

Human Resources

New Hire Orientation

Updated 4/24/23



Agenda

- ▶ HR Service Center
- ▶ Employee Resource Guide
- ▶ Employee Wellness and Support Committee
- ▶ DE&I Council
- ▶ Cultural Competency
- ▶ Policies
- ▶ Benefits
- ▶ Employee Assistance Program (EAP)
- ▶ Employee Perks
- ▶ Employee Referral Program





HR Service Center

We have you covered! What you need when you need it!



Tufts Medicine has a new way of providing you with HR & Payroll Support.

You can contact the HR Service Center for 1:1 support via:

- **Workday Help** by opening a Case
- **Email** HRServiceCenter@tuftsmedicine.org or
- **Phone** 1-855-HRSERVC (1-855-477-3782)



Employee Resource Guide

Your Resources:

- **IT questions/troubleshooting:** You can call the IT Helpdesk at 617-636-1100 24/7
- **Epic/Rover access issues:** You can reach out to our Education Specialist Pavlo Sinkevych pavlo.sinkevych@tuftsmedicine.org or call him at (978) 837-7594
- **Enroll in a 403(b) Plan:** You can enroll at any time at www.netbenefits.com or call a Fidelity Representative at 800-343-0860.
- **Benefit Plan information:** mywellbenefits.bswift.com or call 888-235-1253
- **Human Resources and Payroll questions :** HRServiceCenter@tuftsmedicine.org or 1-855-HRSERVC (1-855-477-3782)



Employee Wellness and Engagement Committee

The Tufts Medicine Employee Wellness and Engagement Committee's goal is to create a healthy workplace, a culture of wellness and foster collaboration and enthusiasm among employees. The committee is made up of a peer group of employees who guide wellness information and activities for Care at Home's wellness and engagement program. The committee is made up of staff from all levels of the organization and represents colleagues from across our continuum of care. Some of the key committee goals include:

- Represent and share co-workers' ideas and concerns
- Reshape the company's culture to promote healthy living
- Encourage a positive work environment and culture

Some of our initiatives include raffles, employee recognition(RiseHI), Helping hands fund, and more!

Reach out to EmployeeEngagementCommittee@tuftsmedicine.org If you would like to join a meeting and become a member!



Diversity Equity and Inclusion

Cultivating a culture of inclusion and belonging

Diversity, equity and inclusion (DEI) is an ongoing commitment to learning, listening and doing better. It's about fostering a sense of belonging and hearing every voice. To empower our employees to join us on this journey, we created the Center for Diversity, Equity and Inclusion at Tufts Medicine. The Center works to improve racial and health equity through research, education, advocacy, community partnerships, and employee-led councils and resource groups.

For us, DEI isn't just a strategy or a statement. It's a part of our philosophy. Our commitment to DEI informs how we approach all of our work and relationships so our team members, consumers and communities can belong and thrive.

We encourage you to view our Diversity, Equity, and Inclusion website for upcoming happenings, trainings, and information. [Center for DE&I](#)

If you are interested in joining or hearing more about our Local Care at Home DE&I Council please reach out to diversitycouncil@tuftsmedicine.org.





Human Resources Policies

- ▶ Standards of Performance
- ▶ Harassment
- ▶ Workplace Violence
- ▶ Weapons Policy
- ▶ Personal Appearance





Standards of Performance

- ▶ The standards of performance are critical to our success as they impact a positive, rewarding and high-performing work environment
- ▶ It is the responsibility of every employee to meet these standards to contribute to this goal
- ▶ **Professional Conduct**
- ▶ **Respect**
- ▶ **Accountability**
- ▶ **Communication**
- ▶ **Teamwork**
- ▶ **Safety**





Harrassment

▶ What is illegal harassment?

- ▶ Harassment based on some protected characteristic of the employee, such as his or her age, race, national origin, sex, religion or disability.

▶ Types of harassment?

- ▶ **Quid Pro Quo – “something for something” or “this for that”**
- ▶ **Hostile Work Environment**



Quid Pro Quo

▶ A workplace situation wherein a manager promises an employee, or potential employee, something in exchange for a sexual favor.

https://www.youtube.com/watch?v=jtyg1_cP60c



Hostile Work Environment

▶ When someone's behavior within a workplace is severe or pervasive enough that it creates an environment that is difficult or uncomfortable for another person to work in due to discrimination.

<https://www.youtube.com/watch?v=MbQiXpURyMI>



Workplace Violence and Weapons Policy

▶ ZERO Tolerance Policy

Workplace Violence Policy: TMCAH has zero tolerance for workplace violence initiated by employees or by anyone. Employees committing or perpetuating workplace violence will be subject to immediate termination for cause and will be reported to local law enforcement. Anyone threatening or perpetuating violent acts will be escorted off the premises.

Weapons Policy: TMCAH strictly prohibits any employee to have in his/her possession any firearm, weapon, dangerous instrument, explosive, fireworks or any other similar dangerous items.





Workplace Violence and Weapons Policy

- ▶ Having a valid State of MA or NH Pistol Permit does not authorize that person to have a firearm in their possession during the course of the TMCAH work day.
- ▶ All threats of (or actual) violence, both direct and indirect, should be reported immediately to your immediate supervisor, Human Resources or any other member of management should your supervisor and/or HR management be unavailable.
- ▶ Security Escorts Available to You!



Workplace Violence

- ▶ Recognize the signs
- ▶ Do something early
- ▶ Safety and security is part of your responsibility as our employees

<https://www.youtube.com/watch?v=60azknBO0nw>

**Please review Weapons and Workplace Violence Policies
in your orientation folder**



Workplace Safety

Stay safe and aware on the job!

- ▶ For staff members in the field:
- ▶ **Do not place yourself in physical harm**
- ▶ **If a potential threat is identified, remove yourself and call 911**
- ▶ **Maintain the safety of the patient if he/she is threatened, if possible and safe to do so**
- ▶ **As soon as possible notify your supervisor or HR for further direction**



Benefits

If you work 24 hours or more, you are benefit eligible.

<https://www.brainshark.com/tw/TuftsMedicine2023Benefits>



Employee Assistance Program

- ▶ When an employee or family members faces a significant personal problem, they can call HealthCareEAP for assistance at any time 24 hours a day, 7 days a week.
- ▶ **Call 800-252-4555 or 800-225-2527**
- ▶ Go to HealthCareEAP.com and enter employer name “Home Health Foundation”





Personal Appearance

- ▶ All employees of TMCAH must present a neat, clean and professional image as it is important for safety, hygiene, infection control, employee identification and to project a professional image.
- ▶ Employees will be expected to exercise good judgment in choosing conservative and appropriate apparel for their work and to exercise care in grooming, personal hygiene, and cleanliness.

▶ Helpful Hints:

- ▶ *Keep your badge in your car or everyday bag*
- ▶ *Make smart choices; clothing should be functional for your position*
- ▶ *Dress down Fridays!*
- ▶ *Refer to Personal Appearance Policy in your orientation packet for more information.*



Access Your Employee Perks Program Today!

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Fitness Benefit

- ▶ All Full time, benefit eligible, employees are eligible to receive \$20 a month toward a gym membership.
- ▶ All Part time (24 hour minimum), benefit eligible, employees are eligible to receive \$10 a month toward a gym membership.

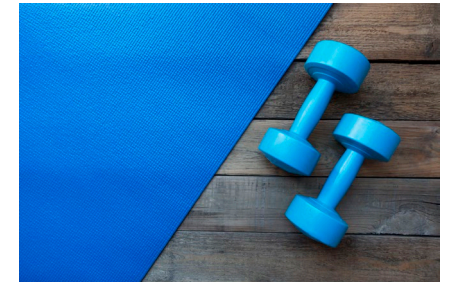
▶ For a fitness center or facility to be eligible for the reimbursement, it must meet specific criteria:

- *Cardiovascular equipment available
- *Strength training equipment available
- *Pilates and Yoga Studio classes are also acceptable.

▶ Employees must work out at the fitness center and have fitness cards signed **12 times within one calendar month**. An Electronic printout that shows utilization and dates from the fitness center is also acceptable.

▶ Documentation should be turned into the **payroll department** at the end of the month. Late forms will not be accepted. Random verification of utilization may be conducted.

Please reach out to Human Resources if you would like a detailed policy





Referral Program

- ▶ Tufts Medicine Care at Home is always seeking qualified, hardworking team members to join our organization.
- ▶ If you refer someone who is hired, they may receive a sign-on bonus and you may also receive a referral bonus.
- ▶ Click on “Refer a Candidate” in Workday and make sure they add your name as a referral to their application!

WE ♥
REFERRALS!

TuftsMedicine
Care at Home

Thank You

WELCOME TO OUR TEAM!



tuftsmedicine.org