

July 5th, 2019



Mennonite Village

# Employee News

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



## POLICY SPOTLIGHT

### DRESS CODE POLICY

#### 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.

#### 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 area administrator/director, may only be worn on announced "casual dress" days.

We recognize fashions change, the most important thing to remember is we deal with the public and our clothing should always reflect a well-groomed appearance for the job we hold, even on our casual days.



Those of you who have worked for Mennonite Village for more than a year and have school aged children K-12 are probably quite familiar with our very special back to school program sponsored by the residents. Each year thanks to the care and compassion of our residents we are able to provide \$75 gift card for each school age child in your household to help with back to school cost. In the past we

have purchased cards from various stores, including Target, Fred Meyers, The Heritage Mall and most recently Walmart. We know many employees like to shop at Walmart for their prices and we have tried over the years to honor this. Unfortunately, we have not had any luck building a relationship with Walmart and they have proven to make buying gift cards in bulk more and more difficult over the years.

The Kroger family, which includes Fred Meyers, have always been very helpful and supportive when purchasing large quantities of gift cards through their company. This year we will only be purchasing Fred Meyer gift cards for the Back to School Program, which we hope to have available starting July 19th at the Staff & Family Picnic and then available in HR after that until August 30th!

## Just Two Weeks Away



Make Your Way to the Deserted Island aka

Mennonite Village Pavilion

July 19 2019 10:30-1:30

Paychecks ~ Employee Gifts ~ Games ~ Food

Don't Forget this Event is for Your Family Too.

Find Out Who is the Ultimate Survivor!

## EARNED LEAVE BANK IN NEED OF HELP

It is the goal of Mennonite Village to allow employees to donate their Earned Leave (EL) time to an EL Bank or to a designated individual who is experiencing a family emergency or often a medical crisis that creates a need for additional time off beyond that individual's available leave. Such donations are strictly voluntary. The Earned Leave bank has helped many of your co-workers over the years but is in serious need of some help and replenishing. If you are at a point where you might be able to donate a few hours to help start re-building the bank please see either HR or Payroll for an EL Donation form. The form can also be found on the public drive at: S:\Human Resources\Forms

