



## Taking Care of Our Own

### **Administrator:**

Ms. Cindy Cline

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CCHRC Values their employees and considers them as family. As with all families financial hardships can occur. Thru a volunteer Benevolence program our employees are able to help each other. This has increased a feeling of teamwork and caring which flows down to our residents. Employee hardships cause increased stress on employees and their families. Studies have shown that stress can and does contribute to illness thus increased absences and decreased work productivity. In some hardships it may be the simple fact of not having a way to come to work.

The benevolence committee being available enables employees to focus on care to our residents rather than stress on their hardships at hand. Teamwork and sense of family has increased among employees. Nine (9) employees from all departments serve as volunteer members to be on the benevolence committee. When an employee that participates in the program is in need of assistance, a letter can be presented to a committee member or they may choose to come in person. The employees' request and their identity are kept confidential. Assistance is based on level of need. Usually, cash assistance is not provided; rather bills are paid, medication purchased or food and gas vouchers are given. The committee also provides benefits for all employees. For the last two years, school supplies were purchased and all employees with school age children or grandchildren were given the opportunity to get needed supplies. Christmas assistance has also been provided.

The benevolence committee has a policy and procedure that addresses the collection, recordkeeping and the disbursement of funds. The facility currently has **150** employees who contribute. Contributions are deducted voluntarily from their payroll. The minimum donation is \$1 per pay period. In the last year, **43** employees have received assistance totaling approximately **\$14,000.00**. Employee's word of mouth about the program has been the biggest motivator for participation. While the committee keeps information confidential, staff often times express their appreciation openly. During orientation and in-services, the program participation requirements are explained.

We have had great success with our program. As with any assistance program there have been instances of employees' miss-using funds. With the adoption of the NO CASH disbursement policy, this has been beneficial in eliminating this practice.

As with any new program policies, procedure and education is vital to its success. Committee members who are chosen should be carefully evaluated to ensure they could be objective and keep information confidential. We have chosen to use employees from a variety of departments. The payroll deductions and signed consents must be set up. A separate checking account and reconciliation procedure developed. Beyond this "passing the hat" turns into family helping family. The only expense we have is the checking account fee of **\$25.00** per month and the cost of checks.