

January 3rd, 2020



Mennonite Village

# Employee News

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

## **2020 NEW OR REVISED POLICIES**

### **(NEW):**

- **HR 500.13 Attendance Policy**
- **HR 500.14 Exempt Pay**
- **HR 700.22 ADA**

### **(REVISED):**

- **HR 700.01 Harassment in the Workplace**
- **HR 700.03 Earned Leave**
- **HR 700.09 Compensation**

These policies are all located on PowerDMS, and a copy can also be requested from the Human Resources team. These updates have also been made in the Employee Handbook along with the following updates to the handbook. This is not an all-inclusive list but a summary of the major changes.

- **Description of Variable and Seasonal/Temporary Employee updated.**
- **Notice of Termination of Employment and Earned Leave Pay out guidelines. Two week notice must be provided and worked to be eligible to received any unused Earned Leaved.**
- **Cash out of Earned Leaved changed to only two times per year.**
- **Draws can still be taken through the OnShift Wallet program and we still have the Employee Emergency Assistance Fund.**
- **Medium Earned Leave is no longer an option. Staff who currently have elected this benefit may continue with the program but no new elections into this program can occur starting in 2020.**
- **Reminder all Full-time employees who requesting pre-planned time off for personal reasons (i.e. vacation, holiday, appointments) are expected to have enough Earned Leave to cover their request and use their earned leave. Earned Leave may be used at the employees request for unplanned absences (i.e. Unplanned illness, reduction in hrs. due to census, etc.)**
- **Employees Working for Residents policy was added.**

The New Employee Handbook will be sent out within the next couple weeks and **ALL** employees are expected to review and sign off in PowerDMS. It will also be posted on the company website under the Employee Portal and you can request a hard copy from Human Resources.

## RETIREMENT OPTIONS THROUGH MENNONITE VILLAGE

Did you know Mennonite Village has several options available to staff to save for retirement? It is never too early or to late too start saving.

**401(a)** The Mennonite Retirement Plan is a pension benefit that the company enrolls all employees in once they have complete 24 months of service. The company will invest 3% of your compensation and you may also contribute your own money to the account. Taxes are deferred until the money is withdrawn.

**403(b)** All employees may open their own 403(b) plan after completing 120 days of employment. A 403(b) plan allows you to save and invest for retirement through a voluntary salary contribution, also referred to as an elective deferral. You can choose between two types: **Traditional** contributions are made with pre-tax dollars, so the employees defer taxes until retirement or; **Roth** where contributions are made with after-tax dollars, so employee's taxable income is not reduced but no income taxes are paid when distributions are taken at retirement. No employer contributions are made to the 403(b) plans. You can open a 403(b) through Everence or through Vanguard. See Human Resources for information to sign-up.

### NEW 403(b) CONTRIBUTION LIMITS FOR 2020

The IRS recently announced an increase in the elective deferral contribution limits for 2020.

<u>Year</u>	<u>Elective deferrals</u>	<u>Catch-up contribution limits for people 50+</u>
2019	\$19,000	\$6,000
2020	\$19,500	\$6,500

#### WHITE CHOCOLATE VANILLA BEAN LATTE

(Served hot or iced)

12 oz. \$2.50

20 oz. \$3.50

MV Coffee House

Monday-Friday: 7am-6pm

Saturday & Sunday 10am-2pm

