

Happening This Month

Staff Hub Updates

The Staff Hub has been re-designed and there are important changes you need to know about:

1. **The Staff Hub is now password protected.** To access our Staff Hub, visit <https://habitatls.org/hfhls-employee-hub/> and use password: **LakeSumter1989**

Directors and Managers, please ensure that your team members save this login information and can Access the hub. If you have any questions, reach out to hannah@habitatls.org

2. **Our Ed2go Courses are officially available.** Click the 'Training' button to review courses and talk with your supervisor about any classes or professional development opportunities that may be of interest.

3. **Current 'Policies and Reports' have been added to the staff Hub for easy review.** Included is the newly added **Reimbursement policy** and **mileage and expense reports** for use. Please review the Reimbursement policy and **let Laurie know** if you have any questions about the Mileage and Expense reports.

4. **Staff updates will no longer be sent via email** – To read about upcoming events and need-to-know information, you must visit the **Staff Hub** and select 'Staff Updates.'

Policies Available for Review

- Employee handbook
- Employee purchase policy
- Employee cell phone policy
- Reimbursement Policy
- Mileage Only Report
- Expense Report

YCA Groundbreakings - You're Invited!



WHAT: The Villages Charter School Construction Academy Groundbreaking Celebration

WHEN: Thursday, November 9th, @ 1:00pm

WHERE: 4519 NE 32nd Pl, Wildwood

Mt. Dora Art and Wellness Show

WHAT: Focuses on holistic and natural wellness. Habitat is the presenting nonprofit sponsor and will be sharing information on how affordable housing impacts overall wellness.

WHEN: Saturday, November 18th from 11 AM-4PM

WHERE: Elizabeth Evans Park



Veterans Housing Initiative

During the month of November, we put a special focus on raising funds for the brave men and women in our community who have served our country. Through our annual **Veterans Housing Initiative**, we help to give our veterans the dignity they deserve by providing access to affordable Home Ownership through new home construction and critical home repairs geared specifically towards Lake and Sumter Counties' veterans.

Things happening in OUR community...

Our Habitat Family

Happy Habi-Versary

Melanie Lemmer - 1 Year
André Hickman - 2 Years

Welcome to the Team

Brittany - Sales Associate



Further Your Education with Habitat

Discover a new skill, brush up on an old one, or further your professional development with **online classes made available through our partnership with ed2go**. A variety of classes are offered on the online platform, ranging from Speed Spanish to accounting fundamentals, and much more!

Speak to your supervisor about courses geared towards professional development, as the cost of these may be covered by Habitat. All other courses are available to staff members at cost. You can find the link to explore the course catalog on the employee HUB under "Training."



Holiday Closures

The holidays are almost here! All Habitat Lake-Sumter offices and ReStores will be closed for the following dates:

11/23 - Thanksgiving

11/24 - Friday after Thanksgiving

12/25 - Christmas Day

12/26 - Tuesday after Christmas

1/1 - New Year's Day

Staff Outing Recap

Thank you to everyone who came out and enjoyed our Fall Staff Outing!



A special shout out to Cindy S. and the entire Eustis ReStore team for organizing this year's epic Nerf War, it was a blast!

You're Invited!



**Habitat
for Humanity®**
Lake-Sumter, Florida

Youth
Construction
Academy

GROUNDBREAKING

In Partnership with The Villages Charter School &

RoMac
DISTRIBUTION

**The Villages Charter School Construction Academy
Groundbreaking Celebration
Thursday, Nov. 9th @1:00pm
4519 NE 32nd Pl, Wildwood**

The groundbreaking event will continue our 6th annual partnership with The Villages Charter School through our Youth Construction Academy program.

Throughout the 2023-2024 school year, select students from the school's Construction Academy will work side by side with Habitat and other construction professionals to learn valuable and employable skills while building a home for a local family in need.

Please RSVP by November 6th to:

Melanie@habitatLS.org



Habitat for Humanity Lake-Sumter is now offering access to online classes

Discover a new skill, brush up on an old one, or further your professional development with classes now offered through Habitat for Humanity, in partnership with ed2go.

Two types of courses:

Instructor-Led

High-quality courses taught by industry experts and designed to quickly deliver specific skills and knowledge that help to advance personal or professional development. [These courses are taught online and meet on a specific date and time.](#)

Self-Paced

The same high-quality courses, [completed at your own pace.](#) Classes can be accessed at any time, and are informative, convenient, and highly interactive.

What's Offered

- Introduction to Microsoft Excel 2019/Office 365
- Accounting Fundamentals
- Grammar Refresher
- Speed Spanish
- A to Z Grant Writing
- And Much More!



Pricing and Availability

Professional Development/Courses approved by Supervisor

Paid for by Habitat

Personal Interest

Available at Cost

All courses start new every month.

Most courses in 6-week format

24/7 Course Access

Average 24 work hours per course

To Learn More

<https://www.ed2go.com/habitatls/>
laurie@habitatls.org
352-901-0953