



# CAMPUS CONNECTIONS

## WEEKLY UPDATE

November 2, 2022

### COMPLETING YOUR INDIVIDUAL DEVELOPMENT PLAN



**Pictured:** The Performance Review folder found on the home screen of every Misericordia device. To find the self-rater IDP form click the icon > click the Self-Rater folder.

As reported in Campus Connections, the next step in the performance evaluation process is the Individual Development Plan (IDP). An Individual Development Plan (IDP) is a plan to help employees reach the goals determined during the performance evaluation process. This plan will help employees stay on track with their goals. All self-raters will meet with their evaluators to discuss the IDP.

**Click here** to find the IDP form, as well as a training video that will help you understand the form as a self-rater. These materials can also be found in the Performance Review folder on the home screen of all Mis devices.

### CURRENT JOB POSTINGS

- CILA AM Supervisor (details [here](#))
- Lead Job Coach (details [here](#))
- Housekeeper (details [here](#))
- Community Day Services Instructor (details [here](#))
- Kitchen Aides
- DSPs (all shifts)
- CNAs (all shifts)
- Nurses (LPN, RN, BSN)

### DAYLIGHT SAVINGS TIME IS SUNDAY, NOVEMBER 6TH

The E-Time clocks are programmed to automatically adjust to the time change. There may be a few minor adjustments for Overnight staff. Human Resources will make any adjustments, if needed.

### MASK USAGE & COMMUNITY TRANSMISSION PROCESS

#### Community Trans. Masking Guide

**red - high**  
N95/KN95 required

**orange - substantial**  
Surgical mask recommended /  
Surgical or  
N95/KN95 required for McAuley

**yellow - moderate**  
Surgical mask optional / Surgical or N95/KN95 required for McAuley

**blue- low**  
Surgical mask optional / Surgical or N95/KN95 required for McAuley

Effective Monday, November 7th, all areas will practice an updated Community Transmission Process, as directed below:

- The community transmission level is updated every Monday by the CDC. The Monday AM Thome receptionist will check the Community Transmission Level by 7 AM and put up the appropriate posting with the current date.
- The receptionist will then send out a page to all campus pagers regarding the current Community Transmission Rate and the appropriate mask usage.
- Supervisors are responsible for notifying their staff and updating the posting in their designated area.
- Covid outbreaks within a cohort supersede Community Transmission Rates. In the event of an outbreak within a cohort, staff must wear N95/KN95 masks and visitations will be limited.
- If an individual has a cough, congestion, or runny nose and is Covid negative, we ask that they still wear a mask as source control.

For more details, **click here** to review our Transmission Level Cheatsheet, which outlines required mask usage and visitation guidance per Community Transmission Level.

### THE ANNUAL VIRTUAL TRAINING EXPO RUNS THROUGH NOVEMBER 16TH

**Completion of the Virtual Training Expo before the November 16th deadline is mandatory for all staff.** Completion of the training consists of watching the presentation and completing the printed quiz.

**Click here** to view the presentation. The sign-off sheet and Expo quiz are at the HR front desk in a blue folder or may be supplied to you by your area's supervisor. Once you've completed the training please be sure to sign off on the department's list.



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### OPEN ENROLLMENT 2023 IS OFFICIALLY CLOSED

All changes were to be made no later than 11/1/2022 and are effective 1/1/2023!

Open Enrollment Election changes are currently being finalized. Please review your election changes beginning the week of November 7, 2022 to ensure changes are correct and have been updated appropriately.

**Login to ADP WorkForce Now > Myself > Benefits > Enrollments > Your Benefits > View Benefits > Select a date: 1/1/2023**

Any questions or concerns can be directed to HR at 773-273-3038 or [HRBenefits@misericordia.com](mailto:HRBenefits@misericordia.com).

### RUN FOR MISERICORDIA



IN THE 2023 CHICAGO MARATHON

Misericordia is proud to be a charity partner for the 2023 Bank of America Chicago Marathon scheduled for Sunday, October 8, 2023. Don't miss your opportunity to be guaranteed a spot in the Chicago Marathon and go the extra mile for Misericordia!

**Runners commit to raising \$1,250 if registered before November 17, 2022; \$1,750 after November 17, 2022.**

Choose Misericordia as your charity and be part of the Heartracers! Our team grows bigger every year and is up to 75 runners. The number of funds they have raised over the years tops more than \$1.4 million!

If you are interested in joining the team or need additional information, please contact Martha Floberg, Development Officer at 773-273-4125, [marthaf@misericordia.com](mailto:marthaf@misericordia.com).

### CAMPUS SAFETY STARTS WITH ALL OF US

As a community, we all have to work together to keep our campus safe. Here are a few tips that we all must follow:

- Do not let anyone in a building without a Misericordia ID
- Keep your Misericordia ID visible, especially to our receptionists
- Report any suspicious activity immediately to your supervisor or call 911 if there is an immediate threat
- Slow down and stop at all stop signs

Please be sure to practice the precautions above, and talk to your supervisor if you have any questions.

Additionally, be sure to sign up for our Active Threat Training, presented by Officer Michael Specht and Officer Roger Heath from the 24th district. The next training sessions are scheduled for November 16th at 9 AM, 11 AM, 1:30 PM, and 3:30 PM. Please see your supervisor to book a slot to attend.

### ARTIST IN ALL RED CARPET

We are thrilled to announce that this year's Artist in All will be back in person at the Art Institute of Chicago. This artist celebration will take place on Wednesday, November 16th from 6 PM to 9 PM.

The resident artists, under the direction of their talented art instructors, have been busy creating their works of art all year in preparation for this amazing show. We are so proud of our resident artists. For more information or to buy a ticket, [click here](#) to visit the Artist In All website.

In celebration of this year's Artist in All, we will be hosting the Red Carpet event for our residents on November 14th. Resident artists will attend a preview of this year's artwork. Residents will be attending during the day. Day Services staff will be bringing residents over in cohorts. We are inviting staff to preview the artwork between the hours of 12 PM- 1 PM and 4 PM - 6 PM. Please see your supervisor for additional information, and find [this flyer](#) posted in your areas.



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### SEND A GRATITUDE-GRAM TO THE PEOPLE WHO MAKE A DIFFERENCE EVERY DAY WITH YOU

Tell someone you work with thank you by dropping a quick message [here](#), and we will post your shoutouts and others in Campus Connections for all of November!

### HOLIDAY PREMIUM PAY

Employees working the following shifts will be paid time and a half for hours worked on Thanksgiving, AM, PM, Overnight on Thursday, 11/24/2022. Please note: Human Resources will apply the Holiday credit.

[Click here to save the dates for personal reference.](#)

hosted by the women's auxiliary  
**MISERICORDIA APPAREL SALE**

**Friday, November 11th**

**6:00 am - 4:00 pm**

**LOIS GATES  
COURTYARD INN**

**CASH OR CREDIT ACCEPTED**

**DISCOUNTS!**



**POLO SHIRTS**

**JACKETS**

**T'S & MORE!**

### GRATITUDE-GRAMS

"Apt 205, Thank you for always making me ☺"—**Nicole W., Marian Center 205**

"You are an awesome Que!♥"—**Tamara V., CILA-Maxwell**

"Thank you Emad, we appreciate you for the Team you create in Housekeeping Department."—**Leisa C., Main Building**

"To the entire Shannon Apartments Team: You all are amazing! Each one of you brings a key component to the team. Thank you for all your hard work and for making Shannon a great place to work!"—**Laera B., Shannon Apartments**

"Thanks, for having me as your coworker at Maxwell House.♥"—**Yvonne M.D., CILA-Maxwell**

"I would like to thank all my coworkers...both AM and PM shift...in Conrad house...for all that you do to make the residents happy and peaceful and how you bring them joy and comfort each and everyday. The residents glow each day when they see all of you walk through the door. They feel comfortable knowing that they are loved and cared for and they are always smiling whether it be a good day or a challenging day. It is a joy to work with each of you on a daily basis. The residents will always remember the love that each of you have for them and the parents and families will always remember what was done for their loved ones."—  
**Barbara M., Mercy Glen-Conrad**

"Cicley M., I'm so grateful you're my recruitment partner. I've learned so much from you so far and I love having the opportunity to work alongside with you!" — **Nathalie V., HR**

### A MESSAGE FROM THE HEART



"Keep your face always to the sunshine, and the shadows will fall behind you."

—Walt Whitman