



# MENNONITE VILLAGE EMPLOYEE NEWSLETTER

JANUARY 15, 2021

## **JOTTINGS FROM HR.....**



### **REMINDERS:**

- Don't forget to check your PowerDMS account to stay current on trainings, policy updates and survey's. If you are a new employee and have not completed the New Employee Orientation through PowerDMS, please do so. Next week HR will start contacting any new hire that has been here 60 days or more and not completed this training as you are now out of compliance.
- Employees have an opportunity to donate money directly from payroll to a few funds that support both staff and residents. Attached is the Employee Assistance Fund Donation form. Donations don't have to be large to have an impact. Staff can donate to any of the following funds:
  - Employee Assistance Fund – available to employees who have completed their trial service period for financial help if an **emergency** arises.
  - Staff Appreciation Fund (SAF) – used to recognize all employees at the discretion of the Administration team.
  - Capital Fund – used towards campus growth and improvements.
  - Scholarship Fund – used to support staff who are working towards an approved degree or certification.
  - Care Fund – used to provide financial support to residents who have outlived their finances.
- Retirement Accounts have changed. Reminder the Mennonite Village 401a retirement fund has been stopped and all new contributions by the company will be going to a 403b plan. Funds in your 401a account will be rolled into the 403b plan later this year. You will be notified when this occurs. Staff may contribute their own money to a 403b plan after completing 120 days of employment and Mennonite Village will begin contributing 3% to your retirement account if you are a FT or PT employee and have completed 24 months of employment. If interested in contributing to a 403b plan (Traditional or Roth) contact Human Resources or Payroll.

Employees of Mennonite Village can collect a bonus for referring a caregiver, resident assistant, CNA, CMA, LPN, or RN for the Mennonite Home, Lydia's House, IHC or Quail Run.

The employee receives \$300 or \$500 after the person referred is hired and successfully completes their 1st 120 days of employment.

Applicant **must** write on the application the name of the employee that referred them. Bonus does not apply to former employees or to individuals enrolled in a Mennonite Village class campus class. If an employee recruits a person to enroll in a Mennonite Village CNA class and that person is subsequently hired the bonus will be paid at the discretion of the new employee's administrator and HR Director.

# Recruitment Bonus

## Up to \$500!!



\$300 for Caregivers, Resident Assistants, CNA's &  
CMA's \$500 for LPN's & RN's

Administrators, Directors, Hiring Managers, Supervisors and Coordinators and Human Resources personnel are exempt from the program

# The MV Coffee House Specials



**Italian Soda or Cream Sodas**

**Lavender Latte**

**Molten Lava Mocha**

**(Cinnamon Syrup and Dark Chocolate Sauce)**

**Blackberry White Chocolate Mocha**

**Pumpkin Latte**

**Candy Cane Latte or Mocha**

**Eggnog Latte**

**Any Size for \$2.00 (no substitutions)**

Ashwood: 541-704-4260 or ext. 432



## MENNONITE VILLAGE

### Employee Assistance Funds Donation Form

Date:

Employee Name  
(Please Print)

I would like to donate a **one-time** contribution to the following employee fund in the amount of \$\_\_\_\_\_

- Fund Name:
- |   |  |
|---|--|
| <input type="checkbox"/> Emergency Assistance Fund                              | <input type="checkbox"/> Staff Appreciation Fund |
| <input type="checkbox"/> Scholarship Fund                                       | <input type="checkbox"/> Capital Fund            |
| <input type="checkbox"/> Care Fund to support residents who outlive their funds |  |
- Personal check or cash is
- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> attached | <input type="checkbox"/> Deduct from my paycheck |
|-----------------------------------|--|

I would like \$\_\_\_\_\_ deducted from my payroll check each pay period. Amount, as indicated, will be donated to the above employee fund.

Signature