

Frequently Asked Questions

Q: How do I apply for an internal position?

A: Employees can apply for positions through the SVMC website (www.sierra-view.com). Use Google Chrome as your search engine for best results.

On the Home page, select “Search For Jobs” (briefcase icon), located under the “About Us” section.

Select “Jobs” from the menu at the top of the page.

Under “Current Employees,” click on the link that says “please apply here”.

You can then click the “Search” button to pull up all positions, or use the filters to narrow down your search.

Read the position description to ensure you meet the minimum requirements. If you meet the requirements and would like to apply, you can click on the link at the bottom of the job posting.

Q: How can I earn \$1,200?

A: Refer a friend to work at SVMC! If the person you refer is hired into a hard-to-fill position, designated with an asterisk (*) on the job board, you can earn \$1,200. Applicants must include your name on the application as the person who referred them to qualify for the referral bonus. Please see the Referral Bonus policy in Policy Tech for full details.

Q: When does an absence count as an occurrence?

A: Any non-planned absence which has not been pre-approved and does not meet the criteria for PSL or a protected leave of absence is counted as an occurrence.

Q: How many free consultations do I receive with the employee assistance program, The Holman Group?

A: All staff receives up to three confidential office consultations at no cost.

Q: How do I increase/decrease my Retirement Contributions?

A: By calling Empower Retirement at 800-701-8255 and telling them you want to make a change in contribution to the 457 (02) Account!

Q: When can I make changes (including dropping) my Medical/Dental/Vision insurance?

A: Only during open enrollment each year, UNLESS you have a qualifying status change which is; Marriage, Divorce, Birth, Job Change, Leave of Absence.

Q: What happens if I am sick or have a sick family member but I have no hours left in my Sick Leave bank?

A: For any absence that is not pre-approved or pre-planned, after all sick leave hours are used, staff must use hours from the Vacation/Holiday Bank to achieve their regular schedule. The absence will be counted as an occurrence under the Attendance & Punctuality Policy.

(Exception: FMLA and IFMLA absences are protected and will not be counted towards attendance occurrences.)

Frequently Asked Questions

Q: When are my PSL hours granted again for use?

A: On your date of hire, you will be granted 3 days of PSL. Any unused hours do not carry-over to the next year.

Q: What Holidays are paid at a 100% premium?

A: New Years, Thanksgiving, and Christmas

Q: If a Holiday falls on a Saturday or Sunday, and the Hospital designates the preceding Friday or the following Monday as the day to observe the Holiday, does Friday or Monday count towards the Holiday premium?

A: No, Holiday premiums are paid on the actual Holiday and not on the designated preceding Friday or following Monday if the Holiday falls on a Saturday or on a Sunday.

Q: If I am on a FMLA Intermittent Leave case and I called in and missed a shift, am I able to use my VAC-HOL hours instead of my available PSL hours?

A: No, if you have PSL hours available, you must use PSL first before using VAC-HOL. PSL runs concurrently with FMLA.

Q: If I am out of PSL hours and I called in sick with a doctor's note as proof of illness, does the doctor's note excuse my absent occurrence?

A: No, a doctor's note does not excuse the absence occurrence unless your illness is due to a "serious health condition" as defined under the FMLA. Please refer to "Attendance and Punctuality" policy for further information.