

November 8th, 2019



Mennonite Village

Employee News

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

JOTTINGS FROM HR.....



2018-19 WELLNESS PROGRAM

Refund checks went out with payroll today. The refund for anyone on the plan for the entire year and who met all 4 requirements was \$120 and anyone who was on less than 12 months but still met all 4 requirements received \$10 for every month they were covered. Refunds are taxable and if you are signed up for direct deposit they were deposited into your bank. Otherwise a separate check was cut and attached to your regular paycheck. If you feel you should have received a refund and did not, please contact Kacie in HR to see what you might be missing from your requirements.



FSA/HRA REIMBURSEMENT

Just a reminder you have until December 31st, 2019 to submit reimbursement request for the Oct 2018—Sept 2019 plan year. Forms can be found at the end of the Administration Hall or under the Employee Portal on the company website. These are just the claims for the prior plan year. If you are unsure if you still have money in your account you may call QVI at 541-312-8512.



HOLIDAY TIME OFF REQUEST

Remember to follow your departments time off request policy for the Holidays. This is a busy time of year for all and we have to plan ahead to make sure we can provide the care our residents expect, need and most importantly deserve. This means being staffed appropriately. While we wish we could grant all time off request, that simply is not possible based on the needs of our residents.

You May Have Noticed All Outside Doors Are Now Locked until 8am. Please Do Not Use Keys to Unlock Doors. It is Important To Use the Keypad Codes to Enter Before 8am.

PAYROLL TIPS FROM TEANNA

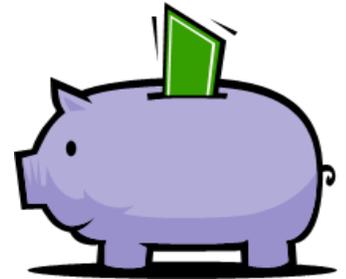
Hourly employees in most departments on campus are required to use the time clock. It is very important that you use the clock every time you start work or leave campus. You can slide your card or punch in your number which is located on the back of your name badge card.

If you forget to clock in or out, be sure to fill out a Missed Punch slip and have your supervisor sign it to make sure you get paid correctly for the shift. If you miss clocking in and out for a whole shift and do not fill out a missed punch slip we have no record you were here and your pay may not reflect that time. It is your responsibility to make sure you use the time clock correctly. If you fail to do so, it could lead to disciplinary action as following our procedures and accurately keeping track of hours worked is an expectation of all employees.

When you miss a punch it can cause not only issues with your pay, but also more work for the time keeper in your area and payroll to resolve those issues. It will also cause OnShift to be incorrect which may cause reports and mandatory reporting to be inaccurate.

So please be sure to use the time clock properly even if you are running late or have to walk a few extra steps.

If you have any questions about this or any payroll issue please stop by the payroll office or call 541-704-4280.



2019-20 Wellness Refund Program (\$360 for 5 items)

Employees who participate in the 2019-20 wellness program will have the opportunity to earn a refund check for completing 5 items from the list.

1. Bio-screening on campus (held in October)
2. Flu shot (if off campus must provide proof)
3. Non-tobacco user or complete a cessation program (must provide proof)
4. Preventative Health Screening (form to be completed by Healthcare provider and submitted to DirectPath)
5. 110 visits to our wellness center
6. Health Coaching with DirectPath
7. 2 community/charity fitness events (walking, running, bicycling)
8. Safety/Wellness fair attendance
9. Participate in Community/Church league sports. Must be able to show proof of enrollment in the league (ex. Parks & Recreation, Boys & Girls Club, Corvallis Sports Park, Organized Church Leagues).
10. Meet with a financial advisor
11. Meet with a nutritionist or Registered Dietician
12. Walk or Bike to work 108 times in the benefit plan year (Oct-Sept) must complete punch card and submit to HR

** 3 items completed will earn ½ a refund check.