



CAMPUS CONNECTIONS

EMPLOYEE NEWSLETTER

Issue 7

JULY 2022

Vol. 2

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Dear Misericordia Employees,

Today more than ever, I share my gratitude for Misericordia, my co-workers and the residents. I am especially grateful for the personal and professional growth opportunities that are available as an employee of Misericordia.

Misericordia has blessed me with the tools and confidence to become a successful role model/leader throughout my career at Misericordia. It takes a tremendous amount of courage to step outside of the comfort zone of what we know. On a personal level, I struggled with communication and widening my perspective. It was a barrier I identified in myself and I am grateful to Misericordia and my team for providing the learning opportunities to grow and further develop in these areas.

Last week, as part of the Fit For Success program, I co-facilitated Tier 1: Conflict Resolution, with guidance and support from our Staff Development leaders, Kristina Lipsey and Mary Ann Goode. Heart racing and sweaty palms, I shared my story with my peers. In doing so, I opened the dialogue that gave them the courage to share their personal triumphs/challenges. To quote James Baldwin, "Not everything that is faced can be changed, but nothing can be changed until it is faced." And with all the challenges we face, there is comfort in sharing and connecting with everyone across campus. Together we can work to make the changes we want to see.

Warmly,

Consuelo Teresi-Reschke, RBT (Registered Behavior Technician), Celebrating 6 years at Misericordia



EMPLOYEE WELLNESS

COVID UPDATES

- **Eye Protection**
 - The Community Transmission level for Cook County is now medium (yellow), so protective eyewear is **no longer necessary** in the residential areas unless they are in isolation.
- **Masking**
 - Staff are **still expected** to wear **N95s/KN95s or surgical masks** while working in the care of residents, until further notice.
- **Screening and Testing**
 - Please make sure to screen daily and report any symptoms immediately and test with a **lab-based PCR or rapid test**. Results should also be reported to your supervisors.
 - Misericordia **does not accept home tests** at this time, as we require tests that have proper, identifiable information.
 - If you have been out of work for over 14 days, please get a lab-generated PCR or Rapid test at an off-site clinic.



3635 N Clark St, Chicago, IL 60613



**FREE YOGA CLASSES
AT GALLAGHER WAY**

**TUESDAYS &
THURSDAYS
7:00AM - 8:00AM**

**BRING YOUR OWN
YOGA MAT**



**LED BY
FIVEKEYSYOGA**

[Click here](#) to visit their website and find additional free wellness resources

**YOU CAN SIGN UP
FOR GREAT DEALS WITH**



**BlueCross
BlueShield**

Blue365



[CLICK HERE](#) TO GET A \$25 BONUS ON COMPLETE PAIR OR CONTACT LENSES

Blue365 is a free health and wellness discount program offered to you as a member of the Blue Cross and Blue Shield System. We offer year-round discounts on gym memberships, fitness gear, healthy eating options, and more. [Click here](#) to learn how to sign up!

CAMPUS CONNECTIONS



DIVERSITY AND INCLUSION

LOCAL BUSINESSES FROM AROUND THE GLOBE

BIG BROS ICE CREAM

2018 W 21st Pl, Chicago, IL 60608

"They have soft-serve ice cream, sundaes, shakes, and have vegan options."

PALETA FACTORY

3517 N Spaulding Ave, Chicago, IL 60618

"They make fruit and ice cream paletas, as well as gourmet ones like banana nutella and cereal bar."

MAY FLOWER

5240 N Pulaski Rd M, Chicago, IL 60630

"Family-owned, they have really fresh smoothies and good food. The pepper shrimp is highly recommended!"

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

OUR D&I COMMITTEE WELCOMES NEW MEMBERS

We are happy to announce that the following people will be joining Misericordia's D&I Committee:

- Amanda Cipriani (Recreation and Leisure)
- Lance Sharp (CILA)
- Dominique Newsome (Community Day Services)
- William Bledsoe (Housekeeping)
- Amy Vonderembse (Shannon Apartments)
- Svetla Panagonova (CILA)

They will be joining our current members, Ashley Hespen, Kristina Lipsey, Tasha Hall, Andrew Blomquist, Jeffrey Lucero, and Tiffany Johnson.

The D&I Committee aims to provide resources and events that reflect our community-at-large. We want to give staff the chance to share their thoughts around D&I and get feedback and seek guidance on how we can share information in the future. A release about when and how you can get involved will be shared in a following issue of Campus Connections.

CHICAGO LUNCHBOX RETURNS TO CAMPUS NEXT FRIDAY



- **Friday, July 22nd**
- **9:30a - 2:00p &**
- **6:00p - 11:30p**
- **Holbrook parking lot**

Come out and grab some Asian street fare, courtesy of the delicious Chicago Lunchbox! They will serve a fusion of Vietnamese, Thai, and Filipino rice bowls!



HR AND STAFF DEVELOPMENT

PHI: RECEIVING FEEDBACK



As we approach our newly revised annual staff evaluation process, we thought it might be useful to think about how we receive feedback. Both giving and receiving feedback can be challenging for many of us – and for good reason! We all may have had experiences in the past where feedback was poorly delivered or even misguided. Our hope in revising our evaluation procedure was to create opportunities for a dialogue so that all staff can share their goals, interests and discuss ways of continuing their growth at Misericordia as well as learn about areas for continued development. With this in mind, we wanted to share some suggestions from our PHI training regarding receiving feedback. We hope this will help all of us enter these discussions with an open mind and willingness to learn together.

SOME THINGS TO REFLECT ON

- How can I manage my own self-criticism?
- What do I need to do to be as receptive as possible to feedback?
- What is my general style of taking on critical feedback?
...positive feedback?
What aspects of this do I want to hang onto/let go of?

A FEW NON-PRODUCTIVE WAYS OF RECEIVING FEEDBACK

- Agreeing indiscriminately, swallowing whole
- Disagreeing, rationalizing, justifying, disowning
- Beating yourself up, feeling worthless, inept

CAN YOU REMEMBER A TIME WHEN CRITICAL FEEDBACK HELPED YOU MAKE AN IMPORTANT CHANGE THAT HAS BENEFITED YOU?

- How can I use my memory and understanding of that time to help me respond to and take in critical feedback?

ACKNOWLEDGING FEEDBACK

- Let the person giving the feedback know that you heard it. That may be enough. Additional possibilities: pull back; paraphrase for fact and feeling; ask curious questions to find out more; offer appreciation for the feedback; share the impact of the feedback on you; do not argue or dispute with feedback; indicate that you need to take it in and will want to talk more at another time.

We encourage you when hearing feedback, to support yourself in simply hearing. You may not agree with what you hear; you may choose to take in what has meaning for you and let go of what doesn't; you may want to "file" a piece of feedback that isn't entirely clear to you to see how it might come into play in the future.



HR AND STAFF DEVELOPMENT

IMPORTANT JULY 2022 EMPLOYEE HANDBOOK/HR UPDATES

As of July 1, 2022, the following HR policies have been added/updated. Please become familiar with the revised updates to the Employee Handbook by clicking on the appropriate links below. A copy of this Handbook update will also be accessible in the ADP Employee Self-Service portal under the Home page. As a reminder, it is your responsibility to read and understand the contents of the Employee Handbook, which is updated every two years. If you have any questions, please contact your Director or Human Resources.

Policy/Topics	HR Update/Revision	Comments
Sexual Harassment Policy	New training requirements and a statement that sexual harassment is illegal in Chicago. Click here to read the policy in English, and click here to read it in Spanish.	Training requirements have increased to include Bystander Training for all employees.
City of Chicago Notice	Which includes information regarding Paid Sick Leave reminder. Click here for more details.	Refer to the PTO Policy and Paid Sick Leave for Relief staff benefit in the Employee Handbook.
Attendance/Punctuality Policy	Employee will restart at Zero with a fresh slate as of as of 7/1/2022.	This is specific to call ins and tardies.
Code of Ethics	Addition of Fraud Hotline information.	Implementation of Fraud Hotline for compliance, ethics and financial reporting.
False Claim Act/Whistleblower Policy	Fraud Hotline established. Click here to for more details.	
Driver's Abstract	Annual Submission.	Annual submission with updated master list of approved drivers.
Tuition Reimbursement	Eligibility changed from one year to 6 months.	
Referral Policy	Relief status employees are now eligible to participate in the Referral Program.	
Annual Performance Review	Annual Performance Reviews will take place organization wide July - August.	Annual reviews will no longer correlate to the anniversary month. Employees are highly encouraged to complete the self-rater portion of the review and to fully participate in the process.
Pre-employment TB testing	New hires will receive the QuantiFERON TB blood test during their pre-employment process.	QuantiFERON results are good for 3 years. Annual TB skin test to be administered annually for all employees who do not have QuantiFERON results on file.
Infectious Disease Prevention	General Infectious Disease protocol for employees to follow in addition to the responsibility of all employees to remain informed of updated information and guidelines provided by Misericordia Home. Click here for more details.	Information shared with employees regularly through Constant Contact (emails), Campus Connections weekly and monthly newsletter, Updated Self-Screening Questionnaires and Verbal communication with in areas.
Dress Code	Addition of jeans to the daily dress code.	Employees may wear jeans that are not in disrepair or ripped.



CREATING OPPORTUNITIES

GROWING OUR EMPLOYEES

If you didn't know, there are many different paths that you can take to grow your career at Misericordia, no matter what role you are currently in. Misericordia offers a variety of professional and personal growth opportunities that assist with skillset development. The new evaluation process is the perfect time to explore where you would like to take your career at Misericordia!

STAFF PERFORMANCE EVALUATION GUIDANCE, TOOLKIT, AND DEADLINES



• **YOUR SELF RATING FOR YOUR PERFORMANCE EVALUATION IS DUE 7/15.** This must be turned in to by this deadline to be considered for the compliance bonus.

- More details about this process, including the \$100 Compliance Bonus, can be [found here](#) and [here](#).
- [Click here](#) to download and print the performance evaluation form. You can complete this form on the computer or enter your comments by hand.
- For help understanding the evaluation, [click here](#) to find a selfrater toolkit that will guide you on how to complete the form. You can also [click here](#) to read through out Q&A, in case you may have any questions.
- For technical assistance, email reviewhelp@misericordia.com.



Pictured: Performance Review. Look for this icon on desktops and home screens of all Mis devices to access the self-rater form and other resources.

ATTENDANCE RESET (ALL EMPLOYEES) & DSP/CNA ATTENDANCE INITIATIVE

Effective as of July 1st, Misericordia has reset all employee absences and tardies, and is offering an attendance bonus for all DSPs/CNAs.

[Click here](#) to read more!

GAS/VENTRA CARD RAFFLE: ROUND 3

[CLICK HERE TO ENTER YOUR NAME!](#)

WEEK 2 GAS/VENTRA CARD RAFFLE WINNERS

Each week until July 27th, two winners will be selected to win a \$50 gas or Ventra card.

This week we congratulate Amy Roman (McAuley) and Bobbi Vongonh (Shannon Apartments), our first winners of the gas/Ventra card raffle!

Again, if you would like a chance to win a card in our July raffle and other events, make sure you continue to read Campus Connections to stay informed!



CREATING OPPORTUNITIES



MISERICORDIA WANTS TO HELP YOU PAY OFF YOUR STUDENT LOANS

Misericordia is excited to announce the addition of a Student Loan Assistance Program that will be offered as a part of our benefits package effective August 1st. We have partnered with a company called Peanut Butter to administer this program.

What does this mean? Misericordia will make contributions of \$150 per month to the qualified education loans of eligible employees who sign up to participate in the program.

- Eligible employees are Full-Time or Part-Time, Active status and have been employed by Misericordia for at least six months.
- If you are Full-Time or Part-Time and have an Active status but not yet employed for six months, you may enroll in the program to take advantage of other resources offered by Peanut Butter, including the loan management dashboard, refinancing marketplace and financial wellness tools.
- It is always good to make sure your information in ADP is current, this includes your email address. On Friday, July 15th, all eligible employees will receive an email from Peanut Butter with a link to sign-up and create an account. The email will be sent to your work email if listed in ADP, if there is no work email listed, it will go to your personal email listed.
- Eligible employees qualified to receive contributions must sign up by Monday, August 1st to receive an August contribution.

If you are not interested in this program or resources offered by Peanut Butter, you are under no obligation to sign up.

There is a “one-click” opt out from additional email communications for those who do not want to receive these communications.

If you have any questions or concerns about this program please contact Human Resources.



APPLY FOR A FREE GAS OR TRANSIT CARD

Chicago Moves is a financial assistance program providing \$12.5 million in transportation relief to Chicagoans in need. [Click here](#) to learn how you can enter their monthly lotteries for \$150 gas cards and \$50 transit cards. The lotteries will be conducted in the second week of May – September.

To be considered for each month's lottery, applications must be submitted by the first day of that month. If you are not selected in one month's drawing, you are automatically entered into the next. Only one application will be accepted.



INFORMATION TECHNOLOGY



"Awards has helped provide a way for us have access to updated information on our residents at any location on campus. This allows nurses to utilize their time more efficiently and provide better care to the residents."—Sydney Rebella, BSN, RN

AWARDS/MEDSUPPORT RESOURCES

- **[Click here](#)** to find a simple AWARDS manual that includes a glossary and short summary of the functions used in the system.
- **[Click here](#)** to read our feedback and responses to some of the questions presented in our recent AWARDS survey. Inside you will find solutions from technical assistant to staff support challenges that hinder immediate charting.
- If you have questions or need help accessing AWARDS, email IT at **IT_Department@misericordia.com**

AWARDS NOW HAS A NEW LOOK

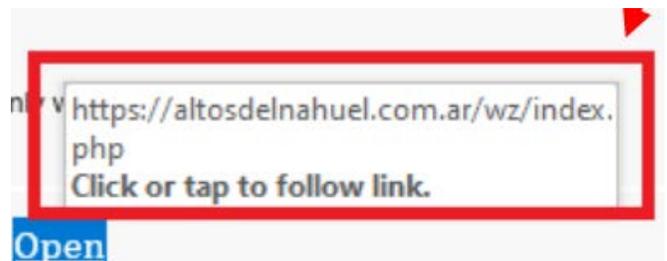
As you know, AWARDS has updated its user interface, giving the screen a new look! These changes will only impact the appearance of AWARDS, not how it work. To read more about the change, and how to switch the screen back to the classic version, **[click here](#)**.

AVOID EMAIL VIRUSES AND PHISHING

If you receive an email and you are not sure why you are receiving the email, that is usually a good indicator that the email is attempting to phish for your username and password.

Read the message body within the email. For example, if you receive an email that says, "Please find attached an EFT Remittance Report and Cash Flow from Jill Sparacio for your attention" ask yourself this question: Why would Jill be sending me an email about Cash Flow? **If you are unsure, please do not click on the link.** Nothing bad will happen if you don't click the link. Just forward the email to the and we will investigate.

These emails will look legitimate and the sites they link to often look just like the real site. The easiest way to tell if the email is a phishing email is to check the web address within the hyperlink. All you need to do is to hover your mouse pointer over the link or button. When you do that, the web address should be displayed. See image below. (This will work for your home email account as well.)



Notice how the web address doesn't make sense. Notice that the URL is not a Microsoft website, or another legitimate domain name. Those are two strong indicators that the link will take you to a website that looks exactly like a legitimate website which requires you to sign in. Once you log into that fake website, your account credentials will be sent directly to the hackers, and they will now start sending emails under your account in attempt to trick more people into getting their accounts hacked.



DAY SERVICES

JULY IN DAY SERVICES



Between cleaning the local grounds, paper quilting, gardening, brewing coffee, and studying Neolithic art, residents across campus continue to take part in our Day Services Programs, on-site and at home. To see more weekly lifelong learning and vocational highlights, check out the Misericordia Facebook page!

CELEBRATING BASTILLE DAY ON KNOWLEDGE OWL

July 14th is Bastille Day which is a popular French Holiday. Knowledge Owl has a great selection of activities learning about the French language and cuisine. **Click here** to learn some French greetings in the form of a song.

Contact Nora Turgeon at **norat@misericordia.com** or Lukas Willis at **lukasw@misericordia.com** if you have questions on how to access Knowledge Owl.

UNDERSTANDING CATHOLIC IDENTITY

The Catholic Church has a history of social teaching that goes back centuries and provides a compelling challenge for living responsibly and building a just society. Modern Catholic Social Teaching, rooted in Scripture and articulated through a tradition of written documents, has evolved over time in response to the challenges of the day. It is the foundation of the mission and values of Catholic Community Services and the Catholic Housing Services.

Click here to read the "key themes that are at the heart of our Catholic social tradition," which includes preferential option to the those who are vulnerable, solidarity, care for God's creation, and the call to family, community, and participation.

CAMPUS CONNECTIONS



COMMUNITY DEVELOPMENTS

FAMILY FEST RETURNS THIS SEPTEMBER



Pictured: Residents, staff, and our Misericordia friends at Family Fest!



After a two-year pause, we are thrilled to announce that Misericordia will hold its 40th Family Fest on Sunday, September 11, 2022 from 11:00 am to 6:00 pm on the grounds of Misericordia. Family Fest brings tens of thousands of guests to Misericordia for a day of entertainment, food and celebration of all things Misericordia. It is one of our largest and most important fundraisers. We will again be offering a Cash Raffle for a chance to win 25 cash prizes, including the \$50,000 grand prize and a Car Raffle to win a 2022 Kia Forte FE, donated by our good friend Andy Francis of Evergreen KIA.



To purchase or for more information about the cash and car raffles please go to [our website](#).

For information about Family Fest, please use [this link](#) to contact Lois Gates' Office. For information on how someone you know can volunteer, please use [this link](#) to contact Paul Schwartz.



MUSIC PERFORMED BY THE
WINDY CITY WINDS
COMMUNITY BAND

PRESENTED BY MISERICORDIA'S
RECREATION & LEISURE DEPARTMENT

CONCERT IN THE PARK

THURSDAY
JULY 14, 2022

6:30 PM - 7:30 PM

**SCHEDULED TO TAKE
PLACE ON THE
SOUTHSIDE OF
HOLBROOK FACING
THE SOCCER FIELD**

ASSIGNED SEATED WILL
BE PROVIDED ON THE
LAWN AND IN THE
PARKING LOT FOR ALL
COHORTS

IN THE EVENT OF INCLEMENT
WEATHER, THE CONCERT
WILL BE RELOCATED TO THE
JEAN-MARIE RYAN CENTER



DEPARTMENT SPOTLIGHT

As part of our monthly Department Appreciations, July was dedicated to the work of our QIDPs, House/Environmental Managers, and Environmental Coordinators! Whether it's ensuring that residents have proper medication and everyday items for activities of daily living, escorting them to appointments on and off of campus, talking to guardians, or training staff and keeping them up-to-date on how to do their jobs effectively, our residential managers mean a lot to entire Misericordia community.

Click here to view a video of gratitude from Misericordia's Family Association (MFA), and see pictures below of the lovely Italian-themed lunch that was provided yesterday.

To find out when your department will be acknowledged, **click here** to view our Annual Appreciation calendar



CAMPUS CONNECTIONS



MONTHLY RECOGNITIONS

JULY ANNIVERSARIES

- 45 Mary Pat O'Brien
- 33 Vida Sereika
- 28 Gisele Jackson
- 26 Rachael Carr-Ozenbaugh
- 23 Andrzej Witaneck
- 21 Jorshid Quintero
- 20 Sharon Thomas, Kyle Rhone, Brandy Paris
- 19 Maria Lising
- 16 Natasha Braswell, David Sapinski, Pamir Caicedo
- 12 Linda Mazur
- 11 Edenel Orillaza, Finesse Whitfield, Delores Pryor
- 10 Toni Tidwell
- 9 Erick Gregg, Mayra Ocampo, Brian Hartig, Megan DeCarlo, Michael Woods
- 8 Mayra Aguirre, Danijela Veljkoivic
- 6 Danae Abram
- 5 Kizzie Rogers, John Chambergo, Karla Duran, Nancy Gaytan, Cynthia Rios, Jessica Disbrow
- 4 Steven Morris, Rebecca Mankus, Deadra Anderson, Crystal Magby, Kristine Monhollon, Tajonea Pittman, Kirk Thompson
- 3 Johnnie Gogins, Renita Johnson, Leah Petrak, Gabrielle Backstrom, Sydney Rebella
- 2 Danielle Green, Emily Hansen, Bellone Ndadebuka, Rajaena Dowdy, Alyssa Ohlson, Leonardo Rodriguez, Matthew Schrottenboer, Melissa Torres-Nuno, Susanne Lavorini, Yesica Mejia-Luna
- 1 Alison Krajcir, Carlos Augusto Rosas, Whitney Bressler, Levi Crouch, Amanda Davis, Melody DeRogatis, Valeree Fleeman, Daniel Gerig, Michaela Harbinson, Amanda Osmond, Alejandro Padilla, Lance Sharp, Jennifer Willis, Sandra Young, Margarita Farfan, Blessy Aberin Brian Guiab, Carmella Hamilton

STAFF SPOTLIGHTS



Posted on Facebook, **Staff Spotlights** acknowledge and celebrate the hard work and uniqueness of the individuals who help make us #MisericordiaStrong. Check out our latest:

Melissa Baron - Day Services Art Instructor

Click the links above to read about them. You can also scroll the Misericordia **Facebook** page to see our previous Spotlights.

WELCOME JAMIAH



Fun Facts about Jamiah:

- Lives in McAuley
- Incredibly social
- Loves waving hello and get to know new people

WELCOME NEW STAFF



Chelsea Cade (Rosemary-Connelly); **Sekia McCline** (Quinlan); **Bernadette Lettner** (Day Services); **Katrina Scepka** (Marian Center); **Isabelle Paisan** (Marian Center); **Leslie Rogers** (Marian Centers); **Trisha Warren** (McAuley); **Shaquil Lawrence** (McAuley); **Elizabeth De La Cruz** (McAuley); **Tiffany Tucker** (McAuley); Katy (Kathryn) Hand (McAuley) **Jesse Fessler** (Mercy Glen); **Giovanni Espinosa** (Mercy Glen); **Mantoya Chambers** (Mercy Glen); **Anita Henry** (Mercy Glen); **Lacey Sanders** (Village); **Francisco Silva** (Pool & Fitness); **Rachel McNutt** (Village); **Patricia Shipman** (McAuley); **Jasmine Moore** (McAuley); **Esmeralda Olvera** (McAuley); **Stephanie Miller** (McAuley); **Abigail Swanson** (McAuley)

NOMINATE YOUR TEAM FOR MISERICORDIA'S TEAM RECOGNITION

Do you and your coworkers exhibit excellent teamwork and dedication to the mission of Misericordia?

Would you like to express gratitude for the staff working closely with you and to give yourselves the acknowledgment you deserve!

Then [click here](#) to nominate your team!

Please note: Nominations must be approved by an area director before being recognized

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!