



GMSNow!

November – December 2023



GMS employees billing 20+ hours a week are eligible for some **benefits** and full time employees billing 30+ hours a week also qualify for health insurance. Open enrollment is October 17th through **November 3rd**. This is an active Open Enrollment which means GMS employees must log into iSolved AmCheck to make or update their benefit elections prior to our December 1st effective date or they will NOT have coverage. New benefit coverage will begin December 1st and new benefits deductions begin in the December 15th payroll. Contact Human Resources, hr@gmsaz.org with any questions about benefits.



Help us celebrate 20 years of providing great service to our community and our employees who have made it possible. Join us, **Saturday, November 4th** between **11am-2pm** at **The Monastery Bar & Grill**. * Raffle prizes, a photo booth, yard games, and more. There will be a special 20 year presentation at 12 pm. We are excited to celebrate this milestone together!

*Arizona State Law requires anyone under the age of 21 to be accompanied by a legal guardian or spouse over the age of 21.



American Red Cross - Blood Drive will be hosted at the GMS Ability Center (6549 East University Drive, Mesa, AZ 85205) on **Thursday, November 9th**. To sign up for a timeslot to donate blood, visit redcrossblood.org and search "gms". Thank you for participating!



As a reminder, the \$2.00 per hour **temporary ARPA funding** that has been dispersed to you for a limited time, ended on 10/31/2023 with your last payment for 2023 reflected on your **November 15th check**. This was a total of up to 8 pay periods. Due to mandated reporting purposes and because this was not a permanent increase, the additional \$2.00 per hour will show up as a separate line on your paycheck/stub labeled "**ARPA Retention**". Thank you for all you do and choosing to be part of our Guthrie family!



Employment Status If you are enrolled in GMS benefits (medical, dental, etc.) and do not bill for 2+ consecutive weeks, due to vacation, sickness or other, please contact your Manager and HR as soon as possible. Arrangements will need to be made with HR regarding your insurance premiums if they cannot be deducted from your paycheck following your gap in billing.



Compliance GMS is required to conduct periodic background checks when requested by AZ State Law and/or the Division of Developmental Disabilities. Human Resources will be reaching out to employees during the month of November 2023 and January 2024 to request completion of the Direct Service Central Registry Clearance Form. Please check your emails and thank you for taking care of your compliance in a timely manner.



The holidays are approaching and we want to remind you that your location is captured when you clock in and out of Spokechoice using EVV. When the location verifies service is delivered out of state, hours can be denied. Prior written approval from DDD is required before traveling out of state. To allow enough time for approval, make requests to your support coordinator in advance. Providing services while traveling out of the country, including most cruises, is not allowed. Payment can also be denied if this feature is used too frequently. Thinking ahead and being proactive can minimize gaps in service. Communicate with your GMS manager if you need assistance.



Looking for extra money this holiday season? We have several opportunities to pick up additional shifts to help you reach your 40 hour work week. Join us in-center in the DTA or fill-in for our afterschool program. Contact your Field Manager or hiring@gmsaz.org for additional information or to add your name to our substitution list. We appreciate you on our GMS Team!



GMS is looking for new providers to join our GMS team. Do you know someone who would be interested and a great fit for what we do? Send them our way! Applications are available on our website, gmsaz.org. Don't forget about our **GMS Referral Program**. Current GMS employees will earn a special reward after each person they refer completes 90 days of employment!



Thanksgiving Holiday - GMS centers will be closed on November 24th & 25th

Christmas Holiday - GMS centers close early December 22nd & are closed December 24th-25th