

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: <u>Education Incentive Pay</u>	PROCEDURE NO: <u>HR 700.02</u>
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## PURPOSE:

Mennonite Village encourages staff to obtain education that will improve their ability to provide resident care. Educational incentive pay is offered to direct care staff to encourage and support specific job-related courses.

## ELIGIBILITY:

Because of their role in caring for residents, educational incentive pay applies only to employees in the following job categories:

Alzheimer's Class (.10)  
Caregiving positions

C.N.A. II Class (.20)  
Non-Mennonite Home Staff

SATS (.20)  
Server  
Serving Staff  
Hostess

## POLICY:

### Alzheimer/Dementia Class

Employees assigned to Lydia's House are required to complete the Alzheimer/Dementia class as soon as possible after their hire date. The class is free of charge and employees will be paid their regular wage for the hours they spend in this training. After completing the class, all Lydia's House employees will receive a pay increase of .10 per hour, effective the pay period after they submit appropriate documentation of course completion to the payroll department.

All other Mennonite Village employees may enroll in the Alzheimer/Dementia class free of charge at any time during their employment. Staff will be paid for the hours they are in class if payment is approved in advance by their supervisor.

All hourly caregiving positions who successfully complete the Alzheimer/Dementia class will receive a pay increase of .10 per hour, effective the first pay period after the employee submits appropriate documentation of course completion to the payroll department.

### C.N.A. II Class

After successful completion of the C.N.A. II class, all Non-Mennonite Home staff caregivers will receive a pay increase of .20 per hour. Mennonite Home caregivers may receive a promotion to C.N.A. II and be moved to the appropriate pay grade for that job. Pay increases will be effective the first pay period after supervisor and employee submit appropriate documentation of course completion to the payroll department.

### SATS

After successful completion of trial service, employees may take the SATS training program. This special training will be offered periodically for employees who wish to better understand how to serve their customers. After completion of this training, employees will receive a pay increase of .20 per hour. This pay increase will be effective the first pay period after employees submit appropriate documentation of course completion to the payroll department.

### Promotional Opportunity: Certified Medication Aide Class

After 12 months of employment, CNAs may apply to take the CMA class. To help with the cost of the class, employees may apply to the Mennonite Village Gift Shop Scholarship Committee for financial aid.

Employees who successfully complete the CMA class may apply for a position as a CMA when one becomes available. If promoted, the employee will be moved to the CMA pay rate.