

Birthdays in December

Holly Bacon—Dec. 1
Clarence Powell —Dec. 7
Heather Books—Dec. 19
Maria Miller - Dec. 27

Dec. Work Anniversaries

Ruth Vlastic—4 years
Anna Hillard—3 years
Benjamin Coffey—2 years

◆ Monday, January 1st
New Years Day Holiday
Shelter Closed to public

DAISY AWARD

Anna Hillard, Northside Kennel worker, has been with the SPCA for 3 years. She works with the cats in Kitty City. She cleans them, feeds them and makes sure they get their medications. She also helps with the dogs. She cares for them and cleans their cages. She loves working with animals and nursing them. Prior to working at the SPCA, she worked at a wildlife preserve on her uncle's farm. She likes to visit the Newport Aquarium and the Cincinnati Zoo.

Anna has a Maltese, a Yorkie, a Yorktese, a Cocker Spaniel and a Siamese cat. She wants us to "take care of the animals and love & cherish them. We're here for the animals."



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Electronic Check Stubs

Beginning the first payroll in January 2018, paper check stubs will not be provided. Check stubs can be accessed online once you setup your online account. Directions for setting up your account are below. They will be available from any computer with internet access.

Below is the website address and information that the employees will need to sign in and/or set-up their log in credentials.

Create Log In

Website address: <https://ess.cyberpayonline.com/Midwest>

Select New User (Top Box)

Company Code: 0103

First Name

Last Name

SSN (Last 4 Digits)

Submit

E-Mail

Login Name _____

Password _____

Re-Enter Password

Submit

Login with User Name and Password

the insider keeps you informed about what is happening with you and your fellow team members. If you have any potential articles, stories or updates, please forward to Valerie Jamison, **the insider** Editor - vjamison@spcacincinnati.org

WELCOME NEW EMPLOYEE!



Nyketa Gaffney

Public Information Officer
Sharonville
Hired 12-18-2017

Thank you Trustees and Volunteers!

A special **Thank You** to our Board of Trustees and to the individuals from our Volunteer Ranks who contributed financially to the Staff End-of-Year Meeting. Most of the staff from both locations were in attendance. It seemed like everyone had a great time!

UPCOMING EVENTS

- Adopt-A-Pet Fund
Star 64 on Saturday,
Jan. 6 10am—2pm
- Fur Ball—Sharonville
Convention Center—
April 28, 2018

Good News!

To: SPCA Director and Staff

On September 28, 2016 we were so very fortunate to have the opportunity to adopt a dog that has become very special to us. When we adopted Heidi her name was Pandora but the next day we changed her name to Heidi because she just looked like a Heidi to us. Since that day, we have been forever grateful to have the pleasure of having her in our household. She certainly has filled a void that had been in our lives since we lost our cats about 15 years ago. Our cats passing was so traumatic to us that we decided that we would never get another pet because we had become so attached to them. But, then we began to realize that our lives were missing something and decided that we needed another pet to fill the void.

Then, by a miracle, Heidi came into our lives and we cherish her. And, we have the SPCA to thank for that. We still can't believe that someone would have given up such a precious dog. . . . She is everything we wanted in a dog and then some. Thank God that the SPCA saw fit to put her on WKRC the day before we adopted her. God Bless You!

Letter from a grateful adopter,
received in December 2017

Counting and Accountability

On January 5, 2018, Jake and several staff members will be analyzing all pets within our shelters. Beyond reviewing the paperwork, they will look at each and every pet and discuss their history and specific obstacles slowing their adoption.

There are two main numbers they will be **Counting**:

- The length of stay of each pet
- If the pet is spayed or neutered

Those numbers will be counted and used for the next phase – **Accountability**.

In early in 2018, all staff will undergo an Employee Performance Review. Areas of review will focus on:

- Job Knowledge
- Work Quality
- Attendance/Punctuality
- Productivity
- Communications / Listening Skills
- Dependability
- Has employee worked to reduce the length of stay of pets?
- Has employee worked to increase the numbers of sterilized pets?
- Has employee worked to increase the live release rate (90 for Life)?

The information from these reviews will be used for future possible pay increases.

Let's choose option TWO!

With the upcoming Employee Performance Reviews, there are a few options to solve the extremely high cost of overtime.

- 1) To cover the time needed to perform tasks, eliminate all overtime and hire eight (yes 8) new employees to complete the duties associated with current overtime. Yes, there is so much overtime that we are able to hire eight new employees.
 - 2) Increase the employee's performance to complete needed tasks in the allowed 40 hours per week without overtime. The money saved by not paying overtime will allow employees to have the opportunity for increased salary... without having to work overtime.
 - 3) Continue our current scheduling of overtime hours per week without option for increased hourly pay rate.
- #2 is a great option for potential increased pay for a regular 40-hour week. (i.e. same yearly earnings without having to work additional hours).

NEW - 2018 Holidays observed by the SPCA of Cincinnati

The following are the new SPCA Cincinnati Holiday Policies for 2018. These dates reflect the days the facilities will be closed to the public as well as compensation regulations for employee payment. As usual, we are a 7-day-per-week organization, so care for our pets will continue regardless of being open to the public. Please note: some 2017 holidays were deleted while other 2018 holidays were added.

Holidays

[The SPCA Cincinnati is proud to recognize nine holidays in 2018. The holidays include:](#)

Monday	January 1, 2018	New Year's Day
Monday	January 15, 2018	Birthday of Martin Luther King, Jr.
Monday	May 28, 2018	Memorial Day
Wednesday	July 4, 2018	Independence Day
Monday	September 3, 2018	Labor Day
Thursday	November 22, 2018	Thanksgiving Day
Monday	December 24, 2018	Christmas Eve
Tuesday	December 25, 2018	Christmas Day
Monday	December 31, 2018	New Year's Eve

To be eligible for holiday pay, you must work your scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. You are not eligible to receive holiday pay when you are on a leave of absence.

Pay for the Holiday

- Full-time non-exempt employees who have worked for SPCA Cincinnati for at least 90 days will receive 8 hours of holiday pay for each holiday. This time will not be considered hours worked for purposes of determining overtime pay.
- Full-time exempt employees are typically not expected to work on a recognized holiday.

Full-time Employees Working on the Holiday

Because we are entrusted with the care of animals, some employees are required to work on a recognized holiday.

- If a full-time non-exempt employee is required to work on a recognized holiday, the employee will be paid at his/her typical hourly rate for all the hours actually worked on the holiday.
- If a full-time exempt employee is required to work on a recognized holiday, the employee will be granted an additional day off with pay within that current pay-period.

Part-time Employees Working on the Holiday

- Part-time employees who have worked at least 90 days are entitled to holiday pay only if they actually work on the holiday. Part-time employees will receive holiday pay equal to the amount of hours actually worked on the holiday. For example, if a part-time employee works 5.5 hours on a holiday, the employee will receive 5.5 hours of holiday pay in addition to the 5.5 hours of regular pay. In no event will any employee (full or part-time) receive more than 8 hours of holiday pay for any one holiday. Holiday pay does not count as hours worked for purposes of overtime.