

THE DECEMBER ISSUE 2022

# THE GREENWICH HOSPITALITY NEWSLETTER

News & Updates for Delamar, Artisan & Longshore  
Employees

## Happy Holidays!

The holiday season reminds us that the Delamar is truly a family. We thank you all for your hard work and dedication this past year! It does not go unnoticed. We wish our employees and their loved ones a happy and joyful holiday as well as a prosperous New Year!

We thank everyone who donated canned goods!

Happy  
holidays

HAPPY  
New Year

## Paycom News!

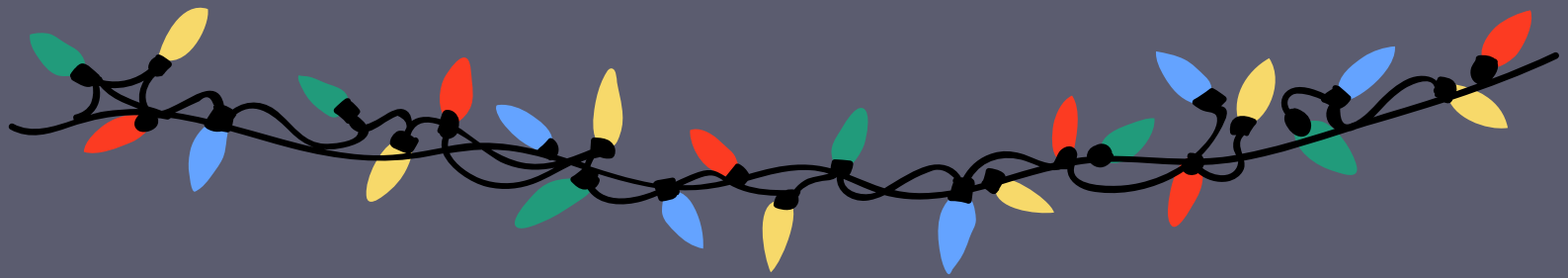
Please make sure your information is updated on Paycom. Such as; your address, emergency contact, and more. If you need help with your paycom account, please don't hesitate to let HR know.

Please email: [hr@thedelamar.com](mailto:hr@thedelamar.com)

# Winter Activities

- The Rockefeller Tree has been light, and it is a fun family trip to check the lights and do holiday shopping!
- Winterfest at Bushnell Park in Hartford is back! Free ice skating for the family and Free Carousel Rides every Sunday.
- The All New Holiday Stroll in Stamford. Tickets are \$20 for adults. It is open from Thursday - Sunday (Selected dates Nov. 18 - Dec. 24). Enjoy the food, drinks, lights, and carnival rides!
- Baking cookies for Santa is always a fun activity to get the family together!
- Hanukkah menorah lighting around Connecticut.
  - Stamford - Enjoy a cup of hot apple cider, donuts, and latkes during the menorah lighting Sunday, Dec. 18, at Latham Park at 4:30 p.m.
  - Waterbury - The city of Waterbury will hold two menorah lightings this year at Columbia Boulevard on Monday, Dec. 19, at 5:15 p.m. and at Waterbury Green on Tuesday, Dec. 20, at 6:15 p.m
- First Night Hartford Fireworks show on New Year's Eve! Bushnell Park. They will have musicians, artists, performance groups, and exhibits that inspire thousands of people of all ages to attend each year.





# Holiday Party News!

The holiday party is back!  
We are so excited to celebrate with you all.  
Please RSVP to your Manager.

Greenwich will be hosted in Greenwich - on 1/3/2023

Southport will be hosted at the Longshore - on 1/4/2023

West Hartford will be hosted in West Hartford - on 1/8/2023

Longshore Inn and Plage will be hosted at Southport.

Thank you all for your hard work  
and dedication!

Because of you, we have been  
awarded the Travelers choice  
award for 2022.

The Travelers' choice award is  
granted to the top 10% of hotels  
worldwide.

A big congratulations to all of  
you!



# 401k Enrollment

If you are a full-time employee and have been employed for six months. You can enroll in the 401k. Remember that you can only enroll every quarter of the year (January 1st, April 1st, July 1st, and October 1st)

# Insurance Open Enrollment 2023

If you are a full-time employee and have been employed for 90 days, you are eligible to enroll in February.

A virtual meeting will be held in February. Date and zoom link to follow.

# Birthday Celebrations

## WEST HARTFORD

Jackie K. - 12/5  
Frederic B. - 12/13  
Carol C. - 12/14  
Ramona B. - 12/17

## ARTISAN WH

Dora G. - 12/6  
Joanna S. - 12/10  
Malcolm H. - 12/10  
Juan R. - 12/12  
Marisa D. - 12/13  
Brendan R. - 12/15  
Madison T. - 12/20  
Kendall P. - 12/27  
Martin F. - 12/28  
Matthew R. - 12/31

## ARTISAN SP

Janybeth P. - 12/3  
Alexandra E. - 12/4  
Annie S. - 12/9  
Patrick C. - 12/16  
Wilson R. - 12/29  
Jonas D. - 12/31



## SOUTHPORT

Marie P. - 12/2  
Alex Q. - 12/28

## GREENWICH

AJ B. - 12/1  
Alexander H. - 12/7  
Kayla P. - 12/11  
Stephanie D. - 12/13  
Sara M. - 12/20  
Claudio A. - 12/22  
Robert C. - 12/29  
Alma Z. - 12/31

## SEAVIEW

Valerio Z. - 12/14

## LONGSHORE

Patricia C. - 12/5  
Teagan S. - 12/21

## LA PLAGES

Jeffery L. - 12/4  
Ariana R. - 12/16  
Lazaro A. - 12/17

**Happy birthday! We wish you a year filled with  
health and happiness!**

# Stay in the Loop!



All open positions can be found on  
[www.delamar.com/careers](http://www.delamar.com/careers)

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GHG has a website for employees!  
Visit [www.help.delamar.com](http://www.help.delamar.com) to find all things HR &  
IT, employee forms such as health insurance  
enrollment, 401k, 401k rollover, hotel stay approval,  
and more!

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Follow us on social media to stay in the loop on  
our deals, new packages, and more!

@delamarhotels   

@delamargreenwichharbor  

@delamarwesthartford  

@delamarsouthport  

@delamar\_tc  

@delamarspa  

@theinnatlongshore  

@artisanwesthartford  

@artisansouthport  

@theinnatlongshore 

@laplagewestport 

# Exciting News!

## We now offer paid short-term disability.

This applies to full-time salaried & hourly employees of Greenwich Hospitality Group.

Effective September 1, 2022, we are proud to offer an Employer Paid Short Term Disability benefit to all our full-time employees.

The addition of this benefit will help our valued team be able to replace lost income when faced with illness, injury, and pregnancy.

The plan summary and claim process/information will be on our website for easy access.

[www.help.delamar.com](http://www.help.delamar.com)

You can also find information located in the breakroom.

Please feel free to reach out to [hr@thedelamar.com](mailto:hr@thedelamar.com) for questions or contact our Agent, Tracey, at Stamford Insurance Group; her info is below.

[trudzinski@findsig.com](mailto:trudzinski@findsig.com) / 203-359-0880 x14117

# Greenwich Hospitality is Introducing a 401(k) Safe Harbor Contribution!

We're excited to announce that starting January 1, 2023, Greenwich Hospitality is adding a 401(k) Safe Harbor Nonelective Contribution to our 401(k) Retirement Plan!

Upon meeting the eligibility requirements, Greenwich Hospitality will make an annual contribution equal to 3% of your compensation. You are immediately and fully vested in the safe harbor contribution.

Eligibility - You are eligible to participate in the retirement plan if you are 21 years or older and have completed 6 consecutive months during which you worked at least 500 hours.

What You Need to Do - If you are eligible but not currently enrolled in the 401(k) Plan, an account will be set up on your behalf with an employer safe harbor contribution equal to 3% of your compensation. Funds will be applied to the plan's qualified default investment (T. Rowe Price Target Date funds).

If you are enrolled in the 401(k) Plan, a safe harbor contribution equal to 3% of your compensation will be made to your account, and funds will be applied to your investment allocations.

Will Greenwich continue to offer a Matching Contribution? - Yes! In addition to the Safe Harbor Nonelective Contribution, Greenwich Hospitality offers a matching contribution equal to 50% of salary deferral contributions up to 5% of compensation. Matching contributions are made each pay period.

To enroll in the plan, obtain account information, or choose your investment options, please register on the Ameritas website at [www.accounts.ameritas.com](http://www.accounts.ameritas.com). First-time users will need their certificate number, which can be requested from your HR representative.

This is a very exciting new perk for our employees, and we are excited to help you save for retirement!

Please reach out to [HR@thedelamar.com](mailto:HR@thedelamar.com) with any questions.  
Thank you for your continued hard work and support.

# NEW EMPLOYEE REVIEW PROCEDURE

## EFFECTIVE 2023

We are excited to announce that we're rolling out a new performance evaluation process. This is part of our ongoing effort to support staff development and promote fairness and transparency.

Here's what you need to know:

Each year in April, all non-management employees will go through the process of being evaluated by their manager in order to give feedback on performance. These assessments will focus on the bigger picture of performance-the "what" (how successful you were at meeting your goals and what results you delivered) and the "how" (the skills, mindsets, and values you used to get there). This is also the opportunity to give your managers feedback and align your career aspirations and goals.

In respect to Managers - the same will occur for you in the month of July.

We hope this process will provide:

- Clarity about opportunities for development and advancement
- Ensure reviews are done in a timely fashion each year
- An opportunity for managers and staff to deepen alignment around expectations and goals as well as to discuss and agree on development and/or improvement objectives and deadlines
- Insight for employees in regard to performance and enhancement for the following year

Specific deadlines:

The month of April: Evaluation forms should be completed by managers, and evaluation discussion meetings should be facilitated

April 30th: All performance reviews and PAF's should be completed (if applicable) and sent to HR/Payroll for processing. April 30th is the deadline to have all reviews submitted.

In respect to Managers - The same should occur in the month of July; the deadline for submission is July 31st

Other things to keep in mind:

- All current reviews should be completed this year by December 31st, 2022, to start fresh for next year.
- Your hire date will no longer be a factor in the review process.
- Your hire date will still be the date attached to your vacation accrual (every year on your hire date, your vacation will renew)
- A new review template will be sent to the Managers to use effective next year and uploaded onto the internal portal.

Since this is our first time rolling out this process, we anticipate that there might be some bumps along the way, and we know we'll learn a lot from this process.

If you have any questions, concerns, or feedback, you can direct them to your manager or get in touch with HR directly.

# HEALTH INSURANCE PROVIDER

## INSTRUCTIONS

All,

This email pertains to you if you are currently enrolled in our health plan.

We have received feedback that health providers are stating that you are 'inactive' on the health plan when you go to your appointments. After researching this issue, it seems as if many Dr.' offices are calling CIGNA directly to verify benefits; if they do this, Cigna will pull up the individual as inactive.

Our plan utilizes the Cigna network, but our health plan is through GHG, using Diversified as our administrator.

Please advise providers to follow the below directions when verifying eligibility: ( you can also print and bring the attached flyers to your providers so they get a snapshot view on the process)

The Medical plan provides members with open access to Cigna's network of providers using the Cigna PPO Choice Network. If the individual Doctor a member sees participates

with Cigna's PPO Choice Network, the claim will be considered In-Network.

To verify my benefits and eligibility, please contact Diversified Group at 1-888-322-2524. Please do not call Cigna directly.

Please be sure providers submit bills with the individual Doctor's name and individual Doctor's ID number.

Filing Medical Claims:

Electronic Claims Submission:

EDI# 62308

Paper Claims Submission:

Cigna MED Claims

PO Box 188061

Chattanooga, TN 37422-8061

Please refer to the members' ID cards for other important information.

# November Guest Reviews!



## Delamar West Hartford



### Wedding stay

"We were there for two nights and used the rooms to get ready for my wedding!! It was beautiful and the staff was amazing!! They were so attentive, thoughtful and made sure we had more than what we needed. It was a memorable experience. "



### Excellent Property

"We enjoyed our stay at the Delamar. Conveniently located by shops and restaurants and the wonderful Mark Twain house and other historical landmarks!

Take in a Spa treatment. **Whitney** gives the best mani/pedis!

Highly recommend!"

## Delamar Southport



### another excellent stay at a delamar

"we have stayed at both southport and greenwich harbor delamars. we have always enjoyed an excellent experience. we were at the southport hotel for a single night while we visited family. i recommend without hesitation."



### Very nice!

"Very nice hotel. VERY clean & comfortable. The location was perfect for my needs. I chose this hotel due to a recommendation from family in the area and I quite pleased with the staff efficiency & friendliness."

## Delamar Greenwich



### Excellent

"Felt like I was staying in a hotel in Europe. Excellent service and wonderful front desk staff. Amazing hotel rooms great beds and fantastic restaurant. Can't wait to come back and stay here again. It was great."



### Wonderful place for an anniversary weekend

"We had a fantastic time for our anniversary. We enjoyed the complimentary Prosecco, the room was beautiful, clean and very comfortable. We enjoyed the continental breakfast options and the fresh coffee machine. Your staff were all friendly and quite accommodating. The spa services were divine! Overall, we thoroughly enjoyed our stay and look forward to finding another time to enjoy your hotel."

# Artisan Southport

★★★★★ Dined on November 4, 2022

Overall 5 • Food 5 • Service 5 • Ambience 5

What a treat to finally visit Artisan. We love everything about it -- the ambience, the food, service. We visited for Restaurant Week and were very impressed with the menu and the accompanying value. We look forward to returning!

★★★★★ Dined on November 12, 2022

Overall 5 • Food 5 • Service 5 • Ambience 5

Food was amazing and the service was beyond what I expected - George took great care of me and my girlfriends who I hadn't seen in over a year! Thank you **George** for making our day amazing !

# Artisan West Hartford

★★★★★ Dined on November 13, 2022

Overall 5 • Food 5 • Service 5 • Ambience 5

Will was our server in the tap room which was super busy. He was thoughtful and checked in multiple times. Additionally he remembered my note in my OpenTable reservation that it was my friend's bday. He brought our desserts out with sparklers for her. Thank you for making our simple Friends Brunch so special.

★★★★★ Dined 6 days ago

Overall 5 • Food 5 • Service 5 • Ambience 5

Always a fantastic meal and excellent service! This time we visited for Thanksgiving with family. Artisan offered a 3 course menu with multiple selections that was delicious and well priced! We have also booked for Christmas based on our experience.

# Longshore

★★★★★ Reviewed On 11/17/2022 by Kitty M

The whole team at the Inn at Longshore made the wedding planning process amazing from start to finish. **Laina** was the best coordinator we could have asked for - so thoughtful, detail-oriented, and just a great person. She remembered every detail from our multiple meetings and did everything to ensure our day turned out exactly as envisioned and went smoothly. On wedding day, she even brought me my own, allergy-free platter of appetizers during cocktail hour while taking photos! My (now) husband and I aspired to get married on the water and Longshore was the perfect destination that checked that box. Get married here! <3 [Read Less](#) ▲

# La Plage

★★★★★ Dined on November 13, 2022

Overall 5 • Food 5 • Service 5 • Ambience 5

A beautiful spot for an anniversary brunch celebration with friends. Delicious food and drinks and amazing views. Service was prompt and we were not rushed.