

The Staff Update

October 08, 2021 | www.goodwinhouse.org/staffupdate



Celebrating Our Goodwin House Team

How fun was it to share food, friendship, games and funky dance moves with everyone during our recent Spirit Days? Some of you really know how to move, and even more of you know how to have a good time!

We hope you enjoyed the time to come together and celebrate our Goodwin House work family. It was such a joy to see everyone together, including our colleagues from Goodwin House at Home, Hospice and Home Health, who work off-campus most of the time. **Follow the link below** to experience the fun all over again! The attached slideshow shares even more awesome moments captured on camera.

Watch Here: <https://youtu.be/10im3IBOR74>

Employee Benefits Fair: Enrollment Begins Next Week

Open enrollment is your **ONLY** opportunity to enroll in or opt out of insurance plans, add/drop dependents and adjust your coverage levels. We are very excited to offer a third medical Anthem plan this year called **Anthem BCBS 90**.

Please note: All enrollments must be completed online through ADP Workforce Now. You can find registration instructions attached and on the staff update web page.

This year, no action is required if you do not want to change your employee benefit elections. Your election from last year will automatically rollover. If you do wish to make adjustments for the calendar year 2022, please be sure to read all the materials available to you on www.workforcenow.adp.com.

We are hosting two Benefit Fairs where you can learn more about your employee benefits, including the **new option for Anthem BCBS**.

GHA | October 13, 12:00 p.m. - 4:00 p.m. | Auditorium

GHBC | October 14, 12:00 p.m. - 4:00 p.m. | Auditorium



Coming Soon – New Performance Evaluations

The time for our new performance review process is approaching!

As of November 1, 2021, only the new evaluation forms and process will be in use. If you are scheduled for your annual performance review in November, you'll notice a few changes. **The self-evaluation input form was updated** to allow you to rate yourself on all the required competencies. The new forms reflect the information contained in the annual review forms we've been using, but in a format that is more concise and easier to understand.



You will receive a link to the new process from ADP via email and training prior to your evaluation due date. Each department will designate staff who are ADP-trained and available to help if you need assistance. You must complete your part of the process the month before your evaluation is due.

There are four performance review forms. The form used for your evaluation is based on your position. For example, the attached form applies to majority of staff.

COVID-19 Case Update

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

