

Employee Handbook



MENNONITE
VILLAGE

&

MENNONITE SERVICES
NORTHWEST

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(Revised 2020)

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✿ INTRODUCTION ✿

Welcome to Mennonite Village! You have chosen to work in an organization that strives to provide outstanding care for residents in a loving, Christian setting. This handbook includes information about our mission, policies, benefits, and expectations of our employees. We reserve the right to change policies, benefits, and expectations from time to time as needed. For answers to specific questions not covered in this handbook, ask your supervisor or Human Resources for assistance.

☞ EMPLOYMENT POLICIES ☞

☞ PURPOSE ☞

These personnel policies establish a basis for effective, consistent personnel administration and will provide you with a ready reference to established policies. You should always check with your department supervisor for department specific policies. **This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. It is not intended in any way to be a contract between you and Mennonite Village.** It is intended to be a guideline. Employment with Mennonite Village is at-will. This means that either Mennonite Village or the employee can terminate the employment relationship at any time, for any reason. No statements made by any supervisor or manager can alter the at-will relationship. The at-will relationship can only be changed through a written agreement that specifically sets forth the terms between the employee and the President/Executive Director

☞ EMPLOYMENT ☞

Non-Discrimination

Mennonite Village is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the Company that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, age, national origin, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

Promotions and Transfers

Whenever possible, you, as an employee, will receive first consideration for job openings for which you qualify and apply. Employees must have completed their 120 day trial period with the company before being eligible for consideration to transfer to another department. To apply for an internal position, a Staff Transfer Form must be completed and signed by the employees supervisor's as a notification courtesy. A minimum of a two week notice should be provided to the department the employee is resigning from. A new criminal background report may need to be completed if your job position is changed.

Family Relationships in the Workplace

Hires, promotions and transfers to positions at Mennonite Village will be based on merit as determined by a comparison of job-related qualifications. Discrimination in favor of candidates who are related to persons involved in, or having an effective influence upon, the selection process of those candidates is prohibited. No individual shall be hired, promoted or transferred to a position in which he/she would supervise or be supervised by a member of his/her family.

Suggestions

Mennonite Village values employee input and ideas. We want to promote a sense of achievement, belonging and contribution among our employees. If you have an idea that you believe would be beneficial, please share it with your supervisor. You may also place written ideas in the suggestion box or share your ideas with your administrator, the Human Resources department or the Executive Director.

File Update

It is your responsibility to keep the Human Resources Department informed of any changes in personal status that may affect the information in your personnel file. Examples include changes in name, address, phone number, or emergency contact information.

Contractors

Persons working as independent contractors are not considered employees of Mennonite Village and have individualized agreements based on their assignments.

Regular Full-Salaried Employee

Those employees hired to work 40 or more hours per week and are exempt from overtime. Employees are eligible for the full range of benefits outlined in the Employee Handbook.

Regular Full-time Employee

Those employees hired to work up to 40 hours per week and a consistent set schedule. Employees are eligible for the full range of benefits outlined in the Employee Handbook.

Variable Employee (Part-Time, or On-Call)

Those employees hired to work less than 30 hours per week but may average over 30 on occasion if covering for employees out on medical leave or were a Regular full-time employee before asking to be moved from a set schedule. These employees are not guaranteed a set number of hours on a regular basis. Employees are eligible for some benefits as required by federal or state law and as outlined in the Employee Handbook

Seasonal/Temporary Employee

Those employees hired to work for a specific time period, usually less than one year or students attending college out of area and/or students only working limited schedule (i.e. holidays, summer breaks, etc.). There are no employee benefits available to seasonal/temporary employees except those required by state or federal law.

Commission Employee

Employees paid by commission will be guaranteed an hourly wage or a generous commission. Commission paid employees are eligible for additional benefits through Mennonite Village, refer to your memo of understanding for benefit clarification.

Interns/Volunteers

All interns working at Mennonite Village more than 80 hours per year will be required to successfully pass the same criminal history background check that is required of all employees. At the supervisor's request, interns may attend a New Employee Orientation class.

Layoffs and Staffing Changes

We reserve the right to make layoffs, reductions in hours, or changes in hours and schedules, depending on the needs of Mennonite Village and upon budget considerations.

Licenses

All licensed employees must provide a copy of their current license to their department management team and they may send a copy to Human Resources to be included in their personnel file. After renewing, they need to provide a copy of their new license. Mennonite Village will pay license renewal fees if you contact your supervisor prior to your renewal date. If you do not keep a current license on file, Mennonite Village will not permit you to work within the scope of your license.

The Company is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the Company that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, age, national origin, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

☞LIVING ON CAMPUS ☞

Due to potential conflicts of interest, employees are discouraged from living on campus.

∞ DISCRIMINATION & HARASSMENT ∞

As employees, we all have the right to be treated with dignity and respect. That means we must all take responsibility for treating our co-workers with respect. We need to speak up if we hear inappropriate comments because Mennonite Village strives to create an environment where discrimination and harassment is not tolerated. We should never treat a co-worker or anyone on our campus differently because of their race, color, religion, gender, national origin, age, sexual orientation or disability. It is also unacceptable to make any type of threats against your co-workers. If you experience any kind of discrimination or harassment, please report it to your supervisor, administrator, or to Human Resources. An investigation will be conducted when harassment is reported. Employees who engage in this type of behavior are subject to disciplinary action, which may include termination.

Employees who retaliate against someone who has filed a report or participated in an investigation on discrimination or harassment will also be subject to disciplinary action. Remember that it is everyone's right to be treated with dignity and respect.

∞ WORKPLACE BULLYING ∞

Workplace bullying is contrary to our Code of Ethics, and we take it very seriously. Workplace bullying reduces morale and productivity, may lead our talented and trained employees to leave, and may create a legal risk for Mennonite Village.

Workplace bullying includes behavior that harms, intimidates, offends, degrades or humiliates one or more employees, possibly in front of other employees, residents or vendors. Bullying may be intentional or unintentional, direct or indirect, verbal or non-verbal (e.g., intimidating body language), physical, isolating, and may include:

- Slandering, ridiculing or maligning a person or his/her family; spreading rumors and gossip about individuals; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; shouting or yelling at the person in a public or private setting.
- Pushing; shoving; kicking; poking; tripping; assaulting or threatening physical assault; damaging a person's work area or personal property.
- Non-verbal gestures, posture or glances that can convey threatening messages; socially or physically excluding or disregarding a person in work-related activities.

We will not tolerate bullying behavior by anyone, and employees found in violation of this policy will be subject to discipline action, up to and including termination.

⌘ DISABILITY AND ACCOMMODATION ⌘

Mennonite Village is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Mennonite Village will provide reasonable accommodations to qualified individuals with a disability, as defined by State or Federal regulations, who has made Mennonite Village aware of his or her disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on Mennonite Village. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

The federal Americans with Disabilities Act and Oregon's Disability laws define a person with a disability as an individual who has a physical or mental impairment that substantially limits one or more major life activities. Oregon has also extended their law to include accommodations for pregnancy.

Employer Accommodations for Pregnancy

If you need a temporary change to how, when, or where you work due to known limitations relating to pregnancy, childbirth or a related medical condition (including but not limited to lactation), you may request an accommodation under this policy.

Mennonite Village will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for Mennonite Village. Mennonite Village will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of Mennonite Village and its customers, the needs of Mennonite Village's other employees, Mennonite Village's operations, and Mennonite Village's resources.

Mennonite Village will not deny employment opportunities, take adverse employment action or in any manner discriminate or retaliate against you based on the need to make a pregnancy-related reasonable accommodation. Additionally, Mennonite Village will not require you to accept a reasonable accommodation that is unnecessary to perform the essential duties of your job nor will Mennonite Village require you to accept a reasonable accommodation if you do not have a known limitation. Additionally, Mennonite Village will not require you to take family leave, or any other leave, if Mennonite Village can make a reasonable accommodation to the known limitations.

Requesting an Accommodation

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact Human Resources. A request for an accommodation should include an explanation of why you require an accommodation, which may include any physical limitations or risks you face in your job, or a description of the difficulties you are having with one or more aspects of your job. Your request may also include a description of the accommodation you are requesting. A request should also include the date when accommodation will become necessary and the expected duration of your need for accommodation. If the end date for your accommodation changes in the future, notify your supervisor and/or Human Resources.

Your supervisor and/or HR will make a determination regarding your request for an accommodation within five business days. However, delays may be caused by waits for medical or other documentation, or necessary information from third parties. You will be kept informed of the status of your request.

Approved accommodations will be implemented as quickly as possible. If your request is denied, you will be given an explanation of the denial. You will also be told if an alternative accommodation has been approved.

∞TUBERCULOSIS TESTING ∞

The Public Health Division requires that employees working in home based care and nursing homes be tested for tuberculosis during the first two weeks of employment to ensure that no one is a carrier. We comply fully with the requirements of the law and will cooperate with you, your physician, and the Health Department in working toward a disease-free environment for our residents and employees. We will provide necessary screening skin tests for you. If required to have a chest x-ray, Mennonite Village will pay the fee. In those cases where INH treatment is required, the medication can be received from the Health Department and Mennonite Village will arrange to pay for one laboratory test, if it is ordered by your physician.

⌘ ALCOHOL AND DRUG ABUSE ⌘

Employees with a substance abuse problem are encouraged to seek treatment. Using or being under the influence of illegal drugs at work is prohibited and will be cause for disciplinary action. Reporting to work under the influence of drugs or alcohol is also prohibited and will be cause for disciplinary action, up to and including, termination. Possession of drugs or alcohol on Mennonite Village property is prohibited. Current employees may be subject to random and/or blanket drug testing. If employees are involved in a work related accident or injury while operating heavy equipment or driving a company vehicle, they will also need to have a drug and alcohol test. As an employee, you will also be subject to drug and alcohol testing if your behavior causes reasonable suspicion that you are impaired by drugs or alcohol. Failure to comply with this policy, or failure to report for drug testing when selected, will be cause for disciplinary action, up to and including, termination. Please see the Alcohol and Drug Abuse Policy in Appendix A for more detailed information.

∞ WORKPLACE VIOLENCE ∞

The Company prohibits possession of unauthorized firearms or weapons of any kind on Company premises. Additionally, employees are prohibited from carrying unauthorized weapons of any kind while away from the property on Company business.

Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers and Company vehicles. Unauthorized weapons are also prohibited in personal vehicles parked on Company property. Employees legally authorized by the state of Oregon to conceal must keep all weapons securely locked in vehicle and out of site.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

The Company will promptly and thoroughly investigate all reports of threats of violence, acts of violence, and suspicious individuals or activities. The identity of the Company individual making a report will be protected as much as is practical.

∞ PERFORMANCE EVALUATIONS ∞

Your supervisor will usually complete a formal performance evaluation after 120 days of employment and annually, thereafter. After the performance evaluation is reviewed with you, it will be placed in your personnel file. While our goal is to conduct employee evaluations during each 12-month period, circumstances may result in a longer period between evaluations.

Performance Improvement Plans

If your job performance or conduct needs improvement, your supervisor or administrator may give you a Performance Improvement Plan. These plans address particular job related areas that need improvement and are effective for various periods of time.

∞TERMINATION OF EMPLOYMENT ∞

Notice

If you desire to voluntarily terminate employment, you are requested to give notice at least fourteen (14) days in advance of your final day of work. Employees who provide and work their fourteen (14) day notice will qualify to receive any unused Earned Leave on their final paycheck. In the case of an emergency, a shorter period may be agreed upon between you and your supervisor and Human Resources Director. If you have not worked for a **30** day period and are not considered a temporary or seasonal employee, your employment will be considered terminated unless special arrangements have been made. Remember that Mennonite Village is an at-will employer, so you have the right to terminate your employment at any time and Mennonite Village has the same right.

Final Paycheck

Upon termination, either voluntarily or involuntarily, you will be paid for the number of hours worked, plus appropriate earned leave if you provided and worked your 14 day notice. If Mennonite Village terminates your employment, all wages earned by you are due no later than the end of the business day after your date of termination. If you terminate with forty-eight (48) hours or more notice, your wages are due on your last working day (unless it is a weekend or holiday). If you terminate without giving notice, your wages are due in five days, or on the next regular payday, whichever is sooner.

Unauthorized Absence (No call – No show)

If you are absent from work on three scheduled days in a calendar year without notifying your supervisor within the time frame required by your supervisor, you will be considered to have voluntarily terminated your employment.

Reduction in Staff

If your employment is terminated due to lack of work, we will attempt to give you prior notice when possible, but we reserve the right to terminate your employment without notice, if necessary. We will pay the wages due you up to the time of termination.

Exit Interview

Upon termination, you may be asked to participate in an exit interview conducted by the Human Resources Department. At this time, you are encouraged to provide information related to your termination and to make recommendations for improving working conditions at Mennonite Village. At this exit interview you will also need to provide a forwarding address for mailing purposes.

☞REHIRE POLICY ☞

Employees who are rehired within one year of their last termination date may qualify for reinstated benefits and seniority depending on the length of time between the date the employment ended and the date of rehire and the reason for separation. All rehired employees will be required, at a minimum, to submit to a criminal background check prior to returning to work. All IHC rehires must also submit to a drug test prior to returning.

Return to work is less than 6 months following termination date:

1. The original hire date will be restored immediately upon rehire.
2. If hired back into the same position the salary will remain the same as on the original termination date, except as modified by the Salary Schedule.
3. If hired into a new position: the salary will be the prevailing wage for the new position.
4. Benefits will be treated as follows:
 - a. Medical Insurance will be restored as soon as is practicable based on the plan design and rehire date.
 - b. Retirement Account participation will be restored as soon as is practicable based on plan design and the rehire date.
 - c. Earned Leave Accrual rate will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. No time is accrued for the period of absence.
 - d. Scholarship program eligibility will be restored based on the original date of hire or on completion of working a total of 12 months (prior work history included) commencing with the next regular semester following the rehire date.
 - e. Tenure Bonus eligibility will be restored based on the original date of hire.

Return to work is after 6 months, but less than 12 months following termination date and employee worked a minimum of 2 years before departure and the reason for departure was for medical/health reasons:

The above procedure will also be applied.

Return to work is more than 12 months following termination date:

1. Individuals who are rehired more than 12 months after termination date are considered new hires.
2. All benefits will commence as appropriate for a new hire based on the individual's first day of work when rehired.

⌘ HOURS, SCHEDULES, AND OVERTIME ⌘

Mennonite Village must have a 24-hour-a-day, seven-day-a-week schedule in order to provide proper care for the residents.

Normal Workweek

The normal workweek for most employees is the fixed and recurring period of 168 hours or 7 consecutive 24-hour periods beginning at 12:01 a.m. Sunday to midnight, Saturday. A workday consists of the hours you are scheduled to work in a 24-hour period.

In-Home Care Department employees use an 8:00 a.m. to 8:00 a.m. workday.

Shifts

Shift work is required due to the nature of the care we provide. If you would like to express a preference for a different shift, notify your supervisor. As openings become available, supervisors may make shift assignments based on business needs, work skills and your seniority with Mennonite Village.

Carrying a Pager

Mennonite Village recognizes that staff is inconvenienced by carrying a pager. Thus, we provide compensation and incentive for staff to perform this necessary duty. Our policy provides the following:

Non-management staff who are assigned to carry a pager during off duty hours will receive additional payment per hour for the hours they have pager duty.

If staff are paged and have to report to work or perform work from home, they will receive their regular pay rate or agreed upon rate (or overtime pay rate, if they have worked sufficient hours to be eligible for overtime during that period) for hours worked.

Non-management staff reporting to Mennonite Village campus to respond to a page will be paid a predetermined hourly rate, beginning from the time the staff member leaves his/her home. Staff responding via phone only will be paid a 15-minute minimum.

Management staff does not receive additional compensation for carrying a pager. For the purposes of this policy, management staff not receiving pager compensation is those who are classified as FLSA-exempt.

Non-management staff who are to be paid for pager duty will submit a record of dates and hours on pager duty to payroll by the usual payroll deadline. These records shall include time on pager duty and time actually worked (if any) when paged. These records must be approved in writing by the staff member's supervisor.

Mandatory Meetings on Days Off

As a 24/7 hour employer there may be times employees will need to attend mandatory meetings or trainings on their scheduled days off. The company will compensate employees for time spent at these mandatory events. If the training or meeting last less than one hour the employee will be compensated a minimum of one hour for their time.

Overtime

Because of the round-the-clock nature of our work, overtime may be necessary. Overtime is intended to meet emergency needs and must be authorized by the supervisor or department head.

"Hours worked" are the hours you actually spend performing assigned tasks. Employees who are paid by the hour receive time-and-a-half pay for hours worked beyond 40 hours in any one workweek.

Salaried Exempt Employees

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform *no* work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances below. Such improper pay deductions are therefore specifically prohibited by Mennonite Village. Managers or supervisors violating this policy will be subject to investigation of their pay practices and immediate correction to the impacted employee will occur.

- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the employer
- Absences caused by the operating requirements of the business
- Partial day amounts other than those specifically discussed below

Exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other company policies and practices.

- Absences of one or more full days for personal reasons.
- Absences for an approved medical leave (FMLA/OFLA).
- Unpaid disciplinary suspension of one or more full days.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee.

Breaks

For your own well-being, it is important to take your authorized breaks. Mennonite Village will provide rest breaks consistent with Oregon law. Rest breaks are to be no more than 15 minutes in length. You must inform your supervisor when you are taking a break or lunch period and inform your supervisor which employee is covering for you. It is not necessary to clock in and out for meal times or other breaks unless you leave the premises. The Bureau of Labor and Industries does not allow employees to combine rest breaks and the meal break.

| Length of work period | Number of rest breaks required | Number of meal periods required |
|------------------------------|---------------------------------------|--|
| 2 hrs or less | 0 | 0 |
| 2 hrs 1 min - 5 hrs 59 min | 1 | 0 |
| 6 hrs | 1 | 1 |

| | | |
|---------------------------------|---|---|
| 6 hrs 1 min - 10 hrs | 2 | 1 |
| 10 hrs 1 min - 13 hrs 59 min | 3 | 1 |
| 14 hrs | 3 | 2 |
| 14 hrs 1 min - 18 hrs | 4 | 2 |
| 18 hrs 1 min - 21 hrs 59 min | 5 | 2 |
| 22 hrs | 5 | 3 |
| 22 hrs 1 min - 24 hrs | 6 | 3 |

Lactation Breaks

If you are a nursing mother, the Company will provide you with unpaid lactation breaks up until your child is 18 months old. Under Oregon law, nursing mothers are allowed a lactation break for a reasonable amount of time whenever they need to express milk.

If a non-exempt employee takes a lactation break at the same time as a paid rest break, the break is paid. Otherwise, breast milk breaks may be considered unpaid.

As a nursing mother, you will be provided a private place (other than a bathroom) in close proximity to your work area that is shielded from view and free from intrusion by coworkers and the public, where you can express breast milk.

If you require lactation breaks, please contact your supervisor or Human Resources.

Meal Breaks

If you work more than 6 hours, it is assumed you have had a meal break and you will have 30 minutes automatically deducted from your hours clocked unless otherwise documented and authorized.

In-Home Care Department employees who are not relieved from duty for meal periods will be paid for their meal periods.

Attendance Guidelines

In order to efficiently provide proper care to the residents and clients we serve and maintain standards and schedules, employees are expected to be present for work, on time, for all scheduled shifts. Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for your team members. Mennonite Village has an Attendance policy that is based on a point system. After an employee has exhausted their protected time off under Oregon's statewide sick leave law, they will be subject to disciplinary action up to and including termination.

POLICY:

Point are assigned in the following manner:

| | |
|---|---------|
| Full Day Absence (unplanned/sick) | 1 point |
| 1/2 Day or greater Absence (unplanned/sick) | ½ point |
| Dr. Appointment (unplanned) entire shift | 1 point |

| | |
|--|----------|
| Dr. Appointment (unplanned (1/2 shift) | ½ point |
| No Call/No Show | 5 points |

If an employee is in their first 90 days of employment one No Call/No Show or two or more unplanned absences may result in termination. For all other employees, the point system is based on a calendar year. All infractions will reset January 1st. For example if you have 9 points in December, they will be cleared off your record come January 1st.

If an employee fails to show for 3 or more consecutive shifts without good cause the company may consider this a voluntary termination of employment.

There will be no points given for the following instances:

- Lack of work (including being sent home for census reasons)
- On the job injury
- Pre-approved leave of absence
- Bereavement leave
- Approved Medical leave (FMLA or OFLA)
- Jury Duty
- Inclement Weather
- OFLA Qualifying Sick Child (A doctor's note will be required after the 5th sick child call-off in a leave year). Employee must meet the qualifications for OFLA to be considered protected time away.

Employees who are absent from work for four or more consecutive shifts due to personal illness (not FMLA/OFLA eligible) can minimize the points incurred to 1 point if the absence can be substantiated with a doctor's statement/note covering the period of time they were unable to work. The required doctor's statement/note must be presented to your supervisor upon returning to work. All absences of 4 or more days require documentation.

PROCEDURE:

| <u>Number of Points in Calendar Year</u> | <u>Corrective Action</u> |
|--|--------------------------|
| 6 point | Oral warning |
| 9 points | Written warning |
| 12 points | Final warning |
| 15 points | Termination |

An employee with more than 2 years of service and prior good attendance record may be placed on a Work Performance Improvement Plan (WPIP) in lieu of termination.

Definitions:

Planned absence: an absence arranged in advance with the supervisor or scheduler, such as a vacation day.

Unplanned absence: an absence that has not been arranged in advance and is called in to the appropriate person.

The first 40 hours of leave (paid or unpaid) used for sickness is protected under Oregon's statewide sick leave law. Sick time over 40 hours in a calendar year, which is not protected under any other leave law, may be subject to disciplinary action.

Schedule Changes/Trade Days

If you need to take a day off after your work schedule has been posted, please review your department's policy to ensure you follow proper protocol for shift changes or trades.

Whom to Notify When You Are Unable to Work

It is the employee's responsibility to notify the appropriate staff (see list below) if he/she is unable to work his/her scheduled shift.

If the need for time off is unforeseen, you must call your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action.

| Department | Who to Notify |
|-------------------|---|
| Nursing | Staffing Office (Charge Nurse if Staffing Person is not available) |
| In-Home Care | In-Home Care Staffing Supervisor |
| Other departments | Notify your immediate supervisor or designee |

Your immediate supervisor or designee must be informed of your absence, the reason for your absence, and the probable time of your return to work. Failure to do so may result in disciplinary action. Phone and text messages are unacceptable for calling off unless your department supervisor/staffing coordinator has approved this mode of communication.

Tardiness

Staff members are expected to arrive promptly for each scheduled shift. You will be considered tardy if you are not ready to work at the time you are scheduled to work. Being tardy more than twice a month, for more than one month, is considered a pattern of tardiness. A staff member who exhibits a pattern of tardiness may be subject to disciplinary action.

Holidays

You are expected to share the responsibility of working weekends and holidays. If you are required to work Thanksgiving, Christmas Day, or New Year's Day, you will be paid time-and-a-half; Memorial Day, Fourth of July, and Labor Day, you will be paid an hourly premium of \$1 per hour for working the holiday.

∞ COMPENSATION ∞

Philosophy

Mennonite Village's compensation philosophy is based on our belief in internal equity, market competitiveness, and good stewardship of our residents' funds.

Selected jobs may be compared to available market data to ensure that we can compete successfully for the best employees.

Pay Upon Hire

New staff will be hired into the approved pay grade for their position. Staff is to be hired at Level 1 unless they possess high levels of experience. Hiring Coordinators may hire at Levels 1-3, depending on staff experience. Hiring above Level 3 requires the approval of the Human Resources Director

Review of Existing Positions

When a supervisor requests that a job be paid at a higher pay range, Human Resources will conduct an analysis based on information provided by the employee, supervisor, and Administrator/Director. The Chief Operating Officer and Human Resource Director will make the final decision.

Down-Classification of a Position

When a decision is made that a position is more appropriate at a lower pay range than the position's current pay range, the staff members' pay will be frozen if their pay is above the highest level in the new pay range. If their current pay rate is within the new pay range, their pay rate will move to the level that is equal to or higher than their current pay rate.

Up-Classification of a Position

When a decision is made that a position is more appropriate in a higher pay range than the position's current pay grade, staff members will be placed in the step of the new pay grade that is equal to or higher than their current pay rate. Pay increases are generally not retroactive.

⌘ PAYROLL INFORMATION ⌘

Pay Rates and Increases

Your rate of pay is based on the responsibility, skill, and training necessary to do your job, and is set and adjusted based on Mennonite Village's compensation philosophy. It is our goal to comply fully with the law and to pay wages and provide additional benefits comparable to similar positions in the community. Each hourly position has a base or starting rate, with an increase on the anniversary of the hire date, assuming satisfactory job performance, up to the top of the position's pay range. Wages are reviewed and approved annually by the Board of Directors before the new budget year begins.

Equal Pay Policy

At Mennonite Village we are committed to providing equal pay to our employees. We will not discriminate in the payment of wages or other compensation between employees performing work of a comparable character. We take affirmative steps to ensure equal pay for those comparable positions by setting pay based on bona fide business factors including seniority, education, training, and/or experience, quantity/quality of work, work location, travel.

Our Company will also **not** make inquiries into an applicant or employee's current or former compensation during the recruitment process, nor will it determine compensation for a position based on the current or past compensation of an applicant or employee.

If you have questions about your compensation, please talk with Human Resources.

Timecards

Your electronic time card/name badge is your record of time spent on the job. It is your responsibility to see that this record is accurate. A printout will be run at the end of each pay period by the payroll department and given to your supervisor or department head for approval. The printout should reflect when you began and when you quit work. If you leave the premises for any personal reasons, you should accurately clock in and out to show when you leave and when you return to work. Please observe the following rules:

- Clock in and out only for yourself,
- Don't clock in more than 7 minutes before your shift starts unless you have authorization to work overtime;
- Don't clock out more than 7 minutes after your shift ends unless you have authorization to work overtime;
- Your supervisor or department head must initial any overtime, errors, or corrections on the time clock printout.

You are responsible for including any information concerning the position or shift you work each day, if this information is needed for payroll purposes.

For payment consideration, you will be paid as scheduled and recorded on the electronic time clock to the nearest quarter of an hour. Time clock markings will indicate beginning and ending time of a scheduled work period.

Employees in departments not using the electronic time clock must keep an accurate written record of their time in lieu of using the time clock. In-Home Care employees are required to submit a written time card before 9 a.m. on the Monday before payday.

Time Corrections or Additions

Additional notes may be made on special forms available at the time clocks to inform Payroll of important information (see below). Your supervisor must approve these forms and they must be submitted timely. If the form is for Earned Leave and it was not submitted prior to payroll being processed, the hours will be paid on the following payroll:

- Scheduled holiday, vacation day, or sick day--EL (earned leave);
- Authorized overtime-OT
- Forgotten punch-ins or outs; and
- Working in a different department.

Daylight Savings Time

Night-shift personnel working during daylight savings time conversion in the spring and in the fall will be paid for actual time worked.

Paychecks

Pay periods occur every two weeks. Paychecks are distributed on Friday, six days after the end of the pay period. Report any errors in pay to the Payroll Department immediately.

Draws or Advances (Coming Mid-September)

Draws or advances on earned wages will be allowed using the Wallet function through OnShift. OnShift Wallet is an application that allows employees to access earned but unpaid income by instantly transferring funds to a personal bank account. There is a \$5 transaction fee for unlimited transactions made within a 48-hour period, this includes transferring funds to a bank account or using for instant bill pay. ***As long as the hours have been worked, you can access up to 50% of your net earned, but unpaid, wages before payday. Your initial maximum available balance will be \$100. Each successful transaction and reimbursement will increase your maximum balance by \$100 up to \$500 maximum per pay period.*** If an employee fails to pay back the money they received they will not qualify for any future advances until the money has been paid back.

Direct Deposit

You can save yourself a trip to the bank by having your paycheck directly deposited to your bank account on payday. If you would like to have direct deposit, please see Payroll or Human Resources for more information.

Tenure Bonus

After you have completed 3 ½ years of service (42 months) you will receive a tenure bonus on your anniversary hire date. The first tenure bonus will be equal to 3% of your gross wages earned from the 3 ½ year point to your anniversary date (6 months).

After receiving your first tenure bonus, you may elect to receive future annual tenure bonuses as either a lump-sum check on your anniversary date **or** as a 3% increase to your wage. You may elect this in writing after receiving your first bonus. If you do not make a written election, you will receive your next bonus as a lump-sum check on your anniversary date. Each year, you may choose your bonus as a lump sum or as a 3% increase in your wages during the following year.

Contact the Payroll Department if you have questions regarding this.

Deductions

The following deductions shall be made from your paycheck: Federal and State income tax, FICA, insurance premiums, Workers Compensation, and other deductions as mutually

authorized or required by law or regulation. An employee may take a payroll deduction from his/her check for a meal ticket, services from the Beauty Shop or Gift Shop purchases. Deductions may not be spread over more than one pay period.

✿ EMPLOYEE BENEFITS ✿

☪ EARNED LEAVE ☪

Earned Leave is a consolidation of and is in lieu of vacations, holidays, sickness, funeral, jury, or emergency leave. This time off is provided to all employees in compliance with Oregon's statewide sick leave law. Employees will accrue EL during his or her first 90 days of employment, but may not use it until after this period, unless your supervisor allows an exception to this rule. Earned leave is based upon paid hours up to 2,080 hours per year, excluding overtime. For home care employees, earned leave is earned only on regular hours, not on sleep/on-call hours.

Accrual Rate for Earned Leave Plan

- 1st-3rd year of employment at 40 hr/wk or equivalent hours: 10.833 hours of work earns one hour of Earned Leave;
- 4th-9th year of employment at 40 hr/wk or equivalent hours: 9.285 hours of work earns one hour of Earned Leave;
- 10th year at 40 hr/wk and each year thereafter, or equivalent hours: 7.647 hours of work earns one hour of Earned Leave.

Earned leave is subject to the following guidelines:

- You are encouraged to take at least one-half of your earned leave each calendar year;
- Requests for earned leave (unless you are ill) should be put in writing or requested via On-Shift and submitted to your supervisor as far in advance as possible (a minimum of two weeks) to ensure continued service to the residents. In the event of conflicts, your supervisor will decide who has preference. Full-time employees who do not have the earned leave time accumulated for the time they are requesting off may be denied the time away from work.
- No more than 480 earned leave hours may be accumulated. Accrual will stop at 480 hours; no additional hours will be accrued or paid to the employee;
- You may not be paid for earned leave in lieu of taking time off, except as detailed in the "Cash Out" policy;
- For In-Home Care employees, earned leave will accrue based on regular hours, not on sleep or on-call hours;
- All paid time off will be charged against your accrued earned leave time; and,
- Earned leave used during a pay period will not be used in computing overtime.

Notification:

When used in case of an illness or emergency, an employee must notify his or her department manager at least one hour or more, as established by the department policy, before the start of the shift, and state the specific reason for and the expected length of the unscheduled absence. Use of EL and notification of an employee's supervisor does not imply an approved absence. Employees who are scheduled to work and fail to do so may be subject to disciplinary action. Personal time off must be scheduled in advance and consistent with departmental policy. The time off must be convenient to the department and to Mennonite Village and not compromise service to residents. The only exception may occur in case of illness or accident.

Earned Leave Payment:

Earned leave will be paid at the employee's regular straight time hourly rate. For employees who are regularly scheduled to work in jobs with different pay rates, EL will be paid at the rate for the hours they would have been scheduled to work and are missing.

Earned leave will be paid on the normal payroll schedule except in the event of termination. Earned leave is paid for time employees would normally be at work. Earned Leave cannot be used as the two weeks or more notice when terminating employment and will only be paid out for a resignation if fourteen (14) days' notice was provided and the scheduled shifts were worked.

Employee Termination:

When an employee leaves employment for termination, the employee will be paid for the EL balance that has been earned and not taken as of the end of the last day worked, provided they have successfully completed their 120 day trial period and provided and worked their 14 day notice. The employee will be paid the rate of their primary position.

Cash Out

After completing the 120 day trial service period, employees are eligible to cash out their leave two specified times per year. For leave cash out, eligible employees are required to complete the Request for Earned Leave form indicating the amount of earned leave they would like to use. If the request is not received prior to payroll being processed the requested amount will be placed on the following payroll. An employee will be paid the rate of their primary position when requesting a cash out. It is important employees plan ahead and follow company policy. Full-time employees must leave a balance of 40 hours in their Earned Leave Bank and Variable employees must leave 20 hours in their Earned Leave Bank.

The two cash out periods are as follows:

May/June: Employees must submit a request for earned leave cash out by the end of May to be paid during a pay period in June depending on when the Earned Leave Request slip was submitted to payroll.

November/December: Employees must submit a request for earned leave cash out by the end of November to be paid during a pay period in December depending on when the Earned Leave Request slip was submitted to payroll.

VETERAN'S DAY LEAVE ∞

Mennonite Village allows eligible veterans to request Veterans Day off in compliance with statutory requirements. Check with HR to determine whether you are an eligible veteran. You may be required to provide documentation of your eligibility for this type of leave.

Eligible employees wanting to take the day off must make a request to their supervisor at least 21 days before Veterans Day each year. Mennonite Village will notify you no later than 14 days before Veterans Day if the time off is approved. While we strive to approve employee requests for this leave, we may need to deny the leave if the absence would cause significant economic or operational disruption or undue hardship. If your request is denied, we allow you to take a different day off during the year prior to the following Veterans Day.

You must use your paid time off for this day; otherwise the day will be unpaid.

∞ PERSONAL LEAVE ∞

Under limited circumstances, Mennonite Village may provide up to 30 days of leave for you to attend to personal matters, including medical issues. Personal leave is unpaid. You may utilize any accrued earned leave during your absence. Benefits will continue in accordance with the benefits eligibility requirements of our policies. You may be required to supply Mennonite Village with certification of the condition necessitating leave.

You are expected to return to work as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit. If you require a leave of absence longer than 30 days, the leave must be approved by the Administrator/Director of your area and the Human Resources Director.

An approved leave greater than 30 days, does not guarantee that you will resume work in the same or an equivalent position when you are again available to work. A leave greater than 30 days will also result in loss of health benefits. You will be eligible to continue health benefits through our COBRA plan at 100% cost to you, the employee, plus a 2% administrative fee.

If you have a need for a personal leave, please see your supervisor.

∞ FAMILY AND MEDICAL LEAVE ∞

It is the policy of Mennonite Village to provide family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) and state law. If your absence qualifies as FMLA leave under both state and federal laws, you will use your entitlement under each law at the same time, to the extent permitted by law. If one law provides a greater benefit, you will receive the greater benefit. This leave may be available in the following circumstances: pregnancy; to care for your newborn, newly adopted child, or newly-placed foster child; to care for a family member with a serious health condition; to recover from or seek treatment for your own serious health condition; for a qualifying exigency; or to care for a child with an illness which requires in-home care but is not a serious health condition. If you have a need for this type of leave, contact Human Resources as soon as possible to learn about the leave and your responsibilities. If you are not eligible for FMLA leave, use up your FMLA leave, or wish to take leave for a purpose that does not qualify for FMLA, you should consult Mennonite Village's other leave options to determine if other leave might be available to you. .

Eligibility

Federal Family Leave is available to employees who have completed at least 1 year of service and who have worked at least 1,250 hours in the previous year. Oregon Family Leave is generally available to those who have worked 180 days, averaging at least 25 hours per week.

Duration

As determined by the doctor, eligible employees may take up to 12 weeks of leave in a "rolling" 12-month period measured backward from the date the employee uses any FMLA. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Additional leave may be available by law under some circumstances. When a leave is taken for a condition that qualifies under more than one law, entitlements will be credited concurrently.

Benefits During Leave

Mennonite Village will continue your health & dental insurance during your approved leave; you will pay the same portion that you pay while working.

Pay During Leave

The leave is unpaid, but you may use your accrued earned leave, if you wish.

Application for Leave

Make your request for leave in writing 30 days before you need your leave, or as soon as possible. Failure to provide proper notice may result in disciplinary action.

Employer Responsibilities

Mennonite Village must inform employees requesting leave whether they are eligible under FMLA or OFLA and the amount of leave counted against the employee's leave entitlement. If it is determined that the employee is not FMLA or OFLA protected, they must be notified.

Certification

Before your leave request can be approved, you may need to supply us with a medical certification form. Certification forms are available from Human Resources. Mennonite Village may require certification from a second doctor, at Mennonite Village's expense.

Reinstatement

In order to have reinstatement rights when you are returning from Family Leave, you must request reinstatement promptly upon the expiration of leave. If you make a timely request for

reinstatement and comply with other requirements under state and federal regulations, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available equivalent position in accordance with applicable law. If there is not an available equivalent position, you must continue to submit written requests for extensions of your leave until a suitable job becomes available. Otherwise, Mennonite Village will assume that you are no longer interested in employment and your employment will be terminated.

Return to Work

You need to report to work at the end of your leave. You may be required to present certification from your doctor that states you are able to return to work with no restrictions. If you are not able to return to your position at the end of your protected leave, your position may be filled by another employee.

If you are in need of this type of leave, please contact your supervisor immediately.

⌘ STATUTORY BEREAVEMENT LEAVE ⌘

Under the Oregon Family Leave Act, Mennonite Village makes available leave to deal with the death of a family member including attending the funeral or alternative, making necessary arrangements or grieving.

Eligibility

For purposes of bereavement leave, OFLA is available to employees who have completed at least 180 days of employment, averaging at least 25 hours per week.

Maximum Duration of Leave

Eligible employees are allowed up to two weeks of leave within a twelve month period for each death of a covered family member. Leave must be taken within 60 days of the date the employee receives notice of the death of the family member. Leave for this reason is credited against the 12 weeks that the employee may have available under OFLA.

Pay During Leave

Leave is generally without pay. However, employees may use their earned leave benefit. Payment is made for hours the employee was otherwise scheduled to work on those days. Paid time off benefits, such as vacation and sick leave, do not accrue during any period of unpaid statutory leave.

Certification

In general, you are expected to provide notice of the need for leave in advance of taking the time off. Regardless, you must provide verbal notice of the need for leave within 24 hours of commencing the leave. You must also provide written notice and explanation of the need for leave within three days of returning to work. You may also be required to provide a certification of the death of your family member.

Call-In

Mennonite Village requires employees on statutory leave to comply with Mennonite Village's call-in policy.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

∞ MILITARY LEAVE ∞

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Should you have a need for this leave, consult your supervisor and the Human Resources Department as soon as possible.

If you are in need of this type of leave, please contact your supervisor immediately.

∞ DOMESTIC VIOLENCE & CRIME VICTIM'S LEAVE ∞

Mennonite Village makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, and advice from legal counsel, law enforcement assistance, or other steps to help better ensure your health and safety.

Mennonite Village also makes available statutory leave to attend criminal proceedings if you or an immediate family member is the victim of a personal felony.

Eligibility

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on the company.

Pay During Leave

Leave is generally without pay. However, during your leave, you may utilize any other paid leaves provided by the company.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to a copy of a police report or documentation from an attorney who is assisting you with the matter.

Call-In

Mennonite Village requires employees on statutory leave to comply with the Company's Call-in Policy for Employees on Leaves of Absence.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, or need an accommodation for safety reasons, please contact your supervisor immediately. If you take out a restraining order on an individual, Human Resources request you contact them and let them know immediately. With your permission and support a picture of the individual will be provided to the front desk(s) on campus with instructions to call 911 if the individual is seen on campus.

∞ DENTAL & HEALTH INSURANCE ∞

After the completion of employee's first 60 days of employment, Mennonite Village pays a significant portion of the premium for group health and dental policies if you are a regular, full-time employee. Variable Part-time and On-Call employees do not qualify for dental and health benefits. You may have coverage for your dependent children up to age 26 (25 for Vision coverage); however, you are responsible for the cost of this insurance. The cost of your dependent coverage must be taken out of your paycheck as a payroll deduction. Health benefits begin on the first of the month following the completion of your first 60 days of employment. Contact the Human Resources Department for details.

In-Home Care Employees

In-Home Care employees are eligible for the same health and dental insurance benefits as other employees. Because of In-Home Care's unique situation of the indefinite length of employment with each client, and the possibility of no work for a period of time between clients, in-home care employees may be scheduled to work in other areas on campus for which they have been trained in order to maintain their full-time benefit eligible status.

☞ WORKER'S COMPENSATION ☞

Mennonite Village maintains Worker's Compensation insurance which may pay certain benefits to you if you are disabled and/or absent from work because of injuries sustained on the job or from a job-related illness. You must report any accident or injury received on the job at the time of injury to your supervisor or administrator/director. A Staff Occurrence Worksheet must be completed for Mennonite Village's records and for a safety analysis. See **Safety** section for more information about reporting injuries.

☪ EMPLOYEE ASSISTANCE FUND ☪

The Employee Assistance Fund was established to assist employees who are experiencing an extreme and unforeseen financial crisis. The Fund is replenished through employee and residents tax deductible donations of cash and is administered by a committee of employees. You are encouraged to donate to the fund to help employees who are in need. To be eligible for assistance, you must have completed 120 days of employment. You may apply for assistance from the fund through Human Resources. When the committee approves a request, funds are generally disbursed in the form of checks or vouchers for food, gas, or other items, and not in the form of cash. These funds are taxable and will be reflected on the employee's paycheck and year-end W-2, unless the reimbursement is for medical expenses.

☞ TRAVEL POLICY ☞

The company complies with federal and state law when determining what counts as hours worked when an employee travels. The following rules apply to travel situations:

| Category | Definition | Compensable travel time? |
|--|---|---|
| Portal-to-portal travel | Normal home-to-work / work-to-home travel at the beginning and end of the work day. | No |
| Travel between worksites | Travel in the course of a day's work from one job site to another. | Yes |
| Special one-day assignment or training | Employee is sent on a one-day assignment to a city outside of Albany. | Yes |
| Overnight travel | Travel that keeps an employee away from home overnight. | Yes, whenever travel cuts across an employee's regular work hours (applies to seven days per week). |

MILEAGE REIMBURSEMENT

Mennonite Village will reimburse you for prior authorized use of your personal vehicle for business purposes at a set rate per mile. Contact Accounting & Business Services for the appropriate forms.

⌘ RETIREMENT PLAN ⌘

After you have been a continuous employee of Mennonite Village for 24 months, you are enrolled in a retirement income program. Mennonite Village will contribute an amount equal to 3% of your earnings into the Mennonite Retirement Trust Fund. The contributed money plus earnings will be available at age 65, if you retire from Mennonite Village. If you quit or are terminated, the money belongs to you and can be transferred to another retirement plan, or cashed out with a penalty. You may also contribute to your 401(a) Retirement account by subtracting funds from your check after taxes are taken out. Contact the Human Resources Department for more information.

☞ 403(b) PLANS ☞

Mennonite Village permits saving through two different 403(b) plans once an employee has completed 120 days of employment. These programs allow you to save for retirement by subtracting funds from your check before taxes are taken out or after tax if you choose the 403(b) Roth option. Please contact Human Resources for more information about these plans.

∞ SCHOLARSHIP PROGRAM ∞

Mennonite Village Scholarship program may pay the cost of your education or training. This may include attaining a GED, taking accredited college course work, or getting specialized training. Awards are for tuition at the current LBCC credit hour rate, but classes may be taken at other approved schools. The cost of textbooks may also be partially reimbursed.

Applicants must meet the following criteria:

- Continuous employment at Mennonite Village for 12 months or more.
- Average 80 hours or more of work **per month** throughout the previous 12 months.
- Acceptable performance appraisals and no written disciplinary actions in the previous 12 months.
- Demonstrated ability to succeed at a higher academic or technical level.
- Willingness to support the values and mission of Mennonite Village.
- Two references (forms provided and distributed by the committee): one from the applicant's supervisor and one from a co-worker who is not a relative.
- Submit a completed Scholarship Application form before the application deadline.
- Attend a Scholarship Committee meeting to share your educational and career goals.

Returning scholarship applicants must meet the following criteria:

- Maintain a GPA of 3.0 (an applicant whose grades slip below the qualifying 3.0 may be supported at 50% of the qualifying amount for one term, at the discretion of the committee).
- Average 60 hours or more of work **per month** throughout the previous school term. Continue to be an employee in good standing at Mennonite Village.
- Submit a timely application each term.

Some requirements and conditions of award may be waived or changed on a case-by-case basis at the discretion of the Scholarship Committee and available funding.

How to apply:

Staff can apply for a scholarship by picking up an application from the Human Resources forms rack. For questions, please call the Volunteer Coordinator or Human Resources.

Funding:

Funds for Mennonite Village Scholarship program come from several sources, including the Nursing Scholarship Funds and two Mennonite Village gift shops operated by volunteers. In addition, Mennonite Village contributes to the fund annually and donations by staff, residents, families and friends are always appreciated. If interested in making a donation, please contact our Foundation Director.

☞ EMPLOYEE RESPONSIBILITIES ☞

☞ RESIDENT RIGHTS ☞

You should familiarize yourself with the content of the Resident Bill of Rights, and use the Bill of Rights as a guideline for establishing your relationships with the residents. The residents' quality of life must be everyone's top priority.

☞ REPORTING ABUSE ☞

If you have reasonable cause to believe that a resident has suffered abuse prior to his/her admission, or during his/her stay at Mennonite Village, you, as an employee of a health services community, are required by law to report it. All suspected cases of abuse should be reported to your supervisor or administrator. Failure to report a suspected case of abuse is punishable by a fine, imprisonment, or both. It may also lead to disciplinary action, up to and including termination.

⌘ CORPORATE COMPLIANCE ⌘

In order to ensure that Mennonite Village maintains a high level of honesty and ethical behavior in all aspects of services and relations with residents, third party payers, employees, and independent contractors, we have developed a Corporate Compliance Program. The Corporate Compliance Program is designed to help prevent and detect health care fraud.

As a part of your employee orientation, you will receive the Corporate Compliance Program booklet. Please read that for a full description of the Program. If you have any questions or would like more information on our Corporate Compliance Program, please contact the Compliance High Level Official, the Compliance Official or the Compliance Officer (the name and number are listed in the Corporate Compliance Program booklet), Mennonite Village Human Resource Director or the Executive Director. A summary of how to report any suspected misconduct is written in the Compliance Program booklet.

It is also the policy of Mennonite Village (if applicable) to bill the Medicare/Medicaid programs, or any other health care program, in accordance with their requirements and retain only those payments it is entitled to receive. We will not retaliate against any employee that, in good faith, reports such conduct or participates in any investigation or proceeding relating to possible violations of this policy. To further this policy, Mennonite Village has developed policies and procedures for detecting and preventing fraud, waste, and abuse in connection with the billing of health care programs.

Anyone with knowledge of fraud, waste, or abuse in connection with billing of Health Care programs should report that information immediately to our Compliance Official, HR Director, or Executive Director.

⌘ CONFIDENTIALITY ⌘

You must, at all times, respect the confidentiality of the residents' personal matters. Care must be exercised about the information that you receive, as well as the information that you are asked to reveal. Inappropriately sharing information will be considered a major infraction and you will be subject to disciplinary action. Inquiries regarding residents' conditions should be referred to the nursing supervisor or your administrator.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law. HIPAA covers three areas: insurance portability, fraud enforcement and administrative simplification. The right of patient/resident confidentiality is covered in the administrative simplification standards. HIPAA allows a healthcare facility to use patient/resident information (demographic or clinical) in the course of a resident's treatment, for payment purposes or for the performance of operations. Only the minimum necessary resident information may be disclosed. A signed and dated consent (authorization) must be obtained for any other use or disclosure of resident information. All employees are required to follow Mennonite Village HIPAA policies and procedures. Failure to comply with HIPAA standards could result in disciplinary action, up to and including, termination of employment.

⌘ WHISTLEBLOWER POLICY ⌘

Oregon whistleblower law makes it an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information that the employee believes is evidence of a violation of a state or federal law, rule or regulation.

Mennonite Village is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and the company's commitment to open communication, this policy aims to provide an avenue for staff to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to cover protections for individuals performing work on behalf of the Company if they raise concerns regarding the Company, such as:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with Company policy, including its Code of Conduct and the Compliance and Ethics Program; or
- Activities, which otherwise amount to serious improper conduct.

Any crimes against person or property, such as assault, rape, burglary, etc. should immediately be reported to local law enforcement personnel and area administrator and/or director.

The whistleblower should promptly report the suspected or actual event to their supervisor. The whistleblower can report the event with their identity or anonymously. Due to the nature of anonymous reporting, individuals who do not provide their identity forfeit the opportunity for the Company to provide a follow-up response. Individuals who choose to identify themselves will receive a personal, confidential follow-up within 14 business days of the initial report that specifies the organization's response within legal and confidentiality requirements. The individual will also receive a communication when all investigations are over, also within confidentiality and legal requirements. This communication will come from the supervisor or appropriate administrator.

The Company will only report those details that do not violate the confidentiality of any other parties involved.

The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the Company.

Anyone who retaliates against a whistleblower will be subject to disciplinary action up to and including termination.

Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.

If the whistleblower is uncomfortable or otherwise reluctant to report to their supervisor, then the whistleblower should report the event to the Compliance and Privacy Hotline (1-800-211-2713) described above. While not entirely anonymous this provides another avenue for addressing concerns. The whistleblower policy above applies entirely to the Compliance and Privacy Hotline policy as well.

☞ UNIFORMS AND DRESS CODE ☞

ID Cards

Wear your ID card to work each day. The card should be visible and worn at or above belt level. In-Home Care employees are not required to wear their ID cards in certain situations. Please consult your supervisor if you have questions about this issue.

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

Uniforms

You are responsible for providing and maintaining your own clothing and uniforms, if required by your department. We provide aprons for food service employees. Your supervisor can tell you what uniform/dress code is required in your department. See Appendix B for the complete Campus-Wide Staff Dress Code Policy.

Personal Possessions

Employees are responsible for their own possessions. Mennonite Village is not responsible for items that are lost at work.

Tattoos and Piercings

Mennonite Village allows employees to display tattoos and other body art at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to Company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, residents, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the Company's goal. Nonetheless, the Company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Human Resources Director will follow Company procedures to resolve the issue.

A department may have a valid business reason to have a stricter dress code than the campus wide dress code. The department will train their staff on the expectations of their job area and provide a department dress code policy.

☞ SOLICITATION ☞

Individuals are requested to refrain from soliciting other employees during working time for any purpose. "Working time" includes working time for either employee soliciting or distributing literature or an employee being solicited or receiving literature.

Solicitation and distribution of literature or other materials by non-employees (excluding residents) for any purpose is prohibited at all times anywhere on company premises. Company premises includes, but is not limited to, all enclosed buildings, parking areas, walkways, driveways, grounds and other common areas.

The posting of materials or electronic announcements are permitted with approval from Human Resources and/or its designee(s).

Loitering in facility buildings is prohibited at all times. Any non-employee violating this policy (with the exception of a resident who lives on campus) will be required to leave the facilities' premises.

☞ GRATUITIES ☞

The intent of our policy is to ensure consistent and fair treatment of employees. Residents and families who wish to acknowledge and thank staff members are encouraged to thank them personally, send a note of appreciation to the employee and/or the supervisor, or provide a gift that benefits the entire work group. This does not prevent an employee from accepting a cup of coffee, a flower, or similar item of little or no monetary value from a resident or family member. Other examples of an appropriate gift may be a donation to the Employee Assistance Fund, flowers for the work group, or a bag of fruit to be shared by staff

☪ EMPLOYEE HEALTH ☪

Your health is vital for the well-being of our residents. If you have an active infectious disease, such as a skin infection or an upper respiratory infection, you may not be allowed to work. Mennonite Village will work with you to identify potential reasonable accommodations or to determine whether your continued work would pose a safety or health risk to yourself, other employees or residents. If you have questions about conditions of health and work readiness, please consult your supervisor. It may be necessary for you to see a health care provider before returning to work; if so, please obtain the necessary documentation. All employees must report their symptoms to their supervisor or administrator/director. Your health and well-being are important. Efforts will be made to safeguard you from occupational disease, illness, or injury. You are encouraged to report any condition that you feel to be hazardous. On-the-job injuries or job-related illnesses must be reported as soon as possible to your supervisor and the Human Resources Department for attention and proper reporting to the insurance carrier. (Please refer to **Safety** section for more information.) You are expected to be knowledgeable about personal health and to exercise care so as to maintain good health and minimize risk and exposure of disease to residents and other employees. Because of the close contact you have with others, good personal hygiene (clean hair, body, clothes, and fresh breath) should be observed.

∞ GENERAL CONDUCT ∞

Good facilities are important, but even more critical are the skill and caring attitude you and every employee brings to each resident's care. Respect for persons shall be a guiding principle that applies equally, regardless of church membership, social status, education, or wealth. It applies to residents, their families, employees, volunteers, and the public. Mennonite Village maintains high professional standards and encourages an attitude of learning, testing, and improving. The importance of each task, each position and each resident and employee is recognized. Sound management and organizational principles are to be applied. Respect for organizational structure and lines of responsibility and accountability are encouraged.

Employment is based on your qualifications and ability to function effectively in a specific job. You must be willing and able to uphold the values, ethical code, and mission statement of Mennonite Village. We cherish each resident whom we serve and your dress, speech, and conduct should reflect this value.

- Speak clearly when you communicate, particularly with residents. You should not talk or laugh loudly. Loud noises can agitate and frighten residents.
- Do not discuss personal problems or work-related concerns with or in front of residents and visitors. Our goal must always be to relieve the residents' worries and not add to them.
- Use caution in addressing residents by their first name. Some people may consider this act as undue familiarity.
- You should introduce yourself to residents and visitors, and ask strangers if you may be of assistance. Be friendly to each person with whom you interact.
- Be calm and avoid any threat or show of force when dealing with any resident, visitor, or coworker. This is particularly true when someone is upset or there is an emergency.
- Do not show favoritism for one resident and lack of concern for another resident, visitor, or coworker while on duty.
- Do not engage in personal romantic relationships with residents under any circumstances.
- Avoid any fight, altercation, or physical conflict with any person associated with Mennonite Village.
- Privacy is an important right of every person and shall be respected. Knock before entering a room; pull privacy curtains when appropriate.
- Respect of persons shall be a guiding principle. This applies equally to all residents, their families, employees, volunteers, and the public.

High professional standards are to be maintained. An attitude of learning, testing, and improving is encouraged, and helps us all become better employees.

⌘ SAFETY ⌘

Safety Regulations

You need to obey all safety and working rules of this facility. We follow provisions as set forth by the Occupational and Safety Health Act of 1970 and require that all employees follow the established safety regulations of this facility and of O.S.H.A.

On-the-Job Injuries & Accidents

If you are injured or have an accident on the job, you need to report it to your supervisor immediately and complete a Staff Occurrence Worksheet. If your injury or accident requires that you seek medical attention, you also need to complete an 801 form and submit it to your supervisor. You will also be required to take a drug and alcohol test as soon as possible if the injury occurred while operating heavy equipment or a motorized vehicle. If you were involved in an accident that resulted in an 801 form being submitted, but you were not injured yourself, you may still be required to take a drug and alcohol test if there is a reasonable suspicion.

Return-To-Work Policy

The objective of Mennonite Village is to return workers to employment at the earliest date following an injury. This policy applies to all workers and will be followed whenever appropriate. Mennonite Village defines “light-duty” or “transitional” work as temporary modified work assignments within the employee’s physical abilities, knowledge and skills. Light-duty positions are developed and assigned using the employee’s known physical condition as clarified by the person’s attending physician. Light-duty or transitional positions are developed with consideration of the employee’s physical condition, the business needs of Mennonite Village and the availability of light-duty or transitional work. Any time off work must be authorized by the employee’s doctor.

Your Responsibilities

While you are injured, you are responsible for keeping your medical appointments and cooperating with any prescribed treatment, providing your supervisor and Human Resources with your doctor’s notes, reporting for light-duty or regular duty as assigned, calling in promptly when you are unable to come to work, keeping your supervisor updated regarding your medical condition, and notifying your supervisor and Human Resources of any change in your address or phone number. You must provide your supervisor and Human Resources your doctor’s notes including any changes in restrictions within 24 hours. Mennonite Village will continue your health and dental insurance; you will pay the same portion that you pay while working.

Chemicals -- Safety Data Sheets

Information about chemicals that you may use at work is provided in the SDS book. The Safety Data Sheets contain the information you need to know about how to handle chemicals, what personal protective equipment to use, and what you should do if you are exposed to a chemical. Complete SDS books are located in Central Supply and in the Central and Rehab Nurse’s offices. If there are SDSs relevant to your work area, copies of these will be located in the work area.

⌘ STAFF MEMBERS' CHILDREN ON CAMPUS ⌘

Policy

While residents benefit from inter-generational involvement, Mennonite Village also has a responsibility to protect the organization from liability due to unsupervised minors. In general, staff may not bring their children to work while they are working.

Encouraged Activities

Staff members' children are encouraged to be on campus in the following circumstances: to participate in campus children's activities; to visit residents with their parent when the parent is not working; to volunteer as a registered volunteer in the facility's volunteer program (if age 11 or older); to visit the parent while the parent is on a meal break; or to participate in formal school programs.

Emergency Situations

In an emergency, staff members may bring their children to work. This must be approved by the staff member's supervisor or administrator/director prior to the children arriving on campus or at a client's home.

⌘ EMPLOYEES WORKING FOR RESIDENTS ⌘

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.

☞ SMOKING ☞

In keeping with Mennonite Village's intent to provide a safe and healthful work environment and in recognizing the health risk of using tobacco products, the use of all tobacco products and E-cigarettes will be prohibited on campus.

POLICY:

- There will be no use in the workplace at any time.
- There will be no use in company-owned vehicles.
- There will be no use in personal or client vehicles when transporting persons on Mennonite Village authorized business.
- There will be no use in privately owned vehicles parked on our campus or in the parking area across the street from the Administration building.

In addition, because employees, residents and customers may have allergies or be sensitive to the smell of smoke on clothing or hair, employees may not come to work or return from a break smelling of smoke. Smoking should be limited to rest and meal periods. Employees found to be violating company policy will be subject to disciplinary action, up to and including the immediate termination of employment.

☞ PERSONAL TELEPHONE CALLS ☞

Telephone Use

The company recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during work hours. The company, however, asks that employees restrict their personal telephone usage to emergency situations. Employees may not charge personal long distance calls to the company. Excessive personal telephone usage may result in progressive discipline.

Cell Phone Use

Unless properly authorized, employees are not to use any form of personal electronic communication devices during normal work hours. Cell phones are to be turned off or set to silent or vibrate mode during meetings, conferences and in locations where incoming calls may disrupt normal workflow. Use of personal cell phone is limited to breaks or when employees are at lunch in nonresident living areas. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

Resident Living Spaces

Staff are restricted from using cell phones for any personal use while they are in a resident's living space providing care or services to the resident.

Camera-Enabled Devices

Employees whose electronic devices are camera-enabled are restricted from using the audio and video recording functions of such devices anywhere in the building or on the company property at any time unless authorized by the company for company business. Employees who are found to have used these camera-enabled features will be subject to disciplinary action up to and including termination.

Photographs on Camera-Enabled Devices

Employees are not to use their cell phones or other personal electronic devices to take photographs in areas throughout campus that are prone to having Protected Health Information (PHI). There should never be a cell phone or camera used to take a photograph within the building where residents, their names, their family members, or anything else that could identify them can be seen. If an employee uses their cell phone outside on break they may not take photographs that include residents, house numbers, license plate numbers, or other staff. There is a company camera available that, with supervisor approval, is available for taking photographs of the resident for company purposes (i.e. newsletters, bulletin boards, etc.) Transmission of PHI, including on social media sites, can be subject to disciplinary action up to and including termination.

∞ SOCIAL MEDIA AND NETWORKING ∞

Any posting to a public forum, such as e-mails, web-logs or on-line journals, whether for personal use or if hosted by Mennonite Village, must be consistent with Mennonite Village's policies and standards including, confidentiality, discrimination, harassment, courtesy and professionalism.

Social networking sites including but not limited to sites such as Facebook, YouTube and Twitter should not be accessed or used during work time, unless authorized by your supervisor or manager.

Employees should not identify themselves as representatives of Mennonite Village. If you have listed Mennonite Village as your employer, you have associated yourself with Mennonite Village and as such you take responsibility for representing Mennonite Village in a professional manner. Any personal blogs or posts that mention Mennonite Village must contain a disclaimer that the views expressed are yours alone and do not represent the views of Mennonite Village.

Do not share confidential or proprietary information about Mennonite Village. This includes but is not limited to information about our sales, finances, strategies, planning and any other information that has not been publicly released by Mennonite Village.

Do not engage in behavior that will reflect negatively on Mennonite Village's reputation. This includes but is not limited to the use of copyrighted or plagiarized information.

All media inquiries should be directed to the Executive Director or his/her designee. Do not speak to the media on Mennonite Village's behalf without contacting the Executive Director or his/her designee.

Remember, you are responsible for anything you write or present online. Violation of this policy can result in disciplinary action up to and including termination of employment.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or HR if you are uncertain.

☞ SECURITY ☞

Security and safekeeping of property, as well as the residents and other staff members, is everyone's responsibility. Be alert to situations that seem unsafe or suspicious in nature and report them at once to your supervisor or administrator/director. You are asked to call fire, police, or other emergency personnel when appropriate and to use common sense.

As part of our security measures, Mennonite Village makes limited use of video surveillance systems on all of its locations. Video surveillance systems are primarily used to record access at building and campus entrances and in public hallways. Video surveillance cameras are also used to provide surveillance of the exterior of the building and surrounding streets.

Video surveillance cameras are generally not used to observe employee work areas, and are never used in areas where employees would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of crimes committed against the company. The system may also be used to assist in the investigation of certain types of occupational health and safety violations.

The video surveillance system is not intended to be used as a method of tracking the work habits or productivity of individual employees.

⌘ DISCIPLINE ⌘

The concepts of respect and responsibility guide the administration of disciplinary action at Mennonite Village. This means that supervisors treat you with respect and you take responsibility for complying with the work rules. The supervisor will explain the desired behavior/correction to you and explain the consequences if you choose not to make the desired correction. You must then take responsibility for correcting the problem or face the consequences of your actions.

Generally, disciplinary action will be progressive in nature. Some examples of disciplinary action that may occur are: oral warning, written warning, reduction in hours worked, performance improvement plan, decision-making leave (suspension), last chance agreement for drug/alcohol rehab, final written warning or termination. These disciplinary measures are only guidelines. Management has discretion to initiate discipline at any step, to skip steps in the disciplinary process, or to immediately discharge an employee. The seriousness of the problem and the employee's work record will determine what disciplinary action will be taken. If you feel that discipline was administered incorrectly or was excessively punitive, you may follow the grievance procedure described in this handbook.

The following list gives examples of actions that are contrary to Mennonite Village's expectations of positive behavior. If you choose to engage in any of these actions or other actions that are contrary to the expectations of Mennonite Village, you may be subject to disciplinary action up to, and including, termination of employment. If you have any questions, please consult your supervisor or Human Resources.

1. Violation of Residents' Rights;
2. Abuse of residents; this includes physical, mental, or verbal abuse, misuse of residents' personal property, and misappropriation of residents' funds;
3. Failure to follow Standard Precautions;
4. Insubordination;
5. Dishonesty;
6. Misuse, unauthorized use, removal or destruction of Mennonite Village property or property of other employees;
7. Excessive tardiness or showing a pattern of absenteeism;
8. Leaving work early without prior authorization;
9. Violation of safety rules or failure to follow safety procedures;
10. Reporting for work or working while intoxicated, under the influence of intoxicants or controlled substances, or otherwise unfit for duty;
11. Refusal to submit to a drug or alcohol test;
12. Possession, sale or use of intoxicants or controlled substances on Mennonite Village premises, in Mennonite Village vehicles, or while working for Mennonite Village.
13. Profanity;
14. Harassment of any kind, (sexual, racial, religious, or other);
15. Falsification of records;
16. Fighting or threatening other employees;
17. Inability or unwillingness to get along with other employees;
18. Abusive, threatening or intimidating language or actions;
19. Behavior that is rude, condescending, or otherwise socially unacceptable is prohibited.
20. Posting any statements, photographs, video or audio that reasonably could be viewed as disparaging to workers.
21. Conducting personal business during work time or on work premises;
22. Allowing another job to interfere or conflict with your work at Mennonite Village;
23. Sleeping on the job and/or otherwise leaving or not attending job station;
24. Off duty conduct which in Mennonite Village's view interferes with performance or negatively reflects on the reputation of Mennonite Village

24. Refusing to cooperate with an investigation; and
25. Violation of any other Mennonite Village policy or practice.

Your supervisor or a Human Resources staff member will investigate disciplinary infractions. You are required to cooperate fully with any investigation.

Remember that Mennonite Village is an at-will employer, so you have the right to terminate your employment at any time and Mennonite Village has the same right. If you work in more than one department at Mennonite Village and you have a serious disciplinary infraction in one department, your employment may be terminated in all departments.

⌘ GRIEVANCE PROCEDURE ⌘

If you have a problem or a concern about any condition of employment, you may present your concern to your supervisor without fear of reprisal. If you are not satisfied with your supervisor's response, you are encouraged to put the concern in writing and present it to your administrator or director within five working days of your supervisor's response. If you are not satisfied with your administrator/director's response, you may forward your concern to the Human Resources Director. The Human Resources Director will conduct an investigation and give that information to the Executive Director.

∞ PERSONNEL RECORDS ∞

Personnel records will be maintained by the Human Resources Department and will be available for inspection by properly authorized individuals. You may inspect your own personnel file in the presence of your supervisor or a member of the Human Resources Department. Employee records shall be considered confidential; therefore, you will not be permitted to inspect the record of another employee.

Your personnel file shall contain the following records, as they apply to your employment:

- Application for employment
- Performance evaluations
- Miscellaneous correspondence
- Record of disciplinary actions
- Record of pay rate changes
- Record of awards
- Professional license
- In-service education records
- Other employment records

➤ APPENDIX A: ALCOHOL & DRUG ABUSE POLICY ➤

PURPOSE:

Employees are the most valuable resource of Mennonite Village and their health and safety is therefore a serious concern. Mennonite Village will not tolerate any drug or alcohol use that imperils the health and well-being of its employees or residents.

Employees have the right to work in an alcohol and drug free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, other employees and our residents. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism. This places a greater burden on other employees and increases the costs of providing service.

Mennonite Village is therefore committed to maintaining a safe and healthy workplace free from the influence of drugs and alcohol. In addition, Mennonite Village will comply with the requirements of the Drug-Free Workplace Act of 1988.

POLICY:

Substance Abuse and Treatment

Mennonite Village recognizes that substance abuse is a medical problem that may be successfully treated. Employees are encouraged to seek voluntary alcohol and drug abuse treatment.

Use of Prescription Drugs

This policy also applies to prescription drugs, not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over the counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairments) must discuss the use of the medicine with their doctor in light of the requirements of their job and also disclose to the Human Resources Director or representative that you are using a medicine with a warning label. You do not need to disclose the name of the medicine you are taking or the reason for using the medicine. If the HR Director or representative is not available, you must report it to your supervisor or manager. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. Employees are also required to provide a medical authorization to work, upon request.

If the use of your prescription impairs your ability to safely perform your job, the company may, but is not required to transfer you to another position which would limit the danger to yourself or others, or place you on medical leave.

Arrest or Conviction under Criminal Drug Statute

Employees must notify their immediate supervisor within 5 days of any arrest or conviction of a criminal drug statute.

Behavior Prohibited by this Policy

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or drug paraphernalia on company premises, while conducting company business, in company vehicles, or during working hours.

2. Unauthorized use, possession, manufacture, distribution, dispensation, or sale of a controlled substance on company premises, while conducting company business, in company vehicles, or during working hours.
3. Unauthorized use, possession, manufacture, distribution, dispensation, or sale of alcohol on company premises, while conducting company business, in company vehicles, or during working hours.
4. Storing in a locker, desk, automobile, or other repository on company premises any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any alcohol.
5. Being under the influence of any unauthorized controlled substance, illegal drug, or alcohol on company premises, while conducting company business, in company vehicles, or during working hours.
6. Use of alcohol off company premises that adversely affects the employee's work performance, the safety of others at work, or the company's regard or reputation in the community.
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the employee's work performance, his/her work safety, the safety of others at work, or the company's regard or reputation in the community.
8. Switching or adulterating any urine sample submitted for testing or failing to comply with procedures of the drug-testing contractor.
9. Refusing to consent to testing or to submit a urine or blood sample for testing when requested by management.
10. Refusing to submit to an inspection when requested by management.
11. Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
12. Conviction under any criminal drug statute for a violation occurring in the workplace.
13. Arrest or conviction under any criminal drug statute under circumstances that adversely affect the company's regard or reputation in the community.
14. Failure to notify the company of any arrest or conviction under any criminal drug statute within 5 days of the arrest or conviction.
15. Failure to report to his/her immediate supervisor the use of a prescribed drug which may make the employee a danger to himself or herself or others in performing the essential functions of his or her position.
16. Failure to keep a prescribed medication in its original container.
17. Refusing to sign a statement agreeing to abide by the company's Alcohol and Drug Abuse Policy.

Testing

Employees working in IHC or having a CDL as part of their employment will need to successfully pass a pre-employment drug screen once a job offer has been accepted and prior to being placed on assignment.

Whenever Mennonite Village suspects that an employee's work performance or on-the-job behavior is being affected by drugs or alcohol, or that an employee has otherwise violated this policy, the company may require the employee to submit to a urine and/or breath test for alcohol and drugs.

If an employee has an on-the-job injury or accident while operating heavy equipment or a motorized vehicle, he/ she must submit to a drug and alcohol test in a timely manner. This policy also applies to marijuana when testing for reasonable suspicion and in the event of an on-the-job injury as indicated above. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

In addition, Mennonite Village may conduct random drug and alcohol tests. An independent program administrator will select employees at random for testing. All employee names will be included in the pool. Mennonite Village also reserves the right to conduct unannounced blanket drug tests for a group of employees within a set of parameters defined by management.

A medical review officer will contact individuals who have a positive test to inquire about prescription drug usage.

The independent program administrator will report drug test results to the Human Resource Director. These results will be kept confidential and shared only on a need-to-know basis. The results will not be kept in employee personnel files.

If an employee feels that his/her drug test was positive in error, the employee may have the sample re-tested at his/her own expense.

Inspections

Mennonite Village wishes to ensure that drugs and alcohol are not brought onto the premises. If Mennonite Village suspects that an employee's work performance is affected by drug or alcohol use or that the employee is selling or purchasing drugs on company property, the company may search an employee's locker, desk, or other company property under control of the employee, as well as the employee's personal effects or automobile on company property.

Disciplinary Action

Employees who violate the provisions of this policy may be subject to disciplinary action, up to and including termination of employment for the first offense. Employees who test positive for drug or alcohol use and who have completed at least 120 days of employment may be offered a "last chance" agreement. Under a last chance agreement, the employee must agree to the following: enter drug or alcohol treatment; follow all treatment recommendations; be subject to unannounced testing for a 24-month period; and meet all established work performance standards. The employee must have a negative drug test in order to return to work. Any failure to comply with the last chance agreement or any positive drug/alcohol test during or following treatment will lead to immediate termination of employment.

Condition of Employment

Compliance with this policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

🎯 APPENDIX B: CAMPUS-WIDE STAFF DRESS CODE 🎯

POLICY PURPOSE:

What we wear to work makes an impression on residents and visitors. Staff members are expected to dress appropriately and professionally to represent the organization. This policy provides guidelines for the proper working attire to be worn by staff.

POLICY:

1. Identification Badges

All staff will wear a name badge provided by the facility at all times during their work shift. Exceptions to this policy are to be approved by the supervisor. The ID badge shall include name and position.

2. Uniforms

Most departments have specific uniforms for their staff. Talk to your supervisor or administrator about uniform requirements for your department.

3. Non-Uniform Employees

- a. Professional attire. Employees who are not required to wear uniforms (i.e., office, activities, and administrative staff) must choose attire that reflects modesty and respect for the residents we serve. Staff should remember that “this is the residents’ home” and that residents can easily be offended by inappropriate dress.
- b. Cleanliness. Clothing should be clean, pressed, and in good repair. There should be no holes, stains, or frayed edges on clothing.
- b. Inappropriate clothing. Clothing that is immodest or extremely casual, such as those normally worn for recreational activities, is inappropriate for the workplace. Some examples of inappropriate clothing would be: shorts; spandex pants; tight-fitting blouses, pants, or skirts; short that are above the knee and are not of a neutral color, skirts; low-cut blouses; sweatpants; sweatshirts; pajamas; T-shirts with pictures or printing except those with Mennonite Village logos (company sponsored T-shirts such as CNA seminar and memory walk T-shirts are acceptable on casual days only).
- c. Shorts. Shorts that are above the knee and not of a neutral color are not appropriate at work. You should check with your area administrator or director before wearing shorts to work. Split skirts are acceptable if they are knee-length or longer.
- d. Jeans. Unless jeans are a part of your department’s uniform, as approved by the Supervisor, they may be worn on announced “casual dress days” only. Jeans need to be clean and free of holes, stains, and frayed edges.
 - e. Shoes. Shoes should be chosen to be safe for the type of work that you perform. If you are unsure, ask your supervisor which shoes are appropriate for your department.

4. Miscellaneous

Hairstyle, nail polish and make-up should reflect a neat and professional appearance. Fingernails should be nicely manicured and normal length for your position. Use of cologne is discouraged because it may be offensive or a health hazard to residents and staff. In addition, because employees, residents and customers may have allergies or be sensitive to the smell of smoke on clothing or hair, employees may not come to work or return from a break smelling of smoke. Staff may not wear tongue or facial jewelry that may be a health or safety hazard.

5. Tattoos and Piercings

Mennonite Village allows employees to display tattoos and other body art at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to Company property.
- Productivity or performance expectations.
- Offensiveness to co-workers, residents, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Corporate or societal norms.
- Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the Company's goal. Nonetheless, the Company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the human resource manager will follow Company procedures to resolve the issue.

6. Questions

Ask your supervisor or administrator if you have questions about appropriate appearance or attire in your department. Reasonable accommodation may be made for an employee with a disability or for religious requirements.

7. Consequences

If your supervisor or administrator feels your personal appearance is not appropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for your time away from work.

A department may have a valid business reason to have a stricter dress code than the campus wide dress code. The department will train their staff on the expectations of their job area and provide a department dress code policy.

🌀 APPENDIX C: USE OF THE WELLNESS CENTER 🌀

PURPOSE:

It is the goal of Mennonite Village to encourage staff to make healthy life style choices that may have a positive impact on their daily lives. This policy is designed to set guidelines on the benefit and responsibilities of employee use of the on-site Wellness Center and Aquatic Center.

POLICY:

Employees, including active and retired employees of Mennonite Village/MSNW, contract employees, and employees of MSNW affiliates have access to the Wellness Center and Aquatic Center. Employees are to be respectful of the Village residents who have priority use of the exercise equipment when both employees and residents are present.

PROCEDURE:

All employees are required to participate in an orientation to both the Wellness Center and the Aquatic Center prior to use. Employees are responsible for contacting the Wellness and/or the Aquatic Center to make an appointment for their orientation.

The following forms are kept on file: informed consent and a personal health history completed by the employee. If indicated, a medical release from the employee's health care provider is requested.

Each employee reads and is given a "Statement of Understanding" that explains the use of the Wellness Center and Aquatic Center. The employee documents the receipt of the guidelines with his/her signature in a log book.

The Wellness Program staff maintain an orientation form on each employee that details what exercise equipment and exercises that the employee has received an orientation to.

The use of the facilities, along with Wellness Program classes are free to attend. Classes provided by an independent contractor may have a nominal fee to be paid by the employee. Personal training is an additional fee-based service. (Refer to Wellness Program Fee Policy)

All employees sign-in on a separate sign-in sheet in the Wellness Center or Aquatic Center. Monthly utilization numbers are submitted to Human Resources.

🎯 APPENDIX D: DISCRIMINATION & HARASSMENT POLICY 🎯

PURPOSE:

To prohibit and prevent discrimination and harassment of employees.

POLICY:

DISCRIMINATION

Mennonite Village does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment.

Employment discrimination is defined as an employee or job applicant receiving unfavorable treatment based on protected classes under Oregon law including race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, uniformed service and disability.

HARASSMENT

All employees are expected and required to treat one another, as well as our residents and customers, in a courteous and respectful manner at all times.

Harassment of any kind is prohibited. This specifically includes sexual harassment, sexual assault, and other harassment based upon race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with productivity.

Sexual Harassment: Sexual harassment is a form of sex discrimination under state and federal law. Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when:

- Submission to the advance is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the advance affects the basis of employment decisions for the employee; or,
- Such conduct or statements have the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Examples of harassment which may violate this policy also include:

- Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- Visual forms of harassment such as derogatory, offensive or sexually suggestive emails, texts, memes or pictures displayed or viewed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

Although sexual harassment is sometimes difficult to define, in general, all employees should be aware that sexual conduct and conversations are inappropriate in the workplace. Mennonite Village will not tolerate harassment.

PROCEDURE:

REPORTING PROCEDURE FOR DISCRIMINATION, INCLUDING HARASSMENT AND SEXUAL ASSAULT

All employees are responsible for creating and maintaining a safe and positive work environment. If you believe you have experienced harassment, sexual harassment, discrimination, retaliation, sexual assault or if you have witnessed harassment, sexual harassment, sexual assault or discrimination by a co-worker, supervisor, vendor, visitor, resident, customer or others that violates our policy, it is important that you take steps to address it immediately.

- First, if you are comfortable doing so, talk to the person whose behavior is bothering you and ask the person to stop.
- Next, if you are not comfortable speaking with that person, or if you asked them to stop and they have not, contact your supervisor or any member of management or human resources. **If you are uncomfortable speaking to your supervisor, please bring your concerns to any manager.**

A prompt, thorough and objective investigation of the complaint will be conducted by a qualified person. Documentation will be maintained to ensure reasonable progress. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation. Employees who have had a complaint should immediately make a further complaint should the harassment reoccur.

Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be harassing other employees will be immediately and appropriately disciplined, up to and including immediate discharge.

Retaliation against employees who experience, witness or report a complaint regarding behaviors described above or other conduct addressed by this policy will not be tolerated.

Statute of Limitations: Employees have five years since the date of offense to bring about a claim of sexual harassment or discrimination.