

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Education Incentive Pay

PROCEDURE NO: HR 700.02

REPLACES: PL.02

PAGE(S): 2

PURPOSE:

Mennonite Village encourages staff to obtain education that will improve their ability to provide resident care. Educational incentive pay is offered to staff to encourage and support specific job-related courses or certifications.

ELIGIBILITY:

Educational incentive pay applies only to employees in the following job categories:

All Hourly Employees
Best Friends Class (.10)
CDL (.75) (not required)

C.N.A. II Class (.75)
C.N.A. II (MH only)

PCC (.20)
Server
Server Staff
Hostess

Grounds
Spray lic. (.75)

Maintenance
Electrician (OEL) (1.50)

Wellness
Based on position and
Management approval

POLICY:

Alzheimer/Dementia Class

Employees assigned to Lydia's House are required to complete the Alzheimer/Dementia class as soon as possible after their hire date. The class is free of charge and employees will be paid their regular wage for the hours they spend in this training. Employees who take additional Alzheimer/Dementia trainings (ex. Best Friends class) will receive a pay increase of .10 per hour, effective the pay period after they submit appropriate documentation of course completion to the payroll department.

All other Mennonite Village employees may enroll in the Alzheimer/Dementia class free of charge at any time during their employment. Staff will be paid for the hours they are in class if payment is approved in advance by their supervisor.

All hourly positions who successfully complete additional Alzheimer/Dementia class will receive a pay increase of .10 per hour, effective the first pay period after the employee submits appropriate documentation of course completion to the payroll department.

C.N.A.II Class

Employees who work in the MH nursing home or transfer to the MH who have successfully complete the C.N.A. II class will receive an educational pay increase of \$0.75 per hour. Pay increases will be effective the first pay period after supervisor and employee submits appropriate documentation of course completion to the payroll department.

PCC

After successful completion of trial service, employees may take the Personal Center Care (PCC) training program. This special training will be offered periodically for employees who wish to better understand how to serve their customers. After completion of this training, employees will receive a pay increase of .20 per hour. This pay increase will be effective the first pay period

after employees submits appropriate documentation of course completion to the payroll department.

Grounds Certifications

Employees working in grounds may be eligible for education incentive pay if they become licensed or certified in certain pre-approved programs that enhances their ability to perform their job.

Maintenance Certifications

Employees working in maintenance may be eligible for education incentive pay if they become licensed or certified in certain pre-approved programs that enhances their ability to perform their job.

Wellness Certifications

Employees working in Wellness may be eligible for education incentive pay if they become licensed or certified in certain pre-approved programs that enhances their ability to perform their job.

Promotional Opportunity: Certified Medication Aide Class

After 12 months of employment, CNAs may apply to take the CMA class. To help with the cost of the class, employees may apply to the Mennonite Village Gift Shop Scholarship Committee for financial aid or based on staffing needs, MH may agree to pay for the class for an existing employee from their department budget based on department need.

Employees who successfully complete the CMA class may apply for a position as a CMA when one becomes available. If promoted, the employee will be moved to the CMA pay rate.