



MENNONITE VILLAGE EMPLOYEE NEWSLETTER

AUGUST 27TH, 2021

JOTTINGS FROM HR.....



BACK TO SCHOOL PROGRAM - SAY THANKS

If you have the time we encourage employees who received a gift card(s) as part of the Resident sponsored back to school program to take a quick moment to send your thanks. This really means a lot to the residents and they truly are the reason this program exist. You can send thank you notes or pictures to John Kollaer, Foundation Director or any member of the Human Resources team.

OPEN ENROLLMENT KICKS OFF IN POWERDMS



All Full-Time and benefit eligible employees will need to participate in this years open enrollment. We are revamping our medical benefits and will be offering two plans. The cost of insurance continues to increase so we will be increasong the cost of our core plan which is similar to the one we currently offer and then offer a second value plan for a reduced cost. You will want to watch the open enrollment video and review the material in PowerDMS to learn about all our benefits, then you can participate in one of serveral teams meetings to ask specific questions you might have before turning in your enrollment forms by September 3rd. Anyone who turns in their enrollment form by August 31st will be entered into a drawing for a \$100 Visa Gift card and if we get 90% of enrollment forms back by September 3rd, we will do a second drawing for a \$200 Visa Gift card. Below are the Teams meeting invites. They are not mandatory but highly encouraged so you understand the benefit changes.

Open enrollment TEAMS meeting times

This year we have made changes to Open enrollment. You can access information on open enrollment in PowerDMS. If you have further questions, you can join one of the following teams' meetings or schedule a time to speak to Kristen (ext. 209) or Kacie (ext. 486). You can join the meetings by clicking on the link below or calling into the meeting.

Thursday 8/26/2021 1pm - 2:30pm	Or call in: 1-917-781-4590 Phone conference ID: 999 129 833# COMPLETED
Friday 8/27/2021 6am - 7:30am	Or call in: 1-917-781-4590 Phone conference ID: 921 543 583# COMPLETED
Tuesday 8/31/2021 2pm - 3:30pm	Or call in: 1-917-781-4590 Phone conference ID: 183 907 618#
Wednesday 9/1/21 12pm - 1:30pm	Or call in: 1-917-781-4590 Phone conference ID: 460 092 114#
Friday 9/3/21 10:30am - 12pm	Or call in: 1-917-781-4590 Phone conference ID: 242 523 063#

Join a meeting without a Teams account

You can join a Teams meeting anytime, from any device, even without a Teams account. If you don't have an account, follow these steps to join as a guest.

1. Go to the meeting invite and select Join Microsoft Teams Meeting.
2. That'll open a web page, where you'll see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose Audio off to avoid disrupting. Select Phone audio if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit Join now.
5. This will bring you into the meeting lobby. We will notify the meeting organizer that you are there, and someone will admit you to the meeting.

OSHA Covid-19 Healthcare Emergency Temporary Standard (ETS)

Effective August 20th, 2021 under new OSHA Covid-19 Healthcare Emergency Temporary Standard (ETS) employers must have a plan that includes how an employee will be paid if removed from the workplace for a Covid related circumstance. Attached is a copy of our temporary plan along with the form we will be requiring employees or their supervisor to complete if an employee must miss scheduled work shift(s) for a Covid related reason to help determine pay source. This policy can be updated and changed at any time based on current regulatory requirements. Please take the time to read and discuss with your Supervisor if you have any questions. It is important to note we expect all employees who are off work due to exposure and who are non-symptomatic to do remote work. For most staff this will include completing any outstanding items in your PowerDMS account and for those who have already been approved and set up to work remotely you will be expected to do so. Again, this is only if you are non-symptomatic, or your symptoms have cleared but you still must adhere to the self-quarantine guidelines and cannot return to work yet. A copy of the policy has been updated and is on the Employee Portal along with a copy of the request form.



Meet Emy Jensen

Payroll Administrator, Business Services

Although she works in the world of numbers, Emy Jensen said she knows her work is all about people.

“The most joy I get out of my 23 years of being in payroll and benefits is being able to help employees with problems/discrepancies/questions,” she said.

Emy is the new payroll technician for Mennonite Village, filling the seat long occupied by Teanna Snyder.

She comes to Mennonite Village with a wealth of payroll and human resources experience. She was employed by a large construction company for more than 20 years before working at the Center for Behavioral Health for three years as a Payroll & Benefits Specialist.

Emy is not just new to Mennonite Village, she is new to the Albany area. Spending most of her life in Boise, Idaho, Emy and her husband Dan looked forward to the new adventure.

“We have been visiting the central Oregon Coast for 20 years and have always wanted to live in an area close enough that we can visit often,” Emy said. “(Dan) had the opportunity to transfer with his company, Republic Services, from Boise to Corvallis. We were finally at a time in our lives with our kids out of the house that we could make the move. We are loving it here in Albany.”

Emy and Dan have two adult sons, and one grandson. They also have an eight-year-old golden retriever named Charlie.

“We love to camp and visit the beach whenever we can and work in our yard doing landscaping and gardening,” she said.

Emy said her immediate goals in her new position are basic: to get trained to be on her own and get to know everyone here.

When you have the opportunity, be sure to welcome Emy to the Mennonite Village family, and to Oregon.

Welcome To
THE TEAM

HOW TO GET VACCINATED

Mennonite Village does have the ability to obtain and administer the Moderna and the and the J&J vaccines. If interested you may contact Shawna Moore at 541-704-4238, EXT. 278 or you may email her at shawnam@mennonitevillage.org.

We are unable to administer the Pfizer vaccine on campus because of the storage temperature requirements. You may also go to the following website and you can select what type of vaccine you want and it where it is currently available in our area.

<https://www.vaccines.gov/search/>



Register Now! 2021 Walk to End Alzheimer's Mid-Willamette Valley: An in-person walk is scheduled for September 25th at 11:00am at Timber Linn Park in Albany, OR. When registering, make sure to select the Mennonite Village Team "*Mennonite Milers.*" Register online or contact Volunteer & Community Outreach Coordinator, Sarah Hobson. This walk can count towards our Wellness Program points!

- Team t-shirts will be available for purchase at \$20 per shirt. To purchase, contact Volunteer & Community Outreach Coordinator, Sarah Hobson at 541-704-1077. All proceeds will go to the Alzheimer's Association.
- Donate directly at <https://act.alz.org>: click on **find a walk near you**, click on **find a team**, then type in *Mennonite Milers*, select Mennonite Milers.
- Campus wide raffle beginning August 30th. Raffle tickets will be \$1 each. Prizes are: \$100 Gift Card to Greens Bridge Gardens Harvest Festival, Gift Card to Hidden Lake Ranch (2-hour tour), \$100 Fred Meyer Gift Card. Raffle Tickets will be available at each front desk in your work area. For questions, contact Volunteer & Community Outreach Coordinator, Sarah Hobson at 541-704-1077. Drawing for prizes will take place September 24th. All proceeds go to the Alzheimer's Association.

HELP US FIND YOUR NEXT CO-WORKER AND EARN A LITTLE EXTRA CASH



Employees of Mennonite Village can collect a bonus for referring a candidate that we hire. The bonus amount varies based on position.

If you refer a candidate who is hired you will receive a \$100 bonus after they have completed 30 days of work. If you refer a candidate who is hired as a caregiver, resident assistant, C.N.A. or C.M.A./Team Leader you will also be eligible for an additional \$300 bonus payable after the person successfully completes their 1st 120 days of employment. If you refer a LPN or RN you would be eligible for an additional \$500 after completion of their 1st 120 days.

Applicant **must** write on the application the name of the employee that referred them or turn in a referral business card. 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.

Administrators, Directors, and Human Resources personnel are exempt from the program. Hiring Managers, Supervisors, Staffing Coordinators are exempt if hiring into own department.