, if you enroll by March 30, 2021 and start by April 5, 2021, you are eligible for Rasmussen's MBA Under \$10K Offer, which features a special tuition rate of \$155 per credit. 2

NEXT STEPS: Text MBA10K to 96194 or visit [Rasmussen.edu/corporate](http://Rasmussen.edu/corporate)

## YEAR END PAY CHECK NOTICE From Human Resources

The last paycheck of the year will be paid on 12/31 and not on 1/1, since the banks are closed. This check will be included in their 2020 income and not 2021. New benefit deductions will start on 1/15/21.

## IS YOUR EMPLOYEE HOME ADDRESS UP TO DATE?

Your W2 statement will be delivered in January. Be sure your employee home mailing address and information is accurate and up to date. Log into UltiPro anytime and update in the "Personal" section. Click on the Name, Address & Telephone" link on the left side.

# This is the Final News You Can Use of 2020!

Thank you for all your submissions this year and for all the amazing work that you do.

We look forward to seeing all your News in 2021!

# Happiest of Holidays to You and Yours!

— NCHC Communications & Marketing