

February 1st, 2019



Menonite Village

Employee News

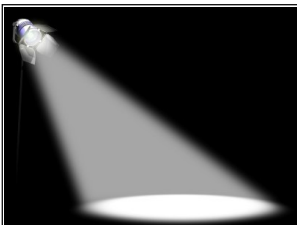
To be a Christ-centered community providing life-enriching services

JOTTINGS FROM HR.....

The Importance of Beneficiary Forms Just a reminder if you have Basic and/or Voluntary Life insurance policies with LifeMap, you really should complete a beneficiary form if you have not. According to LifeMap if an employee does not designate, or the designation is invalid (form not dated or signed), the company will pay the proceeds to the highest-ranking surviving relative(s), per the policy. SSN's are helpful, but they are not a must, so don't let that stop you from completing a form. The beneficiary form can be found on LifeMaps website or on our own company website under the Employee Portal. You may also pick up a form from Robin in the HR dept.

1095c and W2's Forms The 1095c form was mailed out last Thursday to the address on file. This form shows if you had medical insurance during 2018 for tax purposes. If you received the form and disagree with the information on it or did not receive your form, please contact Kristen Gregory in the HR dept. W2's were available starting last Wednesday at the front desk. All remaining W2s went in the mail to the current address on file on January 30th, 2019. If in the next 10 days you do not receive your W2, please contact Teanna Snyder in the Payroll dept.

Lost & Found Items The lost and found items that are normally at the front desk are currently in Jennifer Knudson's office. People have until February 14th to identify and claim their items. On February 15th all remaining items will be taken to a donation center.



EMPLOYEE POLICY SPOTLIGHT

Employee Use of the Wellness Center

Employees, including active and retired employees of Menonite Village/MSNW, Contract Employees, and employees of MSNW/MMS affiliates and managed entities all have access to the Wellness and Aquatic Center on campus. Employees are to be respectful of the Village residents who have priority use of the exercise equipment when both employees and residents are present. At this time family members are not allowed access for liability reasons. All employees are required to participate in an orientation to both the Wellness and Aquatic Center prior to use. Please call 704-4296 to set up a time and if leaving a message, let them know a good time to call you back. There are also Wellness program classes that staff may attend through-out the week, just look for flyers around campus for current class schedules. There is a sign-in form in the Wellness center for employees and if you are tracking your participation as part of our Health Benefit Wellness program you can sign-in even if your are going for a walk around campus. The policy in its entirety can be found under the Employee Portal on the company website.



ZUMBA[®]

FITNESS

Starting Tuesday, February 5th:

ZUMBA—3:00 pm to 4:00 pm M/W/F in Lakeside Center

Zumba is a cardio fitness class that serves as "exercise in disguise." With a combination of low-intensity and high-intensity moves, this Interval style class provides cardio, muscle strengthening, balance, flexibility, and a boost of energy in each class.

ZUMBA GOLD—8:00 am—8:45 am T/TH in Lakeside Center

Zumba Gold is modified Zumba Class that is adapted to provide the same benefits at a lower-intensity level. This class focuses on coordination, range of motion, and balance while also providing a great cardiovascular benefits and muscular strengthening.



HELLO FEBRUARY

