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✪ INTRODUCTION ✪

Welcome to Mennonite Village! You have chosen to work in an organization that strives to provide outstanding care for residents in a loving, Christian setting. This handbook includes information about our mission, policies, benefits, and expectations of our employees. We reserve the right to change policies, benefits, and expectations from time to time as needed. For answers to specific questions not covered in this handbook, ask your supervisor or Human Resources for assistance.

☞ EMPLOYMENT POLICIES ☞

☞ PURPOSE ☞

These personnel policies establish a basis for effective, consistent personnel administration and will provide you with a ready reference to established policies. You should always check with your department supervisor for department specific policies. **This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. It is not intended in any way to be a contract between you and Mennonite Village.** It is intended to be a guideline. Employment with Mennonite Village is at-will. This means that either Mennonite Village or the employee can terminate the employment relationship at any time, for any reason. No statements made by any supervisor or manager can alter the at-will relationship. The at-will relationship can only be changed through a written agreement that specifically sets forth the terms between the employee and the President/CEO of Mennonite Village.

∞ EMPLOYMENT ∞

Non-Discrimination

Mennonite Village is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of Mennonite Village that employment decisions for all applicants and employees will be made without regard to race, color, religion, gender, age, national origin, marital status, sexual orientation, veteran status, disability, or other characteristics protected under the law. No employee will be retaliated against for raising concerns under this policy. We seek your cooperation and assistance in helping us maintain equal employment opportunities.

Promotions and Transfers

Whenever possible, you, as an employee, will receive first consideration for job openings for which you qualify and apply. To apply, employees must complete a Staff Transfer Form and obtain his/her supervisor's signature as a notification courtesy. A new criminal background report may need to be completed if your job position is changed.

Family Relationships in the Workplace

Hires, promotions and transfers to positions at Mennonite Village will be based on merit as determined by a comparison of job-related qualifications. Discrimination in favor of candidates who are related to persons involved in, or having an effective influence upon, the selection process of those candidates is prohibited. No individual shall be hired, promoted or transferred to a position in which he/she would be supervised by a member of his/her family.

Suggestions

Mennonite Village values employee input and ideas. We want to promote a sense of achievement, belonging and contribution among our employees. If you have an idea that you believe would be beneficial, please share it with your supervisor. You may also place written ideas in the suggestion box or share your ideas with your administrator, the Human Resources department or the President/CEO.

File Update

It is your responsibility to keep the Human Resources Department informed of any changes in personal status that may affect the information in your personnel file. Examples include changes in name, address, phone number, or emergency contact information.

Contractors

Persons working as independent contractors are not considered employees of Mennonite Village and have individualized agreements based on their assignments.

Regular Full-Time Employee

Those employees hired to work at least 30 hours per week. Employees are eligible for the full range of benefits outlined in the Employee Handbook.

Variable Employee (On-Call or Part-Time)

Those employees hired to work less than 30 hours per week and are not guaranteed a set number of hours on a regular basis. Employees are eligible for some benefits outlined in the Employee Handbook.

Seasonal/Temporary Employee

Those employees hired to work for a specific time period, usually less than one year. There are no employee benefits available to seasonal/temporary employees except those required by state or federal law.

Commission Employee

Employees paid by commission will be guaranteed an hourly wage or a generous commission. Commission paid employees are eligible for additional benefits through Mennonite Village, refer to your memo of understanding for benefit clarification.

Interns/Volunteers

All interns working at Mennonite Village more than 80 hours per year will be required to successfully pass the same drug test and criminal history background check that is required of all employees. All volunteers must pass the same criminal background check that is required of all employees. At the supervisor's request, interns may attend a New Employee Orientation class.

Layoffs and Staffing Changes

We reserve the right to make layoffs, reductions in hours, or changes in hours and schedules, depending on the needs of Mennonite Village and upon budget considerations.

Licenses

All licensed employees must provide a copy of their current license to their department management team and they may send a copy to Human Resources to be included in their personnel file. After renewing, they need to provide a copy of their new license. Mennonite Village will pay license renewal fees if you contact your supervisor prior to your renewal date. If you do not keep a current license on file, Mennonite Village will not permit you to work within the scope of your license.

☞LIVING ON CAMPUS ☞

Due to potential conflicts of interest, employees are discouraged from living on campus.

☞ HARASSMENT ☞

As employees, we all have the right to be treated with dignity and respect. That means we must all take responsibility for treating our co-workers with respect. We need to speak up if we hear inappropriate comments because Mennonite Village strives to create an environment where harassment is not tolerated. We should never harass or make fun of our co-workers because of their race, color, religion, gender, national origin, age, sexual orientation or disability. It is also unacceptable to make any type of threats against your co-workers. If you experience harassment, please report it to your supervisor, administrator, or to Human Resources. An investigation will be conducted when harassment is reported. Employees who engage in harassing behavior are subject to disciplinary action, which may include termination. Employees who retaliate against someone who has reported harassment will also be subject to disciplinary action. Remember that it is everyone's job to keep our workplace free from harassment.

∞ WORKPLACE BULLYING ∞

Workplace bullying is contrary to our Code of Ethics, and we take it very seriously. Workplace bullying reduces morale and productivity, may lead our talented and trained employees to leave, and may create a legal risk for Mennonite Village.

Workplace bullying includes behavior that harms, intimidates, offends, degrades or humiliates one or more employees, possibly in front of other employees, residents or vendors. Bullying may be intentional or unintentional, direct or indirect, verbal or non-verbal (e.g., intimidating body language), physical, isolating, and may include:

- Slandering, ridiculing or maligning a person or his/her family; spreading rumors and gossip about individuals; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; shouting or yelling at the person in a public or private setting.
- Pushing; shoving; kicking; poking; tripping; assaulting or threatening physical assault; damaging a person's work area or personal property.
- Non-verbal gestures, posture or glances that can convey threatening messages; socially or physically excluding or disregarding a person in work-related activities.

We will not tolerate bullying behavior by anyone, and employees found in violation of this policy will be subject to discipline action, up to and including termination.

∞DISABILITY AND ACCOMMODATION ∞

Mennonite Village will comply with the Americans with Disabilities Act and all amendments thereto, as well as any corresponding state laws and regulations. Mennonite Village will not discriminate on the basis of disability and will not regard any employee as having a disability.

In accordance with state and federal law, Mennonite Village will make reasonable accommodations if you have a disability that impacts your ability to perform the job. However, all employees must be able to properly perform all essential functions of their job with or without reasonable accommodation that does not cause undue hardship to Mennonite Village.

You will be entitled to reasonable accommodations that do not cause an undue hardship to Mennonite Village if you have an impairment that substantially limits one or more major life activities including without limitation one or more of the following: caring for yourself; bending; performing manual tasks; speaking; seeing; breathing; hearing; learning; eating; reading; sleeping; concentrating; walking; thinking; standing; lifting; communicating; or working.

You will also be entitled to reasonable accommodations if you have an impairment that substantially limits one or more major bodily functions including without limitation: functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Whether you have a disability will be determined without considering mitigating measures such as medication, medical supplies, equipment, or appliances, low-vision devices, prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; use of assistive technology; auxiliary aids or services; or learned behavioral or adaptive neurological modifications.

Your ability to see with the aid of eyeglasses or contact lenses may be considered, however, in determining whether you have a vision disability.

If you have a disability and you need reasonable accommodations, you must discuss your circumstances with your supervisor or Human Resources as soon as you are aware of your disability and the need for reasonable accommodations. Mennonite Village will work with you to identify potential reasonable accommodations, or to determine whether your continued work would pose a safety or health risk to yourself or other employees. Mennonite Village may request medical records, expert examinations and opinions to verify your disability. Mennonite Village will keep medical information confidential except to the extent that other employees or management need this information to evaluate and implement your request for accommodation or to determine if Mennonite Village can accommodate your disability and how.

∞TUBERCULOSIS TESTING ∞

The Public Health Division requires that employees working in home based care and nursing homes be tested for tuberculosis during the first two weeks of employment to ensure that no one is a carrier. We comply fully with the requirements of the law and will cooperate with you, your physician, and the Health Department in working toward a disease-free environment for our residents and employees. We will provide necessary screening skin tests for you. If your physician or the Medical Director of Mennonite Village orders a chest x-ray, Mennonite Village will pay the fee. In those cases where INH treatment is required, the medication can be received from the Health Department and Mennonite Village will arrange to pay for one laboratory test, if it is ordered by your physician.

⌘ ALCOHOL AND DRUG ABUSE ⌘

Employees with a substance abuse problem are encouraged to seek treatment. Using or being under the influence of illegal drugs at work is prohibited and will be cause for disciplinary action. Reporting to work under the influence of drugs or alcohol is also prohibited and will be cause for disciplinary action, up to and including, termination. Possession of drugs or alcohol on Mennonite Village property is prohibited. Mennonite Village requires pre-employment drug tests. Current employees may be subject to random and/or blanket drug testing. If employees are involved in a work related accident or injury that requires a visit to a doctor, they will also need to have a drug and alcohol test. As an employee, you will also be subject to drug and alcohol testing if your behavior causes reasonable suspicion that you are impaired by drugs or alcohol. Failure to comply with this policy, or failure to report for drug testing when selected, will be cause for disciplinary action, up to and including, termination. Please see the Alcohol and Drug Abuse Policy in Appendix A for more detailed information.

⌘ WORKPLACE VIOLENCE ⌘

The Company prohibits possession of unauthorized firearms or weapons of any kind on Company premises. Additionally, employees are prohibited from carrying unauthorized weapons of any kind while away from the property on Company business.

Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers and Company vehicles. Unauthorized weapons are also prohibited in personal vehicles parked on Company property. Employees legally authorized by the state of Oregon to conceal must keep all weapons securely locked in vehicle and out of site.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

The Company will promptly and thoroughly investigate all reports of threats of violence, acts of violence, and suspicious individuals or activities. The identity of the Company individual making a report will be protected as much as is practical.

∞ PERFORMANCE EVALUATIONS ∞

Your supervisor will usually complete a formal performance evaluation after 120 days of employment and annually, thereafter. Performance evaluations will be used when considering promotions, position changes and wage levels. After the performance evaluation is reviewed with you, it will be placed in your personnel file. While our goal is to conduct employee evaluations during each 12-month period, circumstances may result in a longer period between evaluations.

Performance Improvement Plans

If your job performance or conduct needs improvement, your supervisor or administrator may give you a Performance Improvement Plan. These plans address particular job related areas that need improvement and are effective for various periods of time.

∞TERMINATION OF EMPLOYMENT ∞

Notice

If you desire to voluntarily terminate employment, you are requested to give notice at least fourteen (14) days in advance of your final day of work. In the case of an emergency, a shorter period may be agreed upon between you and your supervisor and your administrator/director. If you have not worked for a two-month period, your employment will be considered terminated unless special arrangements are made. Remember that Mennonite Village is an at-will employer, so you have the right to terminate your employment at any time and Mennonite Village has the same right.

Final Paycheck

Upon termination, either voluntarily or involuntarily, you will be paid for the number of hours worked, plus appropriate earned leave. If Mennonite Village terminates your employment, all wages earned by you are due no later than the end of the business day after your date of termination. If you terminate with forty-eight (48) hours or more notice, your wages are due on your last working day (unless it is a weekend or holiday). If you terminate without giving notice, your wages are due in five days, or on the next regular payday, whichever is sooner.

Unauthorized Absence (No call – No show)

If you are absent from work on three scheduled days in a 12-month period without notifying your supervisor within the time frame required by your supervisor, you will be considered to have voluntarily terminated your employment.

Reduction in Staff

If your employment is terminated due to lack of work, we will attempt to give you prior notice when possible, but we reserve the right to terminate your employment without notice, if necessary. We will pay the wages due you up to the time of termination.

Exit Interview

Upon termination, you may be asked to participate in an exit interview with the Human Resources Department. At this time, you are encouraged to provide information related to your termination and to make recommendations for improving working conditions at Mennonite Village. At this exit interview you will also need to provide a forwarding address for mailing purposes.

⌘REHIRE POLICY ⌘

Employees who are rehired within one year of their last termination date shall qualify for reinstated benefits and seniority depending on the length of time between the date the employment ended and the date of rehire. All rehired employees will be required, at a minimum, to submit to drug test and criminal background check prior to returning to work.

Return to work is less than 6 months following termination date:

1. The original hire date will be restored immediately upon re-hire.
2. If hired back into the same position: the salary will remain the same as on the original termination date, except as modified by the Salary Schedule.
3. If hired into a new position: the salary will be the prevailing wage for the new position.
4. Benefits will be treated as follows:
 - a. Medical Insurance will be restored as soon as is practicable based on the plan design and rehire date.
 - b. Retirement Account participation will be restored as soon as is practicable based on plan design and the rehire date.
 - c. Earned Leave Accrual rate will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. No time is accrued for the period of absence.
 - d. Scholarship program eligibility will be restored based on the original date of hire or on completion of working a total of 12 months (prior work history included) commencing with the next regular semester following the rehire date.
 - e. Tenure Bonus eligibility will be restored based on the original date of hire.

Return to work is after 6 months, but less than 12 months following termination date:

1. The original hire date will be restored after successful completion of trial period.
2. If hired back into the same position: the salary will remain the same as on the original termination date, except as modified by the Salary Schedule.
3. If hired into a new position: the salary will be the prevailing wage for the new position.
4. Benefits will be treated as follows:
 - a. Medical Insurance will be restored as soon as is practicable based on the plan design and rehire date.
 - b. Retirement Account participation will be restored as soon as is practicable based on the plan design and the rehire date.
 - c. Earned Leave Accrual rate will be the same as is applicable for a new employee.
 - d. Scholarship program eligibility will be the same as is applicable to a new employee.
 - e. Tenure Bonus eligibility will be the same as is applicable to a new employee.

Return to work is more than 12 months following termination date:

1. Individuals who are rehired more than 12 months after termination date are considered new hires.
2. All benefits will commence as appropriate for a new hire based on the individual's first day of work when rehired.

∞ HOURS, SCHEDULES, AND OVERTIME ∞

Mennonite Village must have a 24-hour-a-day, seven-day-a-week schedule in order to provide proper care for the residents.

Normal Workweek

The normal workweek for most employees is the fixed and recurring period of 168 hours or 7 consecutive 24-hour periods beginning at 12:01 a.m. Sunday to midnight, Saturday. A workday consists of the hours you are scheduled to work in a 24-hour period.

In-Home Care Department employees use an 8:00 a.m. to 8:00 a.m. workday.

Shifts

Shift work is required due to the nature of the care we provide. If you would like to express a preference for a different shift, notify your supervisor. As openings become available, supervisors may make shift assignments based on business needs, work skills and your seniority with Mennonite Village.

Carrying a Pager

Mennonite Village recognizes that staff is inconvenienced by carrying a pager. Thus, we provide compensation and incentive for staff to perform this necessary duty. Our policy provides the following:

Non-management staff who are assigned to carry a pager during off duty hours will receive additional payment per hour for the hours they have pager duty.

If staff are paged and have to report to work or perform work from home, they will receive their regular pay rate or agreed upon rate (or overtime pay rate, if they have worked sufficient hours to be eligible for overtime during that period) for hours worked.

Non-management staff reporting to Mennonite Village campus to respond to a page will be paid a predetermined hourly rate, beginning from the time the staff member leaves his/her home. Staff responding via phone only will be paid a 15-minute minimum.

Management staff does not receive additional compensation for carrying a pager. For the purposes of this policy, management staff not receiving pager compensation is those who are classified as FLSA-exempt.

Non-management staff who are to be paid for pager duty will submit a record of dates and hours on pager duty to payroll by the usual payroll deadline. These records shall include time on pager duty and time actually worked (if any) when paged. These records must be approved in writing by the staff member's supervisor.

Overtime

Because of the round-the-clock nature of our work, overtime may be necessary. Overtime is intended to meet emergency needs and must be authorized by the supervisor or department head.

"Hours worked" are the hours you actually spend performing assigned tasks. Most employees who are paid by the hour receive time-and-a-half pay for hours worked beyond 40 hours in any one workweek.

Salaried Employees

Monthly salaried employees are generally management, administrative, or professional employees and are exempt from applicable overtime pay laws. Their responsibilities cannot be restricted to a specific number of hours in a day or week. Such employees will not receive additional pay for hours in excess of 40 hours per week. It is expected that these employees may have partial-day absences for personal reasons in order to balance excessive hours worked at a previous time. Salaried employees are expected to follow the established earned leave system for absences of a day or more.

Salaried exempt employees are not subject to partial-day pay deductions or other deductions that are prohibited by Federal and State law.

Breaks

For your own well-being, it is important to take your authorized breaks. Mennonite Village will provide rest breaks consistent with Oregon law. Rest breaks are to be no more than 15 minutes in length. You must inform your supervisor when you are taking a break or lunch period and inform your supervisor which employee is covering for you. It is not necessary to clock in and out for meal times or other breaks unless you leave the premises. The Bureau of Labor and Industries does not allow employees to combine rest breaks and the meal break.

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

Rest Periods for Breast Milk Expression

Unpaid rest periods of less than 30 minutes will be provided to accommodate an employee who needs to express milk for her own child 18 months of age or younger. Employees are entitled to one such rest period during each four-hour work period. Insofar as feasible, the rest period should be taken approximately midway through the four-hour work period and at the same time as the rest or meal breaks otherwise provided to the employee.

Mennonite Village will make reasonable efforts to provide a room in close proximity to the employee's regular work area to allow the employee to express milk in private, other than a public restroom.

An employee who intends to express milk upon returning to work is required to provide reasonable notice to Mennonite Village of her intent to do so.

Mennonite Village may allow an employee to temporarily change job duties if the employee's regular job duties do not allow her to express milk.

Meal Breaks

If you work more than 6 hours, it is assumed you have had a meal break and you will have 30 minutes automatically deducted from your hours clocked unless otherwise documented and authorized.

In-Home Care Department employees who are not relieved from duty for meal periods will be paid for their meal periods.

Schedule Changes/Trade Days

If you need to take a day off after your work schedule has been posted, please review your department's policy to ensure you follow proper protocol for shift changes or trades.

Attendance Guidelines

Excessive absenteeism is a serious matter and impairs our ability to provide service to our residents. Unplanned absences should occur only in cases of illness or emergencies. A staff member who exhibits a pattern of absenteeism may be subject to disciplinary action. The supervisor may require a doctor's note for unplanned absences if an absentee pattern exists; if absent for 3 or more days; or to verify the employee is fit to safely return to work. Check with your supervisor regarding the absentee policy for your department. The first 40 hours of leave (paid or unpaid) used for sickness is protected under Oregon's statewide sick leave law. Sick time over 40 hours in a calendar year, which is not protected under any other leave law, may be subject to disciplinary action.

Definitions:

Planned absence: an absence arranged in advance with the supervisor or scheduler, such as a vacation day.

Unplanned absence: an absence that has not been arranged in advance and is called in to the appropriate person.

Whom to Notify When You Are Unable to Work

It is the employee's responsibility to notify the appropriate staff (see list below) if he/she is unable to work his/her scheduled shift.

If the need for time off is unforeseen, you must call your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action.

Department	Who to Notify
Nursing	Staffing Office (Charge Nurse if Staffing Person is not available)
In-Home Care	In-Home Care Staffing Supervisor
Other departments	Notify your immediate supervisor or designee

Your immediate supervisor or designee must be informed of your absence, the reason for your absence, and the probable time of your return to work. Failure to do so may result in disciplinary action.

Tardiness

Staff members are expected to arrive promptly for each scheduled shift. You will be considered tardy if you are not ready to work at the time you are scheduled to work. Being tardy more than twice a month, for more than one month, is considered a pattern of tardiness. A staff member who exhibits a pattern of tardiness may be subject to disciplinary action.

Holidays

You are expected to share the responsibility of working weekends and holidays. If you are required to work Thanksgiving, Christmas Day, or New Year's Day, you will be paid time-and-a-half; Memorial Day, Fourth of July, and Labor Day, you will be paid an hourly premium of \$1 per hour for working the holiday.

∞ COMPENSATION ∞

Philosophy

Mennonite Village's compensation philosophy is based on our belief in internal equity, market competitiveness, and good stewardship of our residents' funds.

To ensure internal equity, our goal is to internally rank our jobs and place jobs with like rankings together in pay grades. Selected jobs may be compared to available market data to ensure that we can compete successfully for the best employees.

Pay Upon Hire

New staff will be hired into the approved pay grade for their position. Staff is to be hired at Step 1 unless they possess high levels of experience. Administrators/Directors may hire at Steps 1-4, depending on staff experience. Hiring above Step 4 requires the approval of Human Resources.

Review of Existing Positions

When a supervisor requests that a job be placed in a different pay grade, Human Resources will conduct an analysis based on information provided by the employee, supervisor, and administrator/director. The Chief Operating Officer and Human Resource Director will make the final decision.

Down-Classification of a Position

When a decision is made that a position is more appropriate in a pay grade lower than the position's current pay grade, the staff members' pay will be frozen if their pay is above the highest step in the new pay grade. If their current pay rate is within the new pay grade range, their pay rate will move to the next step higher than their current pay rate.

Up-Classification of a Position

When a decision is made that a position is more appropriate in a pay grade higher than the position's current pay grade, staff members will be placed in the step of the new pay grade that is equal to or higher than their current pay rate. Pay increases are generally not retroactive.

⌘ PAYROLL INFORMATION ⌘

Pay Rates and Increases

Your rate of pay is based on the responsibility, skill, and training necessary to do your job, and is set and adjusted based on Mennonite Village's compensation philosophy. It is our goal to comply fully with the law and to pay wages and provide additional benefits comparable to similar positions in the community. Each hourly position has a base or starting rate, with an increase after each six months, assuming satisfactory job performance, up to the top of the position's pay grade. Wages are reviewed and approved annually by the Board of Directors before the new budget year begins.

Timecards

Your electronic time card/name badge is your record of time spent on the job. It is your responsibility to see that this record is accurate. A printout will be run at the end of each pay period by the payroll department and given to your supervisor or department head for approval. The printout should reflect when you began and when you quit work. If you leave the premises for any personal reasons, you should accurately clock in and out to show when you leave and when you return to work. Please observe the following rules:

- Clock in and out only for yourself,
- Don't clock in more than 7 minutes before your shift starts unless you have authorization to work overtime;
- Don't clock out more than 7 minutes after your shift ends unless you have authorization to work overtime;
- Your supervisor or department head must initial any overtime, errors, or corrections on the time clock printout.

You are responsible for including any information concerning the position or shift you work each day, if this information is needed for payroll purposes.

You will be paid for the time documented on the printout if it has been approved by the department head.

For payment consideration, you will be paid as scheduled and recorded on the electronic time clock to the nearest quarter of an hour. Time clock markings will indicate beginning and ending time of a scheduled work period.

Employees in departments not using the electronic time clock must keep an accurate written record of their time in lieu of using the time clock. In-Home Care employees are required to submit a written time card before 9 a.m. on the Monday before payday.

Time Corrections or Additions

Additional notes may be made on special forms available at the time clocks to inform Payroll of important information (see below). Your supervisor must approve these forms:

- Scheduled holiday, vacation day, or sick day--EL (earned leave);
- Authorized overtime-OT
- Forgotten punch-ins or outs; and
- Working in a different department.

Daylight Savings Time

Night-shift personnel working during daylight savings time conversion in the spring and in the fall will be paid for actual time worked.

Paychecks

Pay periods occur every two weeks. Paychecks are distributed on Friday, six days after the end of the pay period. Report any errors in pay to the Payroll Department immediately.

Draws or Advances on earned wages will be allowed one time during each calendar quarter (Jan-Mar, Apr-June, July-Sept, Oct-Dec) and must be approved by the Human Resources Director or his/her designee.

Direct Deposit

You can save yourself a trip to the bank by having your paycheck directly deposited to your bank account on payday. If you would like to have direct deposit, please see Payroll or Human Resources for more information.

Tenure Bonus

After you have completed 3 ½ years of service (42 months) you will receive a tenure bonus on your anniversary hire date. The first tenure bonus will be equal to 3% of your gross wages earned from the 3 ½ year point to your anniversary date (6 months).

After receiving your first tenure bonus, you may elect to receive future annual tenure bonuses as either a lump-sum check on your anniversary date OR as a 3% increase to your wage. You may elect this in writing after receiving your first bonus. If you do not make a written election, you will receive your next bonus as a lump-sum check on your anniversary date. Each year, you may choose your bonus as a lump sum or as a 3% increase in your wages during the following year.

Contact the Payroll Department if you have questions regarding this.

Deductions

The following deductions shall be made from your paycheck: Federal and State income tax, FICA, insurance premiums, Workers Compensation, and other deductions as mutually authorized or required by law or regulation. An employee may take a payroll deduction from his/her check for a meal ticket for the Essen Haus, services from the Beauty Shop, or Gift Shop purchases. Deductions may not be spread over more than one pay period.

🌀 EMPLOYEE BENEFITS 🌀

🌀 EARNED LEAVE 🌀

Because we recognize that staff has different preferences for time off, all staff are offered the following two Earned Leave (EL) choices. Earned Leave is a consolidation of and is in lieu of vacations, holidays, sickness, funeral, jury, or emergency leave. This time off is provided to all employees in compliance with Oregon's statewide sick leave law. Employees will accrue EL during his or her first 90 days of employment, but may not use it until after this period, unless your supervisor allows an exception to this rule.

You make an EL choice when you are hired, but you may change plans the last pay period of the quarter by completing a form in Human Resources or Payroll. The choices are:

1. **Full** Earned Leave (at base pay rate)
2. **Medium** Earned Leave (1/2 of the full EL and 4.5% increase of base pay)

Please consider your choice carefully. Each plan is explained below.

Full Earned Leave

Accrual Rate for Full Earned Leave Plan

- 1st-3rd year of employment at 40 hr/wk or equivalent hours: 10.833 hours of work earns one hour of Earned Leave;
- 4th-9th year of employment at 40 hr/wk or equivalent hours: 9.285 hours of work earns one hour of Earned Leave;
- 10th year at 40 hr/wk and each year thereafter, or equivalent hours: 7.647 hours of work earns one hour of Earned Leave.

Medium Earned Leave

This plan offers you one-half of the EL of the full plan and a 4.5% increase to the base pay rate for your position.

Accrual Rate for Medium Earned Leave Plan

- 1st-3rd year of employment at 40 hr/wk or equivalent hours: 21.666 hours of work earns one hour of Earned Leave;
- 4th-9th year of employment at 40 hr/wk or equivalent hours: 18.570 hours of work earns one hour of Earned Leave;
- 10th year at 40 hr/wk and each year thereafter, or equivalent hours: 15.294 hours of work earns one hour of Earned Leave.

Earned leave is subject to the following guidelines:

- You are encouraged to take at least one-half of your earned leave each calendar year;
- Requests for earned leave (unless you are ill) should be put in writing or requested via On-Shift and submitted to your supervisor as far in advance as possible (a minimum of two weeks) to ensure continued service to the residents. In the event of conflicts, your supervisor will decide who has preference;

- No more than 480 earned leave hours may be accumulated. Accrual will stop at 480 hours; no additional hours will be accrued or paid to the employee;
- You may not be paid for earned leave in lieu of taking time off, except as detailed in the “Cash Out” policy;
- For In-Home Care employees, earned leave will accrue based on regular hours, not on sleep or on-call hours;
- All paid time off will be charged against your accrued earned leave time; and,
- Earned leave will not be used in computing overtime.

Payment at Termination or Change of Status

When an employee leaves employment, the employee will be paid for the earned leave balance that has been earned and not taken as of the end of the last day worked, provided they have successfully completed their first 120 days of employment.

If you change to on-call status, you may be paid for your earned leave balance.

If you are promoted to a position that is four pay grades or more higher than your previous job, you may retain only 80 hours in earned leave after the promotion; the remainder will be cashed out. The balance of earned leave acquired before the promotion will be cashed out at your previous job’s pay rate.

On termination for any reason, employees are entitled to only those benefits which are offered at the time the separation takes place.

Payment When Used

When you take earned leave, it will be paid at your regular hourly rate. If you are regularly scheduled to work in jobs with different rates, earned leave that is taken will be at the rate you were scheduled to work that day or your primary position if you do not notify payroll. If you quit, however, your earned leave balance will be paid at the rate used most often.

Cash Out

You may cash out earned leave only in the following two circumstances:

Circumstance 1 – Earned Leave Refused When at 480 Hours

- You have 480 hours of leave; and
- You have requested earned leave time in writing from your supervisor and your request has been denied; and
- Your supervisor cannot offer an alternate time when you can take earned leave

In this case, you may cash out the amount of earned leave you had requested to take, up to 40 hours. You must submit written documentation of the three conditions above to Payroll. The cash-out request will be paid on the next scheduled payday.

Circumstance 2 – Annual Cash-Out

Three (3) times a year, you may cash out up to 40 hours of earned leave, under the following conditions:

- After cash-out, your balance must be at least 40 hours; and
- You have made your request in writing to Payroll at least 5 days before payroll processing.

VETERAN'S DAY LEAVE ∞

Mennonite Village allows eligible veterans to request Veterans Day off in compliance with statutory requirements. Check with HR to determine whether you are an eligible veteran. You may be required to provide documentation of your eligibility for this type of leave.

Eligible employees wanting to take the day off must make a request to their supervisor at least 21 days before Veterans Day each year. Mennonite Village will notify you no later than 14 days before Veterans Day if the time off is approved. While we strive to approve employee requests for this leave, we may need to deny the leave if the absence would cause significant economic or operational disruption or undue hardship. If your request is denied, we allow you to take a different day off during the year prior to the following Veterans Day.

You must use your paid time off for this day; otherwise the day will be unpaid.

∞ PERSONAL LEAVE ∞

Under limited circumstances, Mennonite Village may provide up to 30 days of leave for you to attend to personal, including medical, issues. Personal leave is unpaid. You may utilize any accrued earned leave during your absence. Benefits will continue in accordance with the benefits eligibility requirements of our policies. You may be required to supply Mennonite Village with certification of the condition necessitating leave.

You are expected to return to work as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit. If you require a leave of absence longer than 30 days, the leave must be approved by the Administrator/Director of your area and the Human Resources Director.

An approved leave greater than 30 days, does not guarantee that you will resume work in the same or an equivalent position when you are again available to work. A leave greater than 30 days will also result in loss of health benefits. You will be eligible to continue health benefits through our COBRA plan at 100% cost to you, the employee, plus a 2% administrative fee.

If you have a need for a personal leave, please see your supervisor.

∞ FAMILY AND MEDICAL LEAVE ∞

It is the policy of Mennonite Village to provide family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) and state law. If your absence qualifies as FMLA leave under both state and federal laws, you will use your entitlement under each law at the same time, to the extent permitted by law. If one law provides a greater benefit, you will receive the greater benefit. This leave may be available in the following circumstances: pregnancy; to care for your newborn, newly adopted child, or newly-placed foster child; to care for a family member with a serious health condition; to recover from or seek treatment for your own serious health condition; for a qualifying exigency; or to care for a child with an illness which requires in-home care but is not a serious health condition. If you have a need for this type of leave, contact Human Resources as soon as possible to learn about the leave and your responsibilities. If you are not eligible for FMLA leave, use up your FMLA leave, or wish to take leave for a purpose that does not qualify for FMLA, you should consult Mennonite Village's other leave options to determine if other leave might be available to you. .

Eligibility

Federal Family Leave is available to employees who have completed at least 1 year of service and who have worked at least 1,250 hours in the previous year. Oregon Family Leave is generally available to those who have worked 180 days, averaging at least 25 hours per week.

Duration

As determined by the doctor, eligible employees may take up to 12 weeks of leave in a "rolling" 12-month period measured backward from the date the employee uses any FMLA. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Additional leave may be available by law under some circumstances. When a leave is taken for a condition that qualifies under more than one law, entitlements will be credited concurrently.

Benefits During Leave

Mennonite Village will continue your health & dental insurance during your approved leave; you will pay the same portion that you pay while working.

Pay During Leave

The leave is unpaid, but you may use your accrued earned leave, if you wish.

Application for Leave

Make your request for leave in writing 30 days before you need your leave, or as soon as possible. Failure to provide proper notice may result in disciplinary action.

Employer Responsibilities

Mennonite Village must inform employees requesting leave whether they are eligible under FMLA or OFLA and the amount of leave counted against the employee's leave entitlement. If it is determined that the employee is not FMLA or OFLA protected, they must be notified.

Certification

Before your leave request can be approved, you may need to supply us with a medical certification form. Certification forms are available from Human Resources. Mennonite Village may require certification from a second doctor, at Mennonite Village's expense.

Reinstatement

In order to have reinstatement rights when you are returning from Family Leave, you must request reinstatement promptly upon the expiration of leave. If you make a timely request for reinstatement and comply with other requirements under state and federal regulations, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available equivalent position in accordance with applicable law. If there is not an available equivalent position, you must continue to submit written requests for extensions of your leave until a suitable job becomes available. Otherwise, Mennonite Village will assume that you are no longer interested in employment and your employment will be terminated.

Return to Work

You need to report to work at the end of your leave. You may be required to present certification from your doctor that states you are able to return to work with no restrictions. If you are not able to return to your position at the end of your protected leave, your position may be filled by another employee.

If you are in need of this type of leave, please contact your supervisor immediately.

⌘ STATUTORY BEREAVEMENT LEAVE ⌘

Under the Oregon Family Leave Act, Mennonite Village makes available leave to deal with the death of a family member including attending the funeral or alternative, making necessary arrangements or grieving

Eligibility

For purposes of bereavement leave, OFLA is available to employees who have completed at least 180 days of employment, averaging at least 25 hours per week.

Maximum Duration of Leave

Eligible employees are allowed up to two weeks of leave within a twelve month period for each death of a covered family member. Leave must be taken within 60 days of the date the employee receives notice of the death of the family member. Leave for this reason is credited against the 12 weeks that the employee may have available under OFLA.

Pay During Leave

Leave is generally without pay. However, employees may use their earned leave benefit. Payment is made for hours the employee was otherwise scheduled to work on those days. Paid time off benefits, such as vacation and sick leave, do not accrue during any period of unpaid statutory leave.

Certification

In general, you are expected to provide notice of the need for leave in advance of taking the time off. Regardless, you must provide verbal notice of the need for leave within 24 hours of commencing the leave. You must also provide written notice and explanation of the need for leave within three days of returning to work. You may also be required to provide a certification of the death of your family member.

Call-In

Mennonite Village requires employees on statutory leave to comply with Mennonite Village's call-in policy.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

∞ MILITARY LEAVE ∞

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Should you have a need for this leave, consult your supervisor and the Human Resources Department as soon as possible.

If you are in need of this type of leave, please contact your supervisor immediately.

∞ DOMESTIC VIOLENCE & CRIME VICTIM'S LEAVE ∞

Mennonite Village makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, and advice from legal counsel, law enforcement assistance, or other steps to help better ensure your health and safety.

Mennonite Village also makes available statutory leave to attend criminal proceedings if you or an immediate family member are the victim of a personal felony.

Eligibility

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on Mennonite Village.

Pay During Leave

Leave is generally without pay. However, during your leave, you must utilize any other paid leaves provided by Mennonite Village.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to a copy of a police report or documentation from an attorney who is assisting you with the matter.

Call-In

Mennonite Village requires employees on statutory leave to comply with Mennonite Village's call-in policy.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

∞ DENTAL & HEALTH INSURANCE ∞

After the completion of employee's first 60 days of employment, Mennonite Village pays a significant portion of the premium for group health and dental policies if you are a regular, full-time employee. Variable hour employees do not qualify for dental and health benefits. You may have coverage for your dependent children up to age 26; however, you are responsible for the cost of this insurance. The cost of your dependent coverage must be taken out of your paycheck as a payroll deduction. Health benefits begin on the first of the month following the completion of your first 60 days of employment. Contact the Human Resources Department for details.

In-Home Care Employees

In-Home Care employees are eligible for the same health and dental insurance benefits as other employees. Because of In-Home Care's unique situation of the indefinite length of employment with each client, and the possibility of no work for a period of time between clients, as long as they make a commitment to work or be available to work 30 hours they will qualify for benefits.

☞ WORKER'S COMPENSATION ☞

Mennonite Village maintains Worker's Compensation insurance which may pay certain benefits to you if you are disabled and/or absent from work because of injuries sustained on the job or from a job-related illness. You must report any accident or injury received on the job at the time of injury to your supervisor or administrator/director. A Staff Occurrence Worksheet must be completed for Mennonite Village's records and for a safety analysis. See **Safety** section for more information about reporting injuries.

☪ EMPLOYEE ASSISTANCE FUND ☪

The Employee Assistance Fund was established to assist employees who are experiencing an extreme and unforeseen financial crisis. The Fund is replenished through employee and residents tax deductible donations of cash and is administered by a committee of employees. You are encouraged to donate to the fund to help employees who are in need. To be eligible for assistance, you must have completed 120 days of employment. You may apply for assistance from the fund through Human Resources. When the committee approves a request, funds are generally disbursed in the form of checks or vouchers for food, gas, or other items, and not in the form of cash. These funds are taxable and will be reflected on the employee's paycheck and year-end W-2, unless the reimbursement is for medical expenses.

∞ MILEAGE REIMBURSEMENT ∞

Mennonite Village will reimburse you for prior authorized use of your personal vehicle for business purposes at a set rate per mile. Contact Accounting & Business Services for the appropriate forms.

⌘ RETIREMENT PLAN ⌘

After you have been a continuous employee of Mennonite Village for 24 months, you are enrolled in a retirement income program. Mennonite Village will contribute an amount equal to 3% of your earnings into the Mennonite Retirement Trust Fund. The contributed money plus earnings will be available at age 65, if you retire from Mennonite Village. If you quit or are terminated, the money belongs to you and can be transferred to another retirement plan, or cashed out with a penalty. Contact the Human Resources Department for more information.

☞ 403(b) PLANS ☞

Mennonite Village permits saving through two different 403(b) plans once an employee has completed 120 days of employment. These programs allow you to save for retirement by subtracting funds from your check before taxes are taken out. Please contact Human Resources for more information about these plans.

∞ SCHOLARSHIP PROGRAM ∞

Mennonite Village Scholarship program may pay the cost of your education or training. This may include attaining a GED, taking accredited college course work, or getting specialized training. Awards are for tuition at the current LBCC credit hour rate, but classes may be taken at other approved schools. The cost of textbooks may also be partially reimbursed.

Applicants must meet the following criteria:

- Continuous employment at Mennonite Village for 12 months or more.
- Average 80 hours or more of work per month throughout the previous 12 months.
- Acceptable performance appraisals and no written disciplinary actions in the previous 12 months.
- Demonstrated ability to succeed at a higher academic or technical level.
- Willingness to support the values and mission of Mennonite Village.
- Two references (forms provided and distributed by the committee): one from the applicant's supervisor and one from a co-worker who is not a relative.
- Submit a completed Scholarship Application form before the application deadline.
- Attend a Scholarship Committee meeting to share your educational and career goals.

Returning scholarship applicants must meet the following criteria:

- Maintain a GPA of 3.0 (an applicant whose grades slip below the qualifying 3.0 may be supported at 50% of the qualifying amount for one term, at the discretion of the committee).
- Average 60 hours or more of work per month throughout the previous school term. Continue to be an employee in good standing at Mennonite Village.
- Submit a timely application each term.

Some requirements and conditions of award may be waived or changed on a case-by-case basis at the discretion of the Scholarship Committee and available funding.

How to apply:

Staff can apply for a scholarship by picking up an application from the Human Resources forms rack. For questions, please call the Volunteer Coordinator or Human Resources.

Funding:

Funds for Mennonite Village Scholarship program come from several sources, including the Nursing Scholarship Funds and two Mennonite Village gift shops operated by volunteers. In addition, Mennonite Village contributes to the fund annually and donations by staff, residents, families and friends are always appreciated. If interested in making a donation, please contact our Foundation Director.

☞ EMPLOYEE RESPONSIBILITIES ☞

☞ RESIDENT RIGHTS ☞

You should familiarize yourself with the content of the Resident Bill of Rights, and use the Bill of Rights as a guideline for establishing your relationships with the residents. The residents' quality of life must be everyone's top priority.

☞ REPORTING ABUSE ☞

If you have reasonable cause to believe that a resident has suffered abuse prior to his/her admission, or during his/her stay at Mennonite Village, you, as an employee of a health services community, are required by law to report it. All suspected cases of abuse should be reported to your supervisor or administrator. Failure to report a suspected case of abuse is punishable by a fine, imprisonment, or both. It may also lead to disciplinary action, up to and including termination.

⌘ CORPORATE COMPLIANCE ⌘

In order to ensure that Mennonite Village maintains a high level of honesty and ethical behavior in all aspects of services and relations with residents, third party payers, employees, and independent contractors, we have developed a Corporate Compliance Program. The Corporate Compliance Program is designed to help prevent and detect health care fraud.

As a part of your employee orientation, you will receive the Corporate Compliance Program booklet. Please read that for a full description of the Program. If you have any questions or would like more information on our Corporate Compliance Program, please contact the Compliance High Level Official, the Compliance Official or the Compliance Officer (the name and number are listed in the Corporate Compliance Program booklet), Mennonite Village COO, Human Resource Director or the CEO. A summary of how to report any suspected misconduct is written in the Compliance Program booklet.

It is also the policy of Mennonite Village (if applicable) to bill the Medicare/Medicaid programs, or any other health care program, in accordance with their requirements and retain only those payments it is entitled to receive. We will not retaliate against any employee that, in good faith, reports such conduct or participates in any investigation or proceeding relating to possible violations of this policy. To further this policy, Mennonite Village has developed policies and procedures for detecting and preventing fraud, waste, and abuse in connection with the billing of health care programs.

Anyone with knowledge of fraud, waste, or abuse in connection with billing of Health Care programs should report that information immediately to our Compliance Official, COO, HR Director, or CEO.

⌘ CONFIDENTIALITY ⌘

You must, at all times, respect the confidentiality of the residents' personal matters. Care must be exercised about the information that you receive, as well as the information that you are asked to reveal. Inappropriately sharing information will be considered a major infraction and you will be subject to disciplinary action. Inquiries regarding residents' conditions should be referred to the nursing supervisor or your administrator.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law. HIPAA covers three areas: insurance portability, fraud enforcement and administrative simplification. The right of patient/resident confidentiality is covered in the administrative simplification standards. HIPAA allows a healthcare facility to use patient/resident information (demographic or clinical) in the course of a resident's treatment, for payment purposes or for the performance of operations. Only the minimum necessary resident information may be disclosed. A signed and dated consent (authorization) must be obtained for any other use or disclosure of resident information. All employees are required to follow Mennonite Village HIPAA policies and procedures. Failure to comply with HIPAA standards could result in disciplinary action, up to and including, termination of employment.

☞ UNIFORMS AND DRESS CODE ☞

ID Cards

Wear your ID card to work each day. The card should be visible and worn at or above belt level. In-Home Care employees are not required to wear their ID cards in certain situations. Please consult your supervisor if you have questions about this issue.

Clothing Standards

Clothing should be neat, clean, modest, and present a professional appearance. Hairstyle, nail polish and make-up should also reflect a neat and professional appearance. In addition, because employees and residents may have allergies or be sensitive to the smell of smoke and or cologne on clothing or hair, employees may not come to work or return from a break smelling of smoke or heavy cologne. Wearing jewelry should be minimized for safety reasons. Potentially offensive tattoos should be covered while at work.

Inappropriate Clothing

Clothing that is extremely casual, such as that normally worn for recreational activities, is inappropriate for the workplace. Some examples of inappropriate clothing would be: shorts that are above the knee and are not of a neutral color; spandex pants; sweatshirts; tight-fitting blouses, pants, or skirts; low-cut blouses; short skirts; sweatpants and T-shirts with pictures or printing, except those with a Mennonite Village logo. Jeans, unless they are part of your department's uniform as authorized by your administrator/director, may only be worn on announced "casual dress" days.

Uniforms

You are responsible for providing and maintaining your own clothing and uniforms, if required by your department. We provide aprons for food service employees. Your supervisor can tell you what uniform/dress code is required in your department. See Appendix B for the complete Campus-Wide Staff Dress Code Policy.

Personal Possessions

Employees are responsible for their own possessions. Mennonite Village is not responsible for items that are lost at work.

⌘ SOLICITATION ⌘

Individuals are requested to refrain from soliciting other employees during working time for any purpose. "Working time" includes working time for either employee soliciting or distributing literature or an employee being solicited or receiving literature.

Solicitation and distribution of literature or other materials by non-employees for any purpose is prohibited at all times anywhere on company premises. Company premises includes, but is not limited to, all enclosed buildings, parking areas, walkways, driveways, grounds and other common areas.

Loitering in facility buildings is prohibited at all times. Any non-employee violating this policy will be required to leave the facilities' premises.

Mennonite Village does not permit the solicitation of residents by employees at any time.

∞ GRATUITIES ∞

The intent of our policy is to ensure consistent and fair treatment of employees. Residents and families who wish to acknowledge and thank staff members are encouraged to thank them personally, send a note of appreciation to the employee and/or the supervisor, or provide a gift that benefits the entire work group. This does not prevent an employee from accepting a cup of coffee, a flower, or similar item of little or no monetary value from a resident or family member. Other examples of an appropriate gift may be a donation to the Employee Assistance Fund, flowers for the work group, or a bag of fruit to be shared by staff

☪ EMPLOYEE HEALTH ☪

Your health is vital for the well-being of our residents. If you have an active infectious disease, such as a skin infection or an upper respiratory infection, you may not be allowed to work. Mennonite Village will work with you to identify potential reasonable accommodations or to determine whether your continued work would pose a safety or health risk to yourself, other employees or residents. If you have questions about conditions of health and work readiness, please consult your supervisor. It may be necessary for you to see a health care provider before returning to work; if so, please obtain the necessary documentation. All employees must report their symptoms to their supervisor or administrator/director. Your health and well-being are important. Efforts will be made to safeguard you from occupational disease, illness, or injury. You are encouraged to report any condition that you feel to be hazardous. On-the-job injuries or job-related illnesses must be reported as soon as possible to your supervisor and the Human Resources Department for attention and proper reporting to the insurance carrier. (Please refer to **Safety** section for more information.) You are expected to be knowledgeable about personal health and to exercise care so as to maintain good health and minimize risk and exposure of disease to residents and other employees. Because of the close contact you have with others, good personal hygiene (clean hair, body, clothes, and fresh breath) should be observed.

⌘ GENERAL CONDUCT ⌘

Good facilities are important, but even more critical are the skill and caring attitude you and every employee brings to each resident's care. Respect for persons shall be a guiding principle that applies equally, regardless of church membership, social status, education, or wealth. It applies to residents, their families, employees, volunteers, and the public. Mennonite Village maintains high professional standards and encourages an attitude of learning, testing, and improving. The importance of each task, each position and each resident and employee is recognized. Sound management and organizational principles are to be applied. Respect for organizational structure and lines of responsibility and accountability are encouraged.

Employment is based on your qualifications and ability to function effectively in a specific job. You must be willing and able to uphold the values, ethical code, and mission statement of Mennonite Village. We cherish each resident whom we serve and your dress, speech, and conduct should reflect this value.

- Speak clearly when you communicate, particularly with residents. You should not talk or laugh loudly. Loud noises can agitate and frighten residents.
- Do not discuss personal problems or work-related concerns with or in front of residents and visitors. Our goal must always be to relieve the residents' worries and not add to them.
- Use caution in addressing residents by their first name. Some people may consider this act as undue familiarity.
- You should introduce yourself to residents and visitors, and ask strangers if you may be of assistance. Be friendly to each person with whom you interact.
- Be calm and avoid any threat or show of force when dealing with any resident, visitor, or coworker. This is particularly true when someone is upset or there is an emergency.
- Do not show favoritism for one resident and lack of concern for another resident, visitor, or coworker while on duty.
- Avoid any fight, altercation, or physical conflict with any person associated with Mennonite Village.
- Privacy is an important right of every person and shall be respected. Knock before entering a room; pull privacy curtains when appropriate.
- Respect of persons shall be a guiding principle. This applies equally to all residents, their families, employees, volunteers, and the public.

High professional standards are to be maintained. An attitude of learning, testing, and improving is encouraged, and helps us all become better caregivers.

⌘ SAFETY ⌘

Safety Regulations

You need to obey all safety and working rules of this facility. We follow provisions as set forth by the Occupational and Safety Health Act of 1970 and require that all employees follow the established safety regulations of this facility and of O.S.H.A.

On-the-Job Injuries & Accidents

If you are injured or have an accident on the job, you need to report it to your supervisor immediately and complete a Staff Occurrence Worksheet. If your injury or accident requires that you seek medical attention, you also need to complete an 801 form and submit it to your supervisor. You will also be required to take a drug and alcohol test as soon as possible if the injury occurred while operating heavy equipment or a motorized vehicle. If you were involved in an accident that resulted in an 801 form being submitted, but you were not injured yourself, you may still be required to take a drug and alcohol test.

Return-To-Work Policy

The objective of Mennonite Village is to return workers to employment at the earliest date following an injury. This policy applies to all workers and will be followed whenever appropriate. Mennonite Village defines “light-duty” or “transitional” work as temporary modified work assignments within the employee’s physical abilities, knowledge and skills. Light-duty positions are developed and assigned using the employee’s known physical condition as clarified by the person’s attending physician. Light-duty or transitional positions are developed with consideration of the employee’s physical condition, the business needs of Mennonite Village and the availability of light-duty or transitional work. Any time off work must be authorized by the employee’s doctor.

Your Responsibilities

While you are injured, you are responsible for keeping your medical appointments and cooperating with any prescribed treatment, providing your supervisor and Human Resources with your doctor’s notes, reporting for light-duty or regular duty as assigned, calling in promptly when you are unable to come to work, keeping your supervisor updated regarding your medical condition, and notifying your supervisor and Human Resources of any change in your address or phone number. You must provide your supervisor and Human Resources your doctor’s notes including any changes in restrictions within 24 hours. Mennonite Village will continue your health and dental insurance; you will pay the same portion that you pay while working.

Chemicals -- Safety Data Sheets

Information about chemicals that you may use at work is provided in the SDS book. The Safety Data Sheets contain the information you need to know about how to handle chemicals, what personal protective equipment to use, and what you should do if you are exposed to a chemical. Complete SDS books are located in Central Supply and in the Central and Rehab Nurse’s offices. If there are SDSs relevant to your work area, copies of these will be located in the work area.

∞ STAFF MEMBERS' CHILDREN ON CAMPUS ∞

Policy

While residents benefit from inter-generational involvement, Mennonite Village also has a responsibility to protect the organization from liability due to unsupervised minors. In general, staff may not bring their children to work while they are working.

Encouraged Activities

Staff members' children are encouraged to be on campus in the following circumstances: to participate in campus children's activities; to visit residents with their parent when the parent is not working; to volunteer as a registered volunteer in the facility's volunteer program (if age 11 or older); to visit the parent while the parent is on a meal break; or to participate in formal school programs.

Emergency Situations

In an emergency, staff members may bring their children to work. This must be approved by the staff member's supervisor or administrator/director prior to the children arriving on campus or at a client's home.

⌘ SMOKING ⌘

In keeping with Mennonite Village's intent to provide a safe and healthful work environment and in recognizing the health risk of using tobacco products, the use of all tobacco products and E-cigarettes will be prohibited on campus.

POLICY:

- There will be no use in the workplace at any time.
- There will be no use in company-owned vehicles.
- There will be no use in personal or client vehicles when transporting persons on Mennonite Village authorized business.
- There will be no use in privately owned vehicles parked on our campus or in the parking area across the street from the Administration building.

In addition, because employees, residents and customers may have allergies or be sensitive to the smell of smoke on clothing or hair, employees may not come to work or return from a break smelling of smoke. Smoking should be limited to rest and meal periods. Employees found to be violating company policy will be subject to disciplinary action, up to and including the immediate termination of employment.

⌘ PERSONAL TELEPHONE CALLS ⌘

Telephone Use

The company recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during work hours. The company, however, asks that employees restrict their personal telephone usage to emergency situations. Employees may not charge personal long distance calls to the company. Excessive personal telephone usage may result in progressive discipline.

Cell Phone Use

Unless properly authorized, employees are not to use any form of personal electronic communication devices during normal work hours. Cell phones are to be turned off or set to silent or vibrate mode during meetings, conferences and in locations where incoming calls may disrupt normal workflow. Use of personal cell phone is limited to breaks or when employees are at lunch in nonresident living areas. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

Resident Living Spaces

Staff are restricted from using cell phones for any personal use while they are in a resident's living space providing care or services to the resident.

Camera-Enabled Devices

Employees whose electronic devices are camera-enabled are restricted from using the audio and video recording functions of such devices anywhere in the building or on the company property at any time unless authorized by the company for company business. Employees who are found to have used these camera-enabled features will be subject to disciplinary action up to and including termination.

Photographs on Camera-Enabled Devices

Employees are not to use their cell phones or other personal electronic devices to take photographs in areas throughout campus that are prone to having Protected Health Information (PHI). There should never be a cell phone or camera used to take a photograph within the building where residents, their names, their family members, or anything else that could identify them can be seen. If an employee uses their cell phone outside on break they may not take photographs that include residents, house numbers, license plate numbers, or other staff. There is a company camera available that, with supervisor approval, is available for taking photographs of the resident for company purposes (i.e. newsletters, bulletin boards, etc.) Transmission of PHI, including on social media sites, can be subject to disciplinary action up to and including termination.

⌘ SOCIAL NETWORKING ⌘

Any posting to a public forum, such as e-mails, web-logs or on-line journals, whether for personal use or if hosted by Mennonite Village, must be consistent with Mennonite Village's policies and standards including, confidentiality, discrimination, harassment, courtesy and professionalism.

Social networking sites including but not limited to sites such as Facebook, YouTube and Twitter should not be accessed or used during work time, unless authorized by your supervisor or manager.

Employees should not identify themselves as representatives of Mennonite Village. If you have listed Mennonite Village as your employer, you have associated yourself with Mennonite Village and as such you take responsibility for representing Mennonite Village in a professional manner. Any personal blogs or posts that mention Mennonite Village must contain a disclaimer that the views expressed are yours alone and do not represent the views of Mennonite Village.

Do not share confidential or proprietary information about Mennonite Village. This includes but is not limited to information about our sales, finances, strategies, planning and any other information that has not been publicly released by Mennonite Village.

Do not engage in behavior that will reflect negatively on Mennonite Village's reputation. This includes but is not limited to the use of copyrighted or plagiarized information.

Do not make recommendations or referrals of past or present employees on social or business networking sites such as Linked In.

Remember, you are responsible for anything you write or present online. Violation of this policy can result in disciplinary action up to and including termination of employment.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or HR if you are uncertain.

☞ SECURITY ☞

Security and safekeeping of property, as well as the residents and other staff members, is everyone's responsibility. Be alert to situations that seem unsafe or suspicious in nature and report them at once to your supervisor or administrator/director. You are asked to call fire, police, or other emergency personnel when appropriate and to use common sense.

⌘ DISCIPLINE ⌘

The concepts of respect and responsibility guide the administration of disciplinary action at Mennonite Village. This means that supervisors treat you with respect and you take responsibility for complying with the work rules. The supervisor will explain the desired behavior/correction to you and explain the consequences if you choose not to make the desired correction. You must then take responsibility for correcting the problem or face the consequences of your actions.

Generally, disciplinary action will be progressive in nature. Some examples of disciplinary action that may occur are: oral warning, written warning, reduction in hours worked, performance improvement plan, decision-making leave (suspension), last chance agreement for drug/alcohol rehab, final written warning or termination. These disciplinary measures are only guidelines. Management has discretion to initiate discipline at any step, to skip steps in the disciplinary process, or to immediately discharge an employee. The seriousness of the problem and the employee's work record will determine what disciplinary action will be taken. If you feel that discipline was administered incorrectly or was excessively punitive, you may follow the grievance procedure described in this handbook.

The following list gives examples of actions that are contrary to Mennonite Village's expectations of positive behavior. If you choose to engage in any of these actions or other actions that are contrary to the expectations of Mennonite Village, you may be subject to disciplinary action up to, and including, termination of employment. If you have any questions, please consult your supervisor or Human Resources.

1. Violation of Residents' Rights;
2. Abuse of residents; this includes physical, mental, or verbal abuse, misuse of residents' personal property, and misappropriation of residents' funds;
3. Failure to follow Standard Precautions;
4. Insubordination;
5. Dishonesty;
6. Misuse, unauthorized use, removal or destruction of Mennonite Village property or property of other employees;
7. Excessive tardiness or showing a pattern of absenteeism;
8. Leaving work early without prior authorization;
9. Violation of safety rules or failure to follow safety procedures;
10. Reporting for work or working while intoxicated, under the influence of intoxicants or controlled substances, or otherwise unfit for duty;
11. Refusal to submit to a drug or alcohol test;
12. Possession, sale or use of intoxicants or controlled substances on Mennonite Village premises, in Mennonite Village vehicles, or while working for Mennonite Village.
13. Profanity;
14. Harassment of any kind, (sexual, racial, religious, or other);
15. Falsification of records;
16. Fighting or threatening other employees;
17. Inability or unwillingness to get along with other employees;
18. Abusive, threatening or intimidating language or actions;
19. Gossip that brings disharmony to the workplace;
20. Conducting personal business during work time or on work premises;
21. Allowing another job to interfere or conflict with your work at Mennonite Village;
22. Sleeping on the job and/or otherwise leaving or not attending job station;
23. Off duty conduct which in Mennonite Village's view interferes with performance or negatively reflects on the reputation of Mennonite Village
24. Refusing to cooperate with an investigation; and
25. Violation of any other Mennonite Village policy or practice.

Your supervisor or a Human Resources staff member will investigate disciplinary infractions. You are required to cooperate fully with any investigation.

Remember that Mennonite Village is an at-will employer, so you have the right to terminate your employment at any time and Mennonite Village has the same right. If you work in more than one department at Mennonite Village and you have a serious disciplinary infraction in one department, your employment may be terminated in all departments.

∞ GRIEVANCE PROCEDURE ∞

If you have a problem or a concern about any condition of employment, you may present your concern to your supervisor without fear of reprisal. If you are not satisfied with your supervisor's response, you are encouraged to put the concern in writing and present it to your administrator or director within five working days of your supervisor's response. If you are not satisfied with your administrator/director's response, you may forward your concern to the Human Resources Director. The Human Resources Director will conduct an investigation and give that information to the VP Operations, if he/she is in your chain of command. If you are not satisfied with the response from the VP Operations, the matter will then go to the President/CEO.

∞ PERSONNEL RECORDS ∞

Personnel records will be maintained by the Human Resources Department and will be available for inspection by properly authorized individuals. You may inspect your own personnel file in the presence of your supervisor or a member of the Human Resources Department. Employee records shall be considered confidential; therefore, you will not be permitted to inspect the record of another employee.

Your personnel file shall contain the following records, as they apply to your employment:

- Application for employment
- Performance evaluations
- Miscellaneous correspondence
- Record of disciplinary actions
- Record of pay rate changes
- Record of awards
- Professional license
- In-service education records
- Other employment records

➤ APPENDIX A: ALCOHOL & DRUG ABUSE POLICY ➤

PURPOSE:

Employees are the most valuable resource of Mennonite Village and their health and safety is therefore a serious concern. Mennonite Village will not tolerate any drug or alcohol use that imperils the health and well-being of its employees or residents.

Employees have the right to work in an alcohol and drug free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, other employees and our residents. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism. This places a greater burden on other employees and increases the costs of providing service.

Mennonite Village is therefore committed to maintaining a safe and healthy workplace free from the influence of drugs and alcohol. In addition, Mennonite Village will comply with the requirements of the Drug-Free Workplace Act of 1988.

POLICY:

Substance Abuse and Treatment

Mennonite Village recognizes that substance abuse is a medical problem that may be successfully treated. Employees are encouraged to seek voluntary alcohol and drug abuse treatment.

Use of Prescription Drugs

This policy also applies to prescription drugs, not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over the counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairments) must discuss the use of the medicine with their doctor in light of the requirements of their job and also disclose to the Human Resources Director or representative that you are using a medicine with a warning label. You do not need to disclose the name of the medicine you are taking or the reason for using the medicine. If the HR Director or representative is not available, you must report it to your supervisor or manager. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. Employees are also required to provide a medical authorization to work, upon request. If the use of your prescription impairs your ability to safely perform your job, the company may, but is not required to transfer you to another position which would limit the danger to yourself or others, or place you on medical leave.

This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

Arrest or Conviction under Criminal Drug Statute

Employees must notify their immediate supervisor within 5 days of any arrest or conviction of a criminal drug statute.

Behavior Prohibited by this Policy

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or drug paraphernalia on company premises, while conducting company business, in company vehicles, or during working hours.
2. Unauthorized use, possession, manufacture, distribution, dispensation, or sale of a controlled substance on company premises, while conducting company business, in company vehicles, or during working hours.
3. Unauthorized use, possession, manufacture, distribution, dispensation, or sale of alcohol on company premises, while conducting company business, in company vehicles, or during working hours.
4. Storing in a locker, desk, automobile, or other repository on company premises any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any alcohol.
5. Being under the influence of any unauthorized controlled substance, illegal drug, or alcohol on company premises, while conducting company business, in company vehicles, or during working hours.
6. Use of alcohol off company premises that adversely affects the employee's work performance, the safety of others at work, or the company's regard or reputation in the community.
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the employee's work performance, his/her work safety, the safety of others at work, or the company's regard or reputation in the community.
8. Switching or adulterating any urine sample submitted for testing or failing to comply with procedures of the drug-testing contractor.
9. Refusing to consent to testing or to submit a urine or blood sample for testing when requested by management.
10. Refusing to submit to an inspection when requested by management.
11. Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
12. Conviction under any criminal drug statute for a violation occurring in the workplace.
13. Arrest or conviction under any criminal drug statute under circumstances that adversely affect the company's regard or reputation in the community.
14. Failure to notify the company of any arrest or conviction under any criminal drug statute within 5 days of the arrest or conviction.
15. Failure to report to his/her immediate supervisor the use of a prescribed drug which may make the employee a danger to himself or herself or others in performing the essential functions of his or her position.
16. Failure to keep a prescribed medication in its original container.
17. Refusing to sign a statement agreeing to abide by the company's Alcohol and Drug Abuse Policy.

Testing

Each offer of employment will be conditioned upon the successful passing of a drug test. Whenever Mennonite Village suspects that an employee's work performance or on-the-job behavior is being affected by drugs or alcohol, or that an employee has otherwise violated this policy, the company may require the employee to submit to a urine and/or breath test for alcohol and drugs.

If an employee has an on-the-job injury or accident while operating heavy equipment or a motorized vehicle, he/ she must submit to a drug and alcohol test in a timely manner. If a

supervisor determines that a non-injured employee contributed to the injury or accident, that employee may also be required to submit to a timely drug and alcohol test.

In addition, Mennonite Village may conduct random drug and alcohol tests. An independent program administrator will select employees at random for testing. All employee names will be included in the pool. Mennonite Village also reserves the right to conduct unannounced blanket drug tests for a group of employees within a set of parameters defined by management.

A medical review officer will contact individuals who have a positive test to inquire about prescription drug usage.

The independent program administrator will report drug test results to the Human Resource Director. These results will be kept confidential and shared only on a need-to-know basis. The results will not be kept in employee personnel files.

If an employee feels that his/her drug test was positive in error, the employee may have the sample re-tested at his/her own expense.

Inspections

Mennonite Village wishes to ensure that drugs and alcohol are not brought onto the premises. If Mennonite Village suspects that an employee's work performance is affected by drug or alcohol use or that the employee is selling or purchasing drugs on company property, the company may search an employee's locker, desk, or other company property under control of the employee, as well as the employee's personal effects or automobile on company property.

Disciplinary Action

Employees who violate the provisions of this policy may be subject to disciplinary action, up to and including termination of employment for the first offense. Employees who test positive for drug or alcohol use and who have completed at least 120 days of employment may be offered a "last chance" agreement. Under a last chance agreement, the employee must agree to the following: enter drug or alcohol treatment; follow all treatment recommendations; be subject to unannounced testing for a 24-month period; and meet all established work performance standards. The employee must have a negative drug test in order to return to work. Any failure to comply with the last chance agreement or any positive drug/alcohol test during or following treatment will lead to immediate termination of employment.

Condition of Employment

Compliance with this policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

➤ APPENDIX B: CAMPUS-WIDE STAFF DRESS CODE ➤

POLICY PURPOSE:

Dress, grooming, and personal cleanliness standards make an impression on residents and visitors. Staff members are expected to dress and groom appropriately and professionally to represent the organization. This policy provides guidelines for the proper working attire to be worn by staff.

POLICY:

1. Identification Badges

All staff will wear an ID badge provided by the facility at all times during their work shift. Exceptions to this policy are to be approved by the supervisor. The ID badge shall include name and position.

2. Uniforms

Most departments have specific uniforms for their staff. Talk to your supervisor or administrator about uniform requirements for your department.

3. Non-Uniform Employees

a. Professional attire. Employees who are not required to wear uniforms (i.e., office, activities, and administrative staff) must choose attire that reflects modesty and respect for the residents we serve. Staff should remember that “this is the residents’ home” and that residents can easily be offended by inappropriate dress.

b. Cleanliness. Clothing should be clean, pressed, and in good repair. There should be no holes, stains, or frayed edges on clothing.

c. Inappropriate clothing. Clothing that is immodest or extremely casual, such as those normally worn for recreational activities, is inappropriate for the workplace. Some examples of inappropriate clothing would be: shorts that are above the knee and are not of a neutral color; spandex pants; tight-fitting blouses, pants, or skirts; short skirts; low-cut blouses; sweatpants; sweatshirts; pajamas; T-shirts with pictures or printing except those with Mennonite Village logos (company sponsored T-shirts such as CNA seminar and Walk to Remember T-shirts are acceptable on casual days only).

d. Shorts. Shorts are not appropriate at work. Split skirts are acceptable if they are knee-length or longer.

e. Jeans. Unless jeans are a part of your department’s uniform, as approved by the supervisor, they may be worn on announced “casual dress days” only. Jeans need to be clean and free of holes, stains, and frayed edges.

f. Shoes. Shoes should be chosen to be safe for the type of work that you perform. If you are unsure, ask your supervisor which shoes are appropriate for your department.

4. Miscellaneous

Hairstyle, nail polish and make-up should reflect a neat and professional appearance. Fingernails should be nicely manicured and normal length for your position. Offensive body odor and poor personal hygiene is not professionally acceptable. In addition, because employees and residents may have allergies or be sensitive to the smell of smoke and or cologne on clothing or hair, employees may not come to work or return from a break smelling of smoke or heavy cologne. Staff may not

wear tongue or facial jewelry that may be a health or safety hazard. All earrings must be appropriate for the regulations in your department. Potentially offensive tattoos should be covered while at work.

5. Questions

Ask your supervisor or administrator if you have questions about appropriate appearance or attire in your department. Reasonable accommodation may be made for an employee with a disability or for religious requirements.

6. Consequences

If your supervisor or administrator feels your personal appearance is not appropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for your time away from work.

🌀 APPENDIX C: USE OF THE WELLNESS CENTER 🌀

Policy: Employees have access to the Wellness Center. Employees are to be respectful of the Village residents who have priority use of the exercise equipment when both employees and residents are in the Wellness Center.

Procedure and Program Information:

1. Wellness Center Membership is free to employees. To become a member you must complete an orientation with one of the Wellness Program staff. Call 541-704-4296 for an appointment.

2. Classes are available in addition to the use of the Wellness Center
 - ❖ Examples of classes are line dancing, aerobic dancing to Latin music, tai chi, chair yoga, circuit class in the Wellness Center
 - ❖ Classes are added according to participant interest
 - ❖ Limited class selections are available through Linn Benton Community College and payable to the college

3. Personal training by a certified exercise specialist
 - ❖ This is a low cost fee-based service
 - ❖ Personal training available individually or in a small group

4. Massage
 - ❖ Call the Wellness Program to make an appointment.

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