

The Staff Update

July 1, 2021 | www.goodwinhouse.org/staffupdate

Celebrate Our Top Workplace Ranking!

Goodwin House has been named a 2021 Top Workplace by *The Washington Post*. Out of 32 similarly sized organizations that made the Top Workplaces list for the D.C. region, Goodwin House ranked No. 6!



To celebrate our ranking, we'll be sharing some sweet treats with staff in the coming weeks. Today, July 1, from 2–4 p.m., you can pick up some ice cream in the Main Lobby of GHA and GHBC. On July 8, we'll be passing out Cheryl's Cookies on your way in to work. More fun activities are coming later this month.

Because of what you do every day, Goodwin House is not just a place to work, it's a place where everyone can find a place of welcome and belonging. **Thank you for making Goodwin House a Top Workplace!**

Update Your Email Signature & Zoom Background

With the renewal of our Top Workplace ranking, we're asking that all staff update your email signatures and Zoom backgrounds with the latest version, which includes the 2021 Top Workplace graphic. You should recently have received instructions for updating both from Fran Casey. These instructions and updated files are also available on the Staff Update page. Please take a few minutes to make sure you're using the most up-to-date email signature and Zoom background.

The 401(k) Discretionary Contribution Has Been Distributed

Good News! The Employer Discretionary Contribution (EDC) for calendar year 2020 was funded and posted to plan participants' accounts on June 23. As a reminder, the EDC is a discretionary contribution made to Goodwin House staff members who have a 401(k) account through Goodwin House and meet eligibility requirements. This contribution is in addition to the up to 4% match that Goodwin House already provides to eligible staff members.

What does this mean for you? If you met eligibility requirements this year, Goodwin House contributed an additional 3% of your eligible earnings into your 401(k) account. To learn more about the EDC, see the Q&A June 8 on the Staff Update page. www.goodwinhouse.org/staffupdate

COVID-19 Case Update

There are 0 cases of COVID-19 at GHA and GHBC.

Open Enrollment for Benefits Is Coming This Fall

This year, open enrollment for benefits begins on October 13 and ends on November 3, 2021. Open Enrollment is a time when you can select new benefits, change existing benefits or opt out of benefits. These benefits include medical, dental and vision insurance, short-term disability and a flexible spending plan. All enrollments and changes must be completed by November 3, 2021. Your 2022 benefits will go into effect on January 1, 2022. Reach out to Jeanne Hobbs if you have any questions. Email jhobbs@goodwinhouse.org

Important Dates for Your Flexible Spending Account (FSA)

Currently, the FSA plan year aligns with fiscal year, which is October 1, 2020 to September 30, 2021. Moving forward, in order to align the FSA benefit plan year with our health insurance plan year, the next FSA plan year will align with the calendar year, January 1, 2022 – December 31, 2022.

If you wish to enroll in the 2022 Health Care or Dependent Care FSA plans, you may do so during Open Enrollment, which begins on October 13, 2021.

Staff currently enrolled in the FSA for the FY 2021 plan year can roll over up to \$550 into the next plan year. This \$550 becomes part of your total annual election (which can be above the IRS maximum of \$2,750, plus the \$550 rollover) and can be utilized on any claims in the current plan year. Plan carefully with an FSA, because you could forfeit any unused funds.

The current FSA expires in September 2021, and the 2022 FSA will begin on January 1, 2022. **If you currently have an FSA through Goodwin House, you will not be able to use your FSA account between October 1–December 31, 2021 and any procedures or charges made during this period will not be eligible for coverage through your FSA.**

Pursue Your Dreams with Tuition Assistance

Whatever your dreams, Goodwin House supports you. Whether you're looking to progress in your career, learn a new skill or further your knowledge in a subject that interests you, formal education and training can provide many benefits. We want to make it easier for you to realize your dreams.



Through support from the Goodwin House Foundation, we offer to tuition assistance to full-time and part-time staff. You can receive \$1,000 to \$4,000 per fiscal year (October 1 through September 30) toward your tuition costs. Your eligibility and the amount you receive depend on your employment status and the education or training you are pursuing.

You can learn more or apply for tuition assistance by visiting the HR office at GHA or GHBC. A copy of the application is available on the Staff Update page. www.goodwinhouse.org/staffupdate

