

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Employees Working for Residents

PROCEDURE NO: HR.500.09

PREPARED BY: Kristen Gregory, HR Director

DATE: March 2018

LAST REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

LAST UPDATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: Ron Litwiller

DATE: 03/2018

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## PURPOSE:

To ensure compliance with applicable federal and state wage and hour laws. All employees are expected to decline a request from a resident/client to perform work outside scheduled hours on personal time for similar work performed by the Mennonite Village. Employees may not solicit residents/clients for work.

## POLICY:

Employees are not to be employed by residents on their off hours (also known as “moonlighting”), if it is a service Mennonite Village provides (examples: services provided by IHC, Grounds, and Maintenance). If work is performed for a resident/client, no equipment or supplies of Mennonite Village may be borrowed or used.

## PROCEDURE:

1. Employees may not solicit residents for any additional work.
2. Any employee hired by a resident or family member to perform private duty work must immediately inform their supervisor.
3. Employees are discouraged from managing any personal finances for residents. Immediate family members (spouse, siblings, and children) are exempt from this provision.
4. Violation of this policy may result in disciplinary action, up to and including termination.