April 2016 Volume 1, Number 1

EMPLOYEE NEWSLETTER

Welcome to the first Employee Newsletter for employees of Bell Orchid Hotel in *name of hotel*.

We hope you will enjoy reading this newsletter each month, and that you will contribute to it. Please let us know what types of pieces you would like to see included in the newsletter, and if you have anything you would like to include, please send it to Jamie Bernard, Human Resources Department. Keep in mind that we are a newsletter directed to all employees; articles included should have as broad a base of interest as possible. You can also reach Jamie at Extension 515, or you can e-mail him at [jbernard@bellorchid.com](mailto:jbernard@bellorchid.com).

**Title**

Shawna Davis, Director of Sales and Marketing announced yesterday that Window on San Diego will be holding its Annual Conference at the Hotel in May! It is anticipated that over three hundred people will attend the conference, which will be held in the Hotel’s Pacific Room. “This is quite an achievement,” says Shawna. “We have been working with representatives of Window on San Diego since the hotel opened early this year, and provided three familiarity trips to representatives of the organization. Now they have chosen the Bell Orchid, we are hoping they will be pleased enough to use our facilities every year from now on!”

**Title**

All employees are invited to attend a seminar that will be given by the Engineering Department on April 16 at 10. The seminar, entitled “Safety and Security in the Hotel Business,” will give everyone an opportunity to become more aware of the importance of safety and security matters for guests and employees.

If you plan to attend this seminar, please be at the small conference room on the 1st floor at 10 a.m., ready to visit different locations throughout the Hotel where safety issues will be covered. Tim James, Assistant Engineer, will present the seminar.

**Title**

Operations hired three new Front Desk Clerks this month: **Rita** **Benjamin**, **Juan** **Mendoza**, **Peter** **Johnson.**

**T**his will be Rita’s first job with a full-service hotel. Juan has experience with a hotel in San Francisco, and Peter comes to us from another hotel right here in San Diego. They will be working various different shifts at the front desk, so when you have a chance, drop by and say Hello to them!

**EMPLOYEE BENEFITS**

Employees of the Hotel presently have a choice of three medical plans. To be eligible for medical coverage, you must work be a full-time employee of the Hotel and have been employed for two months. If you are interested in being added to the medical plan, please contact Teresa Mallow at extension 522 for information.

Costs to employees are listed below:

|  |  |  |
| --- | --- | --- |
| Plan | Employee co-pay (Single) | Employee co-pay (Family) |
| Green Cross | 105 | 235 |
| HPSC | 110 | 280 |
| WellNet | 120 | 260 |

**DENTAL COVERAGE**

The Hotel is considering adding a Dental Plan for full-time employees. Under the Plan being considered, employees will have the freedom to choose any licensed dentist. Or they can lower their dental costs by receiving their care from a limited selection of dentists provided by the Plan.

Look for more on the proposed dental plan in the next newsletter.

**Title**

Reports from the Accounting Department indicate that first quarter income for the Bell Orchid Hotel was slightly better than anticipated with rooms sold, and a number of conferences scheduled for the rest of the year. Next month’s newsletter will include a fiscal report for the first quarter.

**Title**

Hotdogs, anyone? Mark May 15 down on your calendar for the Staff Barbecue. We will hold this event by the pool. Guests will be invited, as well! So bring the whole family along and enjoy good food as well as a dip in the pool. Please let Mary Perkins (extension 523) know how many you are bringing so she can make sure there is plenty of food.

**Title**

Reports from the Engineering Department indicate that renovations to the Hotel will begin in earnest next month. The renovations will include an improved and modernized lobby, opening the area out to San Diego’s abundant natural light, an additional meeting room, as well as remodeling and upgrading most of the hotel’s 200 rooms. We will also be remodeling the bar and restaurant facilities. “We won’t know the hotel when it is finished!” says Tim James.

**Bell Orchid Hotel**

*name of hotel*

Web site: <www.bellorchidhotel.com>

Contact: [jbernard@bellorchid.com](mailto:jbernard@bellorchid.com)