Happy Friday!!

This may have been the longest week of the year-and that is saying a lot! Maybe we will have some election results soon....In the meantime, please remember to focus on the things you CAN change, and try not to worry or stress too much over the things you cannot.

TIME STUDIES: I am attaching the time study templates and instructions for you. You will see that some departments have specific categories filled in on their sheets with areas to choose from and some departments have spaces to just fill in what you are doing. Any staff member that doesn't have a specific sheet for their department can use the admin sheet and just type in what you are doing across the top (i.e. adoptions, cleaning, phone calls, social media posts, etc) It is meant to be pretty general so please don't stress over making it too detailed. Actually, please don't stress about it at all. Time studies are not designed to "make sure you are doing your job" or to "account for every second of the day", they are to help us all understand what amount of time is spent on the different aspects of each position. Please let me know if you have any questions. I know these are a bit of a pain, and I promise we will only be doing them a couple of times a year!

ANIMAL SHELTER APPRECIATION WEEK: Nov. 6-12 is Animal Shelter Appreciation Week! We will be doing a drawing and giving out 3 prizes each day next week.We will have a quick 5 minute zoom meeting each morning at 10 am. I sent out a calendar invite yesterday, so everyone should have it. Please try to join us if you can, we have some really great things for our lucky winners!

BENEFITS REMINDER: If you are a full time employee and are on HSWM benefits, please remember to complete your online enrollment by next Monday, Nov. 9. You should have an email from EASE with a link for you to set up your account. Please let Steph or I know if you have questions or need assistance.

THANKSGIVING HOLIDAY: Thanksgiving is going to be here before we know it. We are still looking for volunteer animal care staff to work the holiday. Please see Kathy to sign up. The shelter will be closed Thanksgiving day and the day after. Thanksgiving day is a paid holiday (animal care that works gets paid double time) and the day after is a regularly paid day. Since the shelter will be closed the day after Thanksgiving, staff members that are not scheduled to work may choose to use PTO for the day or work as they normally would. We will not be open to the public for either adoptons or surrenders that day. Please let Stephanie know if you have questions or need clarification.

The winner of our drawing last week is Riley. Congrats Riley, please see Steph to get your gift card. This week's question is this: Please respond and tell me one thing you are grateful for. It doesn't have to be work related, it can be anything!

Wishing everyone a great weekend. It's going to be beautiful outside, so take advantage of the sunshine!

Best,

Holly