

# CAMPUS CONNECTIONS

## EMPLOYEE NEWSLETTER

Issue 7

Vol 4

JULY 2024

### WHAT'S INSIDE

2-3

#### ORGANIZATIONAL UPDATES

PERFORMANCE REVIEW  
BONUSES & DEADLINES, EMPLOYEE  
CONFIDENTIALITY, BENEFITS TIME,  
INFINITEC TRAININGS, LISTENING  
SESSIONS, PAYROLL REMINDERS,  
RECRUITING NUMBERS,  
SAFETY NOTICE

4

#### HIGHLIGHTS & OPPORTUNITIES

FFS LATEST GRADUATION, CALL FOR  
SUBMISSIONS,

5

#### EMPLOYEE RESOURCES

HAND HYGIENE, ILLINOIS ACTION FOR  
CHILDREN, REFRESHER TRAININGS,  
ICEBREAKERS,

6

#### COMMUNITY SHOWCASE

LEARNING & LOVING SUMMERTIME,  
SOUL & SMOKE FOOD TRUCK,  
UPCOMING EVENTS & ACTIVITIES

7

#### FOR YOUR CONSIDERATION

LOCAL BUSINESSES, LAST CHANCE  
FOR RAFFLES, SONGS OF THE  
SUMMER, DALEY FARMER'S MARKET

8

#### MONTHLY RECOGNITIONS

ANNIVERSARIES, DEPARTMENT  
APPRECIATION, WARM WELCOMES,

### HAPPY CAMP WEEK 2024



**Pictured:** Residents taking part in several "Camp Week" activities, on and off campus, including: "Seasons of Change Program, "Spinning Art w/ RMC & McGowan", "Pizza Party at PEP", a field trip to the Swedish American Museum and Lincoln Park Zoo.

Camp Week is a time at Misericordia that generally occurs in late July and early August. During Camp Week, residents enjoy a summer break from their weekly routines on campus. This year, Day Services, Recreation and Leisure, and Pool and Fitness created a special schedule camp week called "Cruising through Europe." [Click here](#) to see the list of events for each day.

For residents and staff who are taking time off for camp week, we wish you a pleasant time away and look forward to seeing you soon!





# ORGANIZATIONAL UPDATES

## PERFORMANCE REVIEW BONUSES

Bonus Level	Score Ranges
1	4.6 - 5
2	4.1 - 4.5
3	3.6 - 4
4	3.1 - 3.5
5	2.6 - 3.0
6*	0.0 - 2.5

**Picture:** Merit bonuses for the 2024 Annual Review. \*A score of 6 will not receive a merit bonus.

The ADP tool does not directly provide the overall score from the review. This is an issue we will work with ADP to resolve in the future. For this review, it has to be manually calculated.

Please [click here](#) for instructions on how to calculate your score and answer the question: what is my overall review score?

If you have questions, email [PerformanceReviews@misericordia.com](mailto:PerformanceReviews@misericordia.com).

## LISTENING SESSIONS COMING IN SEPTEMBER

Throughout September, we will host another round of listening sessions in response to the Workforce Growth Project Staff Experiences survey that many of you and our workforce completed last summer. The survey gathered your feedback on teamwork, communication, leadership, growth and development, recognition & feeling valued, belonging, inclusivity, and safety throughout the organization.

The goal for the listening sessions is to dig deeper into the positive responses and areas of improvement we heard, and we would especially like to hear from you!

Please stay tuned for communication and upcoming dates for listening sessions.

## IN CASE YOU MISSED IT

*Please see the list of announcements previously shared this month in Campus Connections or posted in your areas.*

- **DEADLINE APPROACHING: PERFORMANCE REVIEW STATUS**
  - All performance reviews must be acknowledged no later than 8/2 to be eligible for a performance review bonus. Thank you for participating in the performance review process, as it is an important piece of your growth and development here at Misericordia.
- **EMPLOYEE CONFIDENTIALITY**
  - When it comes to confidentiality, we're familiar with our responsibilities to the residents. But, what are our responsibilities regarding confidentiality, as it pertains to our coworkers? Our policy requires that we maintain confidentiality regarding our residents and one another. This expectation applies not only to verbal forms of communication, but to text, email, social media postings, and photographic communications. [Click here](#) to read more.
- **BENEFITS TIME**
  - As of July 1, 2024, our policy regarding the use of benefit hours will be modified to reflect the requirements of the new Chicago Paid Sick Leave and Chicago Paid Leave Ordinance. [Click here](#) to read more.
- **SEXUAL HARASSMENT TRAINING AND BYSTANDER TRAINING**
  - It's compliance training season! The next two parts of the Expo, sexual harassment training and bystander training will all be launched on Infinitec throughout the next few months. Just like with Expo Part 1, the link will be sent to your Misericordia email address. Completion of all training is mandatory for all Misericordia employees. [Click here](#) for the timeline.



# ORGANIZATIONAL UPDATES (CONT'D)

## IMPORTANT REMINDERS FROM THE PAYROLL DEPARTMENT

- It is the responsibility of each employee to swipe in and out for their shifts, this allows for accurate timekeeping for hours worked
- Picking up an extra shift does not constitute overtime if you have not worked over 40 hours in a week
- We follow the Department of Labor FLSA regulation for overtime. Overtime is calculated after working over 40 hours in a workweek
- CPL, CPSL, PTO, Floating Holiday, Sick Bank time and any other benefit hours are not hours worked and are not part of the overtime calculation
- When entering new direct deposit information, it may take two pay periods after your direct deposit request has been approved for your funds to be deposited to your banking account
- Employees claiming tax exempt on their Federal and/or State income tax withholdings must provide a signed W-4 tax form from ADP to the payroll dept before it will be approved

If you have any questions, please contact the Payroll Department.

## SAFETY NOTICE

We need your help! Your ID is critical for many reasons:

- Swiping in and out every shift worked ensures your time is accurately documented.
- Swiping in and out improves efficiencies for payroll.
- Swiping ensures you are able to access buildings in case of an active threat.

In addition, the expectation is that if you need to complete an edit slip, it must be completed at the time of arrival with your supervisor.

We appreciate your cooperation!

## MISERICORDIA'S INTERNAL RECRUITING

You have likely received an email titled. "Internal Opportunities" or "Internal Postings" during your time here at Misericordia. Additionally, you may have noticed Internal opportunity postings on various bulletin boards around campus. These opportunities are what Misericordia Recruiters refer to as ***Internal Recruiting.***

Here at Misericordia, we value growth and professional development opportunities for our staff. These postings are presented to our staff through internal publications such as email and physical postings around campus. We have parameters in place that an internal candidate must meet to be considered for the role they are applying for.

Next time you receive an email from Recruitment titled "Internal Opportunities" take a look! You never know when a role may become available that may suit your Misericordia career goals!

For specific questions pertaining to internal opportunities, please reach out to the recruitment team.

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## JUNE RECRUITMENT NEWS BY THE NUMBERS

- 131 Direct Care Scheduled Interviews
- 41 No Call No Shows
- 42 Candidates were forwarded after an initial interview with Recruitment
- 22 Direct Care New Hires
- [Click here](#) to read more



# HIGHLIGHTS AND OPPORTUNITIES

## CONGRATULATIONS TO OUR FIT FOR SUCCESS GRADUATES



**Front row L to R:** Emily F, Saul H, Sharein N, Elida R, Bridget G, Glori U, Frankie S; **Back row L to R:** Mary Ann G, Alison S, Laura T, Teresa H, Hattie L, Kristina L

**Front row L to R:** Tania B, Thet Wai A, Rolanda W, Gwendolyn A, Therese D, Shiloh C, Mary Ann G; **Back row L to R:** Tanisha B, Saul H, Jenni M, Shanell J, Marina Galindo-C, Briana W. Kristina L



We'd like to congratulate the staff who recently completed Tier 1 of Fit for Success. Both classes finished their training and shared their reflections on the experience in the final presentations to Misericordia's leadership team on July 11 and July 18. We are heartened and inspired by their example of commitment to professional and personal development. Throughout their presentations, staff shared their commitment to improving themselves and thus improving their skills and ability to serve the residents of Misericordia. Congratulations and thank you for your participation in Fit for Success Tier 1!

Lastly, a reminder that applications for Fit For Success Tier 2: Essential Skills for Teamwork are due August 9 to HR! Find the applications on ADP in the forms library or pick one up at HR. Any questions, contact Mary Ann Goode at [maryanng@misericordia.com](mailto:maryanng@misericordia.com).

## CALL FOR SUBMISSIONS

In our continued effort to recognize and celebrate the unique stories, interests, and attributes of our diverse workforce, we are asking for submissions from staff to be featured in our special employee spotlights around a few topics listed below.

### Personal Collection Showcase

*Do you have a unique collection you're passionate about? We'd love to see it!*

[submit here](#)



### Working Students At Misericordia

*Are you balancing work and studies?*



*We want to hear your story and celebrate your dedication!*

[submit here](#)

### Your "Message From The Heart"

*Share words of motivation and inspiration within our Misericordia community!*



[submit here](#)

### How to Submit:

Click the links above to fill out the quick submission forms. We look forward to hearing from you!



# EMPLOYEE RESOURCES

## ILLINOIS ACTION FOR CHILDREN

As a new school year begins, we want to remind staff that Misericordia is still partnered with Illinois Action for Children (IAFC) to support current working parent staff and to help alleviate the childcare conflict that exists between work and family.

For staff seeking help to procure childcare, including before and after-school childcare, IAFC provides workplace childcare support to employees by providing resource and referral services. Some of their services include:

- A detailed consultation with an assigned IAFC staff member regarding all types of available childcare needs and services for children from 6 weeks - 12 years of age
- Confirmation of childcare openings through their extensive database of childcare providers
- Information about childcare financial assistance programs
- Follow-up check-ins during the child care search with a knowledgeable child care coordinator via e-mail and phone
- Additional resources based on needs, such as food security, housing, and domestic violence

For more information about IAFC and its services, please [click here](#).

If you have questions about IAFC, please reach out to Ashley Smith in Human Resources. Contact information for Ashley can be [found here](#).

### Hand Hygiene Technique



[CLICK HERE TO ENLARGE](#)

**Washing Hands  
Saves Lives**

## REFRESHER TRAININGS





Staff Development continues to offer refresher trainings of various topics. See below for our latest offerings:

- **Inclusion**
  - A review of bias, gender identity, and how our understanding impacts others
- **Lifting**
  - Basic review of lifting skills
- **Resident Engagement**
  - Grow your skills to support the residents through active treatment
- **Mechanical Lifts**
  - Review skills to keep residents and you safe using a mechanical lift

Refresher trainings will take place in the Devon Cafe. [Click here](#) to find a list of dates and times, and please talk to your area's supervisor about attending a training session.

### BREAK THE ICE WITH THESE CONVERSATION STARTERS WITH CO- WORKERS

*Courtesy of TeamBuilding.com*

-  Where is your favorite vacation spot?
-  If you had to write a textbook, what would it be on?
-  Imagine you could teleport anywhere. Where would you go right now?
-  What hobby would you like to try if you had the time?

## CAMPUS CONNECTIONS



# COMMUNITY SHOWCASE

## LEARNING AND LOVING THE SUMMERTIME



**Pictured:** Residents participating in various summer activities for this month.

From our Resident Wellness Expo, Gym Wheel Circus, Concert In The Park, and petting barn animals at Conway, to the Golf Special Olympics, July has been packed with various summer activities that our residents participated in. Please refer to the right column to check out what else is to come!

## UPCOMING EVENTS AND ACTIVITIES WEEKS

- **ART WALK**
  - August 15-22, come together, create together, and experience together our outdoor community resident art exhibit!
- **RESIDENT TEAM SPORTS**
  - Returning in August and running through October, come check out Team Sports: All Things Soccer in the Holbrook Lawn. [Click here](#) for details.
- **RESIDENT APPRECIATION DAY**
  - Scheduled on September 5, we are excited to welcome Dr. Mark and the Sutures for Resident Appreciation Day!

## SOUL & SMOKE FOOD TRUCK



**Pictured:** Staff enjoying their Soul & Smoke Food on Monday, July 15.

As part of our ongoing Staff Appreciation events, Misericordia hosted the delicious [Soul & Smoke Food Truck](#), which offered a selection of BBQ classics with meat, gluten-free, and vegan options. While the morning and afternoon provided us with blue, sunny skies, the evening was met with extreme weather. Gratefully, our Security team took charge of delivering food to the areas to ensure that everyone could enjoy their meal! We extend a special thanks to our Security staff, as well as our Misericordia Family Association volunteers for making this a well-received event!

## CAMPUS CONNECTIONS



# FOR YOUR CONSIDERATION

## LOCAL BUSINESSES FROM AROUND THE GLOBE

### SOJU BBQ

36 S Ashland Ave, Chicago, IL 60607  
[details here](#)

### ABSOLUTELY ANYTHING ESSENTIAL

3521 S King Dr, Chicago, IL 60653  
[details here](#)

### EXILE IN BOOKVILLE

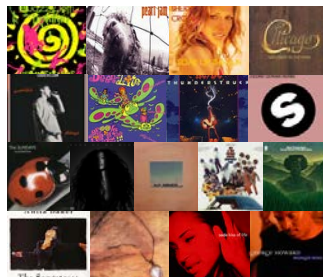
410 S. Michigan Ave. 2F, Chicago, IL 60605  
[details here](#)

Send us a tip! If you have recommendations for any local minority and women-owned businesses that Misericordia should know about it, [click here](#) and tell us about their goods and services. We may highlight your suggestion in future issues of Campus Connections!

## OPEN TO ALL STAFF ENTER THESE RAFFLES FOR A CHANCE TO WIN



## SHARE YOUR SUMMER SONGS WITH US



[Click here](#) to see the submissions we have so far.

It is said that "music allows us to communicate a common humanity to each other." This quarter we invite everyone to send us songs you associate with the summer season! Whether it's a current single topping the [streaming and radio music charts](#) or a song that brings you back to a childhood

summer, Campus Connections invites you to [click here](#) to share them with us, all summer long. Please follow the guidelines below:

- You may include songs from any genre, songs in any language, or songs with no words/lyrics.
- Only clean/radio-edited versions of songs will be accepted.
- Residents who wish to submit songs should be assisted by staff, as needed. Please provide their first name and last initial.



Visit the Hearts & Flour Bakery at Daley Plaza Farmers Market

50 W. Washington St.

Through October 24  
(No market July 4)  
7 am – 2 pm

[Click here](#) to view the list of vendors.



# MONTHLY RECOGNITIONS

## WELCOME NEW RESIDENTS



**Anthony - CILA**

- Big Cubs Fan
- Loves to visit cousins in AZ
- Works at Jewel-Osco



**Katherine - CILA**

- Great singer!
- Loves Disney Channel
- Works at Trader Joe's

## DEPARTMENT APPRECIATION

June follows another round of monthly appreciation for the various departments on campus. This month we hosted special events for the following areas:

- Qualified Intellectual Disability Professionals (QIDPs)
- House Managers
- Environmental Managers
- Environmental Coordinators

We thank these departments for all they do to improve the lives of the residents.

## JULY ANNIVERSARIES

**47** Mary Pat O'Brien

**30** Gisele Jackson

**28** Rachael Carr- Ozenbaugh

**25** Andy Witanek

**23** Jorshid Quintero

**22** Kyle Rhone, Brandy Paris, Sharon Thomas

**21** Maria Lising

**18** Pamir Caicedo, David Sapinski

**14** Linda Mazur

**13** Delores Pryor

**12** Toni Tidwell

**11** Erick Gregg, Mayra Ocampo, Brian Hartig, Michael Woods

**10** Mayra Aguirre, Marcela Rymus, Danijela Veljkovic

**8** Danae Abram

**7** Kizzie Rogers, Jessica Disbrow, Karla Duran, Nancy Gaytan, Cynthia Rios

**6** Deah Lazzara, Rebecca Mankus, Kristine Monhollon, Steven Morris, Kirk Thompsom

**5** Johnnie Gogins, Renita Johnson, Sydney Rebella

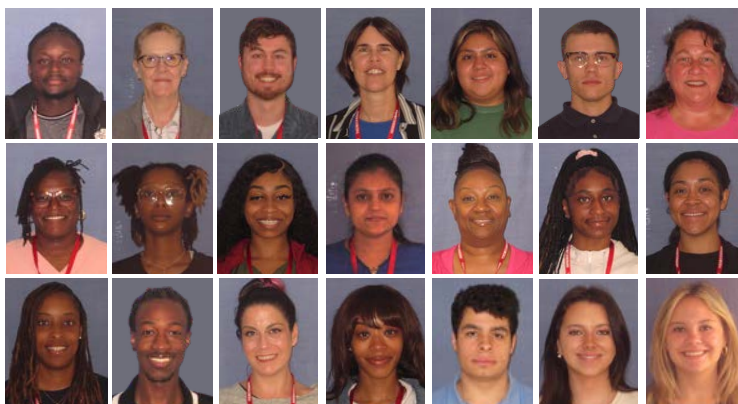
**4** Raejaena Dowdy, Emily Hansen, Bellone Ndadebuka, Alyssa Ohlson, Leo Rodriguez, Matthew Schrottenboer, Susanne Lavorini, Yesica Mejia-Luna

**3** Alison Krajcir, Amanda Davis, Amanda Osmond, Alex Padilla, Lance Sharp, Jennifer Willis, Sandra Young, Margarita Farfan, Blessy Aberin, Brian Guiab, Carmella Hamilton

**2** Nazira Gurzakovic, Jason Taylor, Ninivet Marin Suarez, Rachel Ngouang, Olivia Nielsen, Thet Wai Aung, Matthew Hofer, Miriam Hudson, Jennifer Moran, Nick Stevic, Mayra Zuniga, Samantha James

**1** Michael Almodovar, Deborah McClanahan, Anabel Alvarracin, David Fernandez, Marta Misgina, Luke Berg, Gigi Brown, Ashanti Cole, Lamont Coleman, Susan Constantino, Stacy Cummings, Therese Davis, Hunter Goodwin, Onakame Gouegnon, David Graham, Kimberly McGee, Danielle Nicholson, Britannia Porter, Charda Robinson, Laura Tunningley, Rhonda Hrobowski

## WELCOME NEW STAFF



**Christian Akrasi Takyi** (Shannon Apts) **Madeline Blumberg** (CDS); **Griffen Emmet** (CILA); **Chrystal Fross** (DT); **Elena Reilly** (DT); **Andrew Roseman** (DT); **Amy Greenamyer** (Greco Gardens); **Dominique Giles** (McAuley); **Shania Holloway** (McAuley); **Lauren McGuire** (McAuley); **Nisha Patel** (McAuley); **Angel Johnson** (Mercy Glen); **Jameisha Rufus** (RCH); **Melanie Davis** (Village); **Nikita Ellis** (Village); **Reign Hobson** (Village); **Amanda Karkula** (Village); **Adorah Taylor** (Village); **Sebastian Mayas** (DT); **Margaret "Maggie" Dooley** (Bakery); **Maureen "Mo" Dooley** (Bakery)

Stay tuned for weekly Campus Connections updates sent via email. You can also find previous issues of Campus Connections in ADP and [here](#) on our website. If you have any questions or feedback for us, send your messages [here](#)! Be sure to include your name, work area, and an email we can use to contact you!