

The Goodwin Living Team Update

News You Can Use

September 26, 2024 | GoodwinLiving.org/StaffUpdate

Updated Team Member Handbook

The Team Member Handbook has been updated. Electronic copies are available on the ADP Homepage and on the Goodwin Living General Teams channel. Visit Human Resources if you would like a printed copy. [Click here to access the updated Handbook online.](#)

New Kaiser Permanente Plan for 2025

We are excited to announce that we are adding a new Kaiser Permanente insurance plan for plan year 2025 (January to December). This means team members will be able to choose from **six medical plans**! More information is coming soon, so make sure to check emails, texts and flyers around you.

Open Enrollment Is Coming SOON

Open Enrollment is the only time you can make changes to your insurance for the year, unless you have a qualifying life event. This is also the time to sign up for the FSA plan. Attend one of the Benefits Fairs to learn more and to get help with your questions.

Annual Open Enrollment begins October 21 and ends November 1.

During this time log into WorkForceNow.ADP.com to make changes to your insurance elections. Sign up for short term disability too!

Benefits Fairs

TVA Auditorium | Thursday, October 24 | 1:30 p.m. to 4:00 p.m.

GHBC Auditorium | Friday, October 25 | 1:30 p.m. to 4:00 p.m.

GHA Auditorium | Monday, October 28 | 1:30 p.m. to 4:00 p.m.

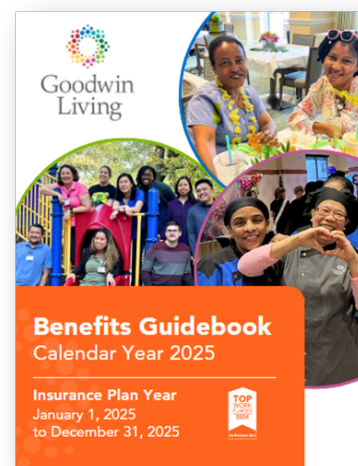
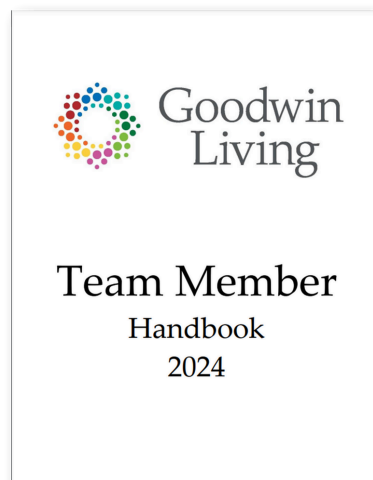
Benefits Fairs Special Events - Sign up Now

Nutritional Counseling

Alex Freiman and Ali Neov are providing free nutritional counseling sessions for up to 30 team members who sign up in advance. [Click here to sign up for your time slot.](#)

Journaling Session (Wellness Advance Team)

Sign up for a 60-minute guided journaling session AND receive a special journal from Zen It Journals. This special journaling event is limited to the first 50 who sign up. [Fill out this form to reserve your seat.](#)



We're Hiring! Earn a Referral Bonus!

Goodwin Living team members are one of our greatest sources of new hires. We value your input and recommendations. If you know someone who would be a great fit for Goodwin Living, make sure to refer them! Our referral program offers a bonus for every successful hire, so it's a win-win for everyone involved! When they apply, ensure that your friend/family member lists your name on the application to ensure you receive your bonus.

Goodwin Living CARES

What does Goodwin Living CARES stand for, and why all capital letters? Think of the six words represented by the letters in C.A.R.E.S. They each exemplify our customer service standards. Send these words to Jeanne at 703-517-3633 by October 1 for this month's Team Update Award! All correct responses received by October 1 are eligible for the prize.

Goodwin Living Foundation News

The Goodwin Living Foundation is so appreciative to all our fellow team members who made a donation in support of residents and team members over the last couple months. Thanks to you, we met our participation challenge goal with more than 260 donors as of September 16! Because of this phenomenal response, the Foundation will receive an additional \$12,000 from two very generous anonymous donors. Thank you for all you do to support, honor and uplift the lives of older adults and those who care for them.

If you donated to the Foundation in 2024, please stop by any of the Foundation offices to receive a small token of our appreciation.

Wellness Team Activities

Looking for ways to improve your gut health and increase your energy? We invite you to try the "30 Plants in 7 Days" challenge sponsored by the Wellness Team for Active Aging week. Team members can pick up the handout to track and record their plant intake from their campus's reception desk on Monday, September 30 and then drop it off at the reception desk by October 9. Look for the black wire metal basket at the reception desk. Team members who participate and drop off their handout will be entered into a raffle for a prize!

This year over
\$70k was paid to
team members
for referrals!



30 Plants in 7 Day Days Challenge
Nourish Your Body, Enhance Your Life
Sponsored by the Wellness



Name Tag and Access Card Security

It's important that you wear your name tag and access card responsibly. If cybercriminals know your name and where you work, they can target you or Goodwin Living. Be diligent and safe. Follow these safety tips:

- Wear your name tag at all times when you're at work.
- Don't wear your name tag while you are in a public place (like the grocery or walking to the garage).
- If you've lost your name tag or access card, or believe they were stolen, immediately contact your supervisor.
- **Never** let other people use your name tag or access card.

Do You Need Help?
Call the Employee
Assistance Plan (EAP)
866-395-7794

Use the Employer ID
"Episcopal"

Sworn Disclosure Statements Due September 30

Final reminder to complete the Sworn Disclosure Statements and return to HR. [Click here](#) to complete the form now.

Native American Heritage Month - Save the Date!

November 14, 2024 from 2:00-3:30pm | GHBC Auditorium

We're excited to welcome a special guest who will be sharing their unique programming and stories, followed by a question-and-answer session. If you have questions you'd like to ask, please email them to DEI@GoodwinLiving.org

Hats Off to You! GHBC Team Celebration

We had a blast celebrating team members at GHBC this month! To see more of the fun, follow us on Instagram @GoodwinLiving

