

January Employee Newsletter



EMPLOYEE RECOGNITION



SAVE THE DATE: MARCH 27th

Our next EMPLOYEE RECOGNITION High Coffee to honor those with milestone employment anniversaries will be held Thursday, March 27th at 10:00 am on the main campus. More details to follow.

TUITION REIMBURSEMENT

An employee who seeks to obtain educational credits related to their professional position, or who desires to take courses which would apply to a job in which they aspire within Heath Village, is eligible to apply to Administration for acceptance into the Tuition Reimbursement program.

Employees applying for tuition reimbursement must have completed a minimum of two (2) years of employment at Heath Village and be willing to fulfill the stipulated contractual obligations of this educational benefit.

A few of the program's specifics are listed below:

- Tuition reimbursement is based on employee classification of full-time, part-time or per diem (seasonal and/or temporary employees are not eligible for this benefit).
- Employees will be reimbursed for tuition, enrollment charges and books.
- Tuition reimbursement is contingent upon achieving a final grade of C or better.
- Applications for Tuition Reimbursement will be considered in the order received.

Tuition reimbursement is limited to the following maximum limits per academic year:

Full-time	\$5,000.00
Part-time	\$2,500.00
Per Diem	\$1,000.00

For complete information regarding our Tuition Reimbursement program, please see Kelly Stiles in Human Resources.

Note: Applications for the 2025/2026 academic year must be submitted as soon as possible, but no later than March 15, 2025 for budget purposes. Current recipients do not need to reapply.

YEAR-END TAX STATEMENTS

2024 Form W-2, Wage and Tax Statements, were mailed to all employees last week. Please be advised you can also view and download a copy of your W-2 via the ADP self-service mobile app.

ADP MyLife Advisors Available to Assist Employees

A MyLife Advisor is dedicated to helping employees navigate anything that comes their way, in and outside of the office. You'll have access to real people, ready to help with everything from navigating work-related issues and ADP systems to uncharted moments in life. We know that life can be complicated, and our job is to make it a little easier.

- MyLife Advisors can be reached **Monday - Friday, 8:00 AM - 11:30 PM ET**
- MyLife Advisors can be contacted at **855-547-8508**
- The MyLife Advisor email is MyLifeAdvisor@adp.com
- 24-7 Support is available via **MySolutions** in the **ADP Mobile** app.

MyLife Advisors can assist employees with Portal & Mobile registration and navigation, password resets, direct deposit updates, W-2 form reprints, paycheck questions, and MORE!



♥ Happy Retirement Joyce! ♥

Employees are cordially invited to a retirement celebration in honor of Joyce Kingston, Head Receptionist in Housing Services.

Friday, January 31st at 1:30 pm in the Heritage Room in Heath House.

Let's celebrate Joyce and congratulate her on 36 amazing years of service at Heath Village!

★ WELCOME ABOARD! ★

Heath Village is pleased to welcome the following employees who were hired in the month of December 2024!



King Gregory Escanlar
December 3
Mayflower House



Bruno Circelli
December 4
Dining Services



Jacqueline Mitzak
December 6
Nursing



James Kildea
December 10
Grounds



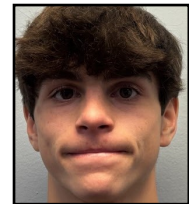
Kelly Platek
December 20
Dining Services



Rukmini Patel
December 27
Dining Services



Alannah Reid
December 27
Dining Services



Andrew Szamreta
December 27
Dining Services



Nicole Willis
December 27
Dining Services



Danielle McCarter
December 27
Nursing



Alex Sanchez
December 30
Dining Services

Celebrating National Activity Professional Month



This month we celebrate our Activities Department with highlighting Activity Professionals Week ~
“Shaping the Future”

Every day, our Activities team brings a smile and happiness to our residents and enriches their lives throughout the year as they promote the well-being of our community. The connection and care they provide is priceless. Please be sure to thank a member of our amazing Activities department for everything they do all year long to better our village.



We are in the process of migrating our ADP time & attendance system to an updated platform, which will require the replacement of existing time clocks on the **main campus** with new InTouch touchscreen clocks. You will be notified once the transition to the new clocks will be taking place. Please note that at that time, the clock located in the old health care center will be removed – instead employees will have the option of punching in/out at a new clock to be located in the Mayflower House entrance vestibule or the Heath House coatroom (outside the auditorium).

Stay tuned for more information!

PLEASE DO NOT BEGIN USING THE NEW CLOCK IN MAYFLOWER UNTIL INSTRUCTED TO DO SO, AS IT IS NOT YET COMMUNICATING WITH OUR SYSTEM.



Congratulations to our January Employee Anniversaries



Celebrating Years of Service



Department	Name	Hire/Rehire Date	Years of Service
Human Resources	Kelly Stiles	01/14/1991	34
Nursing	Kathleen Nowicki	01/22/1991	34
Maintenance	James Forestiere	01/07/2000	25
Mayflower House	Lyubov Yatskiv	01/03/2001	24
Nursing	Corona Dawson-Amoah	01/14/2008	17
Social Service	Lolita Lisankie	01/04/2011	14
Nursing	Francis Emisiko	01/01/2012	13
Social Service	Jennifer Rutter	01/23/2014	11
Dining Services	John Heins	01/24/2015	10
Dining Services	Maria Comerford	01/02/2019	6
Dining Services	Alex Rodriguez	01/02/2019	6
Housekeeping	Abigail Mensah	01/29/2020	5
Nursing	Shazzyah Smith	01/24/2022	3
Security	Richard Chaparro	01/12/2022	3
Security	William Mullen III	01/30/2022	3
Dining Services	Natalia DaSilva	01/04/2023	2
Dining Services	Robert Decker	01/14/2023	2
Dining Services	Jenny Merino-Umana	01/11/2023	2
Dining Services	Michael Ryan	01/14/2023	2
Dining Services	Edith Cabrera	01/30/2024	1
Dining Services	Caitlin Coleman	01/17/2024	1
Dining Services	Jaden Werner	01/30/2024	1
Nursing	Arzima Agodomou	01/29/2024	1
Nursing	Michael Lopena	01/26/2024	1
Nursing	Joseph Mulenga	01/09/2024	1
Rehabilitation	Shanon Walsh	01/31/2024	1

