



## New Team Member General Orientation Agenda

Presenter	Topics Covered
Amber Schaefer, HR/Administration	Payroll Processes: <ul style="list-style-type: none"> <li>- Reporting Absences</li> <li>- Using Time Clock</li> <li>- Requesting Paid Time Off</li> </ul> Benefits: <ul style="list-style-type: none"> <li>- Eligibility</li> <li>- Qualifying Events</li> <li>- Paid Time Off</li> </ul> Leaves of Absences WWIHub: Newsletter and Website Performance Evaluations Relias Training
Dan Howard, Administrator	Winning Wheels Mission and Values
Addison Glassburn, Recreational Therapist	TR and Activity Programming and Outings
Shannon Cantwell, Director of Housekeeping and Laundry	Overview of Department and Services MSDS Sheets
Ellie Woods, Director of Rehabilitation/MDS Coordinator	Rehabilitation Programs MDS and Documentation
Jade Moore-Jackson, Restorative Coordinator	Restorative Programs Safe Lifting
Megan Budimlija, Business Office Manager	Office Processes Resident Programs POP Banking Phone Etiquette and Paging
Carol O'Brien, Certified Dietary Manager	Dietary Programs Team Member Lunches
Pat McIntyre, Maintenance Director	Maintenance Department Overview TELS Program/Submitting Maintenance Requests After Hours Assistance

Mike Chastain, Safety Coordinator	Safety Committee and Safety Programs Emergency Plans and Drills Standard Precautions Preventing and Reporting Workplace Injuries
Sheila Huizenga, Assistant Administrator	Overview of Admissions Process Marketing Abuse and Neglect Resident Rights Staff Socialization Policy Social Media PCC Internet and Personal Device Usage
Kathleen Rose, RN	Infection Control COVID Regulations and Procedures Wound Care Inventory
Ethan Gapinski, Certified Mandt Training Instructor	Mandt Training Crisis Prevention Key De-Escalation Techniques

I confirm I have received the above training and Winning Wheels, Inc. policies:

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Team Member Name Printed  
Date

Signature

How do the pieces  
fit?



**Winning Wheels, Inc.**

Non-Profit organization governed by a board of directors

**American Health Enterprises**

Company employed by the board directors to provide administrative support

**Winning Wheels**

Rehabilitation facility for young adults with brain and spinal cord injuries

**Lyndon Progress Center**

Houses American Health Enterprises Offices

Day Treatment Program for S.T.R.I.V.E. Residents

Lyndon Play and Learn Center

C.N.A. Training Program

**S.T.R.I.V.E.**

Assisted Living facility for adults with developmental disabilities

**Frontier Hollow**

Independent Living Apartments for adults with disabilities

**Big Meadows**

Geriatric nursing facility

**Pinnacle Place**

Supported living apartments for seniors

**Lyndon Play and Learn Center**

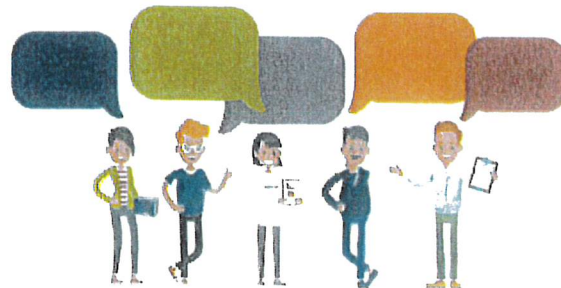
Child care services and pre-school programs

***Making a difference everyday for our team members,  
residents and communities!***

One Location for Team Member Resources

Convenient \* Up-To-Date

[www.wwihub.com](http://www.wwihub.com)



- Policies
- Procedures
- Job Descriptions
- Benefit Information
- Payroll Forms
- The Hub (current and previous editions)

*..... And More!*

## Computer Usage Agreement Updates



Attention All Staff:

Please do not access any websites that are not work related with your work computer. We are seeing an increase in harmful banner and rotating ads on social networking, shopping and entertainment websites. With the holiday season fast approaching, the risk for infection is only going to increase.

Our company email has been infected every day this week – a direct result of users going to sites unrelated to work. We have updated the Computer Usage Agreement and have listed the key points below:

- Keep your browsing limited to work-related websites.
- Close out of your browser after each use.
- Close out of your browser and all programs when you leave for the day.
- Keep doing a great job of not clicking on links and attachments in suspicious emails.
- Continue to notify IT of any suspicious email or an increase in your spam.

Our computers and network are critical to providing quality of care and efficiently running our operations – thank you for your cooperation with this!

Colleen Rillie  
IT Coordinator/Office Manager  
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# Winning @ Wheels

*Comprehensive Rehabilitative Care and Independent Living Solutions*

## ANNUAL PERFORMANCE EVALUATION

Employee

Facility

Position

Date

Area of Evaluation	Value	Meets Expectations	Does Not Meet Expectations	Date of Discipline	Type of Discipline	Concerns and Improvement Plan	Date of Follow Up Review
Complies with Winning Wheels Code of Conduct and Customer Service Standards	1						
Entirely completes job responsibilities (review specific job description) in a safe and effective manner.	1						
Satisfactory Attendance	1						
Engages in the Department and Organization (attends meetings, participates in events, volunteers, etc.)	1						
Utilizes the timeclock to record the beginning and end of their shifts and thirty-minute meal periods.	1						
<b>Total Value:</b>							

1=1% 2=2% 3=3% 4=4% 5=5% increase

We value you as a team member for:

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Goals for the upcoming year:

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I have reviewed my performance, job description, and understand my goals and expectations for the upcoming year.

Employee Signature:	
Evaluator Signature:	
Administrator Signature:	

*Thank you for your continued commitment to Winning Wheels, Inc. and our residents – you make a difference!*

\* Evaluator Review and Attach: Signed job description (with updates noted), Code of Conduct, Privacy Acknowledgement and Payroll Change Form.