

Join us for Orientation!

Welcome!

What time is Orientation? Your Orientation will begin on Monday which will be held from 8:30am-5:00pm. You will be compensated for the hours you participate in Orientation.

Where do I go? Orientation is held at the Circle Home office at 847 Rogers Street. You may check in with the receptionist and a member of the Human Resources team will come to bring you to the orientation location.

Who will I meet? You will meet with the Human Resources team along with our Clinical Educator as well as new colleagues you will be working with.

What should I wear? Business casual attire is your best choice. Please remember that jeans, shorts and sweat pants are not considered appropriate for business. You may want to bring a light sweater or jacket to ensure your comfort. We will also be taking a photo for your identification badge.

What do I need to bring? On the first day of orientation, you will be asked for your identification to accompany your I-9 along with your automobile coverage (clinicians working in the field). You will also be completing various new hire forms.

We are excited to have you join our team!

Making a positive first impression is important to us! We want to be sure you get off to a great start.

If you have any questions, please feel free to call us at 978-459-9343.





SUNSHINE CLUB GUIDELINES

Purpose

To provide the resources for the staff of Circle Home, Inc. to recognize various social occasions and extend appropriate acknowledgements as outlined by these guidelines.

Membership

Open to all employees of Circle Home. Membership is voluntary and optional.

Dues

A voluntary payroll deduction of \$2.00 biweekly is withheld from the employees wishing to participate. Please notify the benefits administrator.

Staff Representatives (Committee Members)

Representatives from all departments are elected for a two year minimum term. The representatives are responsible for purchasing gifts, cards, and flowers, as well as maintaining financial reporting.

The Committee meets as needed to plan events and delegate responsibilities. A financial report is posted quarterly.

The following are guidelines to assist the committee in recognizing various events. (It is not the responsibility of the membership to initiate a collection for a non-member. Non-members shall not receive benefits from the fund.) It is the responsibility of the member's supervisor to initiate action by notifying one of the committee members.

Maternity or Adoption

Send an appropriate gift.

Hospitalization

Send an appropriate gift, for example a flower or fruit arrangement for Extended Illness or Hospitalization. Repeated hospitalizations for same illness are treated as one.

Marriage

A card with \$50.00

Death

In the event of a death in a member's immediate family, which includes mother, father, child, sibling, spouse/significant other, parent in-law, or step parent will be sent a gift or donation to charity if requested in lieu of flowers.

Leaving the Agency

A goodbye coffee may be given for a member with a minimum of one year of employment, including a gift as follows:

Employment of 1 – 5 years gift totaling \$50.00

Employment of 6 – 10 years gift totaling \$75.00

Employment of 11 – 15 years gift totaling \$100.00

Employment of over 16 or more years gift totaling \$150.00

Social Events

Parties/Outings may be partially financed with Sunshine funds. Participation in social events is open to all sunshine members.

Monthly/Holiday drawings will be held at the discretion of the committee based on available funds.

Special consideration such as additional raffles or gift certificates may be distributed based on available funds.



Welcome to Circle Home!

As you make your personal decisions about charitable giving, would you consider a contribution to support care for patients who need our help?

We ask employees for a contribution to support our clinical services for patients in special need. These funds enable us to respond to all referrals, regardless of the patient's ability to pay.

Thanks to many of our staff members, who are donating through a direct gift or a payroll deduction, we're able to say "yes" more often to patients who are truly in need. Each year, we provide thousands of dollars' worth of clinical services through home visits to those who are uninsured or underinsured for the home health care that they desperately need.

Would you join me in making a contribution to support our mission of compassion? Your generosity will help us to care for those who are struggling at home with a health challenge. To make a contribution, please use the attached donation form. If you have any questions, ask Irene Egan in our Community Development office.

I welcome you to Circle Home and I look forward to the skills and energy that you are bringing to us and to our patients! I appreciate your consideration of this special request.

Sincerely,

Diane Farragher-Smith, MSN/MBA, RN
Executive Director

Yes! I will support our Circle Home clinical services for patients in need.

 I will make a direct gift of \$_____

 My check is enclosed (please make payable to Circle Home, Inc.)

~~~ OR ~~~

 I am authorizing a payroll deduction donation

This is the payroll deduction I am authorizing:

\$_____ per paycheck

For your information, here's a quick look at what various deductions total yearly:

<i>Per Paycheck</i>	<i>Annual Donation</i>
\$2	\$52
\$5	\$130
\$10	\$260
\$25	\$650
\$50	\$1300

Print Name:_____

Signature:_____ **Date:**_____

THANK YOU

**Every dollar counts!
Your tax-deductible donation will support our Mission Fund.**