

New Employee Information Acknowledgment

Welcome to Beth Israel Medical Center, Long Island College Hospital, St. Luke's-Roosevelt Hospital Center or New York Eye & Ear Infirmary. These are the institutions that comprise the Continuum Health Care System. We recognize that all of our employees make important contributions to the well being of those who place themselves in our care and that the care of our patients is a team effort. We are pleased that you are becoming a part of our exceptional team.

As with every organization, there are policies and procedures that must be followed. To help you learn more about your facility and its policies and procedures, we have provided you with the following documents:

- **Continuum Health Partners – A Guide to Our Corporate Compliance Program**
- **Employee Handbook** – an outline of policies and procedures.
- **Employee Handbook Addendum** – Corporate Compliance & Federal Deficit Reduction Act
- **Continuum Health Partners – Benefits Summary Plan** (non-union and union covered under Continuum's Benefit Program)

Additionally, it is also strongly recommended that you visit our intranet website in order to familiarize yourself with certain policies in greater detail and get the most current information and announcements that may affect you. The website can be accessed via any computer that is connected to the Continuum network. The homepage address is <http://intranet.chpnet.org>.

From the Continuum homepage, you can access the Human Resources section by clicking on *Human Resources* on the menu on the left hand side of the screen. From there you can select the Human Resources Policy and Procedure manual for your institution, obtain benefit information and forms, view training opportunities, as well as information regarding accrual and expiration of vacation, holiday, sick and personal time. Other institution specific information may be obtained by clicking on the name of the institution, located at the top of the screen.

If you do not have access to the internet, you can request information from your supervisor or you can contact the respective department.

I understand that it is my responsibility to read and review the contents of the information supplied to me and contained on the intranet. I will consult my supervisor for clarification of issues specific to my department. It is also my responsibility to retain the information provided as a reference for future use.

Employee Signature: _____

Name (please print) _____ Date: _____