

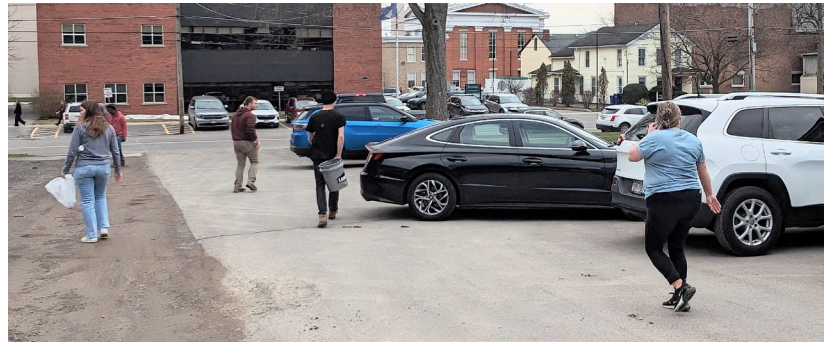
THIS JUST INDIRECT

Volume 44 / April Issue

JANELLE'S JOTS AND THOUGHTS

Why are people always tired in April?

-Janelle



Our MO conducted a “we-want-to-bond Egg-Hunt” a couple weeks ago!
There may have been more trash talk than bonding, but it’s a very fine line anyway.

TRAINING

It's the mandatory training time of year! We've got to go through another round of Harassment trainings. You should get a link in your agency email in the next couple of days from MINERAL asking you to complete this lesson. As a reminder, this is mandated for all employees in all businesses in NY, and all our employees must have these completed by FRIDAY, MAY 3rd. Please reach out to Nelly if you haven't gotten the link by Tuesday, April 16th.

GALA

Our annual Golf and Gala is coming up! On June 15th, employees and several members of the community will be gathering to raise funds for our agency. This is usually where we get most of our donations, so we are looking forward to having fun while raising money for our programs. If you'd like to attend, you can pay for your ticket through payroll! Please just email HR that you'd like that to begin and we can get the ball rolling.

In the meantime...there is a huge contest going on where whoever can get the most golf teams signed up gets entered into a drawing to **win \$100 AND 2 free Gala tickets!!** (If you win and you've already paid, then you will be reimbursed.) The



EAD!

Just two more months until the most wonderful time of the year: **EMPLOYEE APRECIATION DAY!**

We will be meeting together at B. Foreman Park on **JUNE 7th** to celebrate all of **YOU**.

Reminder: This is **MANDATORY**, so please start **NOW** if you need to ensure your attendance. There will be **NO** personal/general leave approved - agency wide.

ALSO – this is where we announce our employee of the **YEAR**, so be sure to get those catch-a-coworker/recommendations into Rosanna **ASAP** so our board can vote!

winner will be announced on Employee Appreciation Day on June 7th.

UNPAID LEAVE

We are no strangers to the staffing/attendance issue that has plagued our nation. Classrooms have to close because staff call out, restaurants shorten operating hours OR the service is really lacking because the owners can't find staff, and the list continues. In that light, we would like to get ourselves back on track. Please see the below excerpt from our employee handbook, which will be reinforced immediately. If there are any questions regarding this information, please reach out to Rosanna.

Unpaid Leave of Absence: effective 12/12/2018

The agency offers more than the NYS required leave amount to all employees, but should a need for an unpaid absence arise, the below procedure will be followed:

1. An employee requesting a leave of absence must submit their request in writing to their direct supervisor and will need approval prior.
2. If they need another unpaid leave instance, a request should be sent in writing to the employee's direct supervisor AND Human Resources, who both need to approve.
3. In the event of a third paid absence need, a request will be sent in writing to the direct supervisor, Human Resources, and the CEO – all of whom must approve before the unpaid absence is granted.
4. A fourth unpaid leave need instance will prompt the agency to know that the employee needs to resign, and their resignation will be accepted immediately.
 - If an employee fails to return to work promptly at the end of leave, the agency will assume that the employee has resigned.
 - Unless otherwise provided by law, an employee must exhaust all paid time before any unpaid days will be considered.

Extenuating circumstances will be considered.

NEW FACES:

MAR:



Denise Fountaine – ACE



Rebecca Gates – Head Start



Hailey Simpson – Head Start



DaShawn Smith – Community Schools

APRIL BIRTHDAYS:

Orin Rivenburg	4/1	Tammy Thiel	4/18
Nicole Howard	4/2	Susan Lynch	4/18
Lara Duckett-Scoville	4/3	Colleen Peno	4/19
Amanda Finch	4/7	Bridget Burnup	4/19
Amber Plain	4/7	Sharon Clovis	4/20
Kennedy Jones	4/7	Clive Guy	4/22
Stacey DeGroff	4/8	Brittney Shamma	4/23
Martha McConnell	4/11	Allison Burrows	4/24
Julie Fuller	4/12	Drew Miller	4/24
Kimberly Howell	4/14	Cameron Bowser	4/24
Timmy McDonald	4/15	Rachel Rivera	4/25
Deontae Tarver	4/16	Rosanna Roberson	4/26
		Erin Rowley	4/30

APRIL CAP-AVERSARIES:

Janelle Cooper	4/15/1996	28 years	Leah Grzyboski	4/11/2023	1 year
Sharon Clovis	4/12/2001	23 years	Bridget Burnup	4/12/2023	1 year
Diane Schall	4/13/2018	6 years	Jacqueline Harris	4/13/2023	1 year
Jose Quintero	4/20/2021	3 years	Colby Balcom	4/18/2023	1 year
Catherine Hagar	4/6/2022	2 years	Justine Quackenbush	4/19/2023	1 year
Melissa Kersten	4/4/2023	1 year	David Weaver	4/26/2023	1 year
Mary Ann Webber	4/9/2023	1 year			

SPOTLIGHT EMPLOYEE:



BRIDGET BENNET-HOUCK

Family Worker
Head Start – Newark Location

ABOUT BRIDGET:

I have worked for our agency for 5 years. Currently, I am trying to expand my culinary skills. I love to look up recipes on Pinterest for new ideas. I love spicy foods! If I could have one superpower, it would be Healing powers. With all the mental and physical health issues prevalent today, I would heal everything, so everyone has a better quality of life.

I'm currently binge-watching "This Is Us" on Netflix, and one thing on my bucket list would be to travel outside the US; I really don't care where!

SPOTLIGHT PROGRAM:

Head Start / Early Head Start

Head Start / Early Head Start is a federally funded program that provides comprehensive services to pregnant women, infants, toddlers, preschool children and their families. Services are provided in the areas of education, health, nutrition, family services, parent involvement and mental health. The program philosophy recognizes parents as the primary educators of their children. We welcome and encourage parent involvement in all program functions and work as partners with the family. Special efforts are made to provide services for children with special needs.