

# Heath Village

## March Employee Newsletter

### IMPORTANT REMINDERS FOR ALL EMPLOYEES

#### Time & Attendance/Punching In & Out

Please be reminded that an hourly employee is responsible for accurately recording their time worked. Employees must punch in at the beginning of the scheduled shift and punch out at the end of the shift.

Employees are expected to be in their assigned work area at the scheduled start time.

**Employees must punch in/out at the campus they are assigned to work (i.e. Meadows or Main Campus).** The only exception is for employees who may start their shift at one campus and end their shift at the other.

Missed punches should be reported to a supervisor immediately to ensure accurate payroll processing.

**Employees should not punch in more than 7 minutes prior to the scheduled start time.**

#### Meal & Rest Periods

A 15-minute rest/break period is provided for each four hours on duty (i.e. if an employee is scheduled to work an 8-hour shift, 7a-3:30p, they may take two 15-minute breaks).

Multiple breaks of less time are not authorized (i.e. Five 3-minute breaks).

A 30-minute meal period is allowed for each employee working greater than a 6.5-hour shift and is unpaid. This meal period is automatically deducted from hours worked by our time and attendance system, therefore employees do not have to punch out.

Employees should notify a supervisor prior to taking break and meal periods.

Meal and break periods are not to be combined.

#### Leaving the Premises

An employee on duty is not permitted to leave the premises except with the permission of the department head or supervisor. This could be regarded as job abandonment and a voluntary termination.

**Employees wishing to leave the premises during authorized meal periods should have the approval of the department head/supervisor AND must punch out when leaving and punch back in upon returning to duty.**

**The above guidelines will be monitored and failure to follow may result in disciplinary action.  
Thank you for your cooperation.**

# Celebrating Our Amazing Social Services Team

March is National Social Work Month, a time to focus on this impactful profession and how essential our amazing Social Services Department is at our community. Our team is at the forefront of care for our residents and their family and their level of dedication and empathy for all who walk through our front door is endless and inspirational.



Social Work = Compassion + Action and we are so grateful to Danielle, Lolita, Tara, Sarah & Rebecca for their hard work in caring for our community and continuing to better our village.

## 🍀 EMPLOYEE APPRECIATION FUND UPDATE 🍀

As you know, it is the policy of Heath Village that an employee **may not** accept any gratuity from a resident or their provider/family. A gratuity could be in the form of cash, gift certificates, gifts, or personal belongings. It is our intent, as a company, to have all employees rewarded for loyal service only through the Employee Appreciation Fund, which will be distributed to eligible employees in December of each year.

The Employee Appreciation Fund was voluntarily established by the residents of Heath Village and represents donations made by residents throughout the year.

Funds are distributed to employees based on a point system that includes years of service as well as the number of hours worked during the calendar year. **To be eligible for a distribution from the fund, employees must be employed at least 90 days as of December 1<sup>st</sup>, and be employed at the date of distribution. In addition, effective for 2025 and all distributions going forward, employees must also have worked a minimum of 100 hours by December 1<sup>st</sup>.** A copy of the updated point schedule/eligibility criteria will be posted at all employee bulletin boards.

# WELCOME ABOARD!

Heath Village is pleased to welcome the following employees who were hired in the month of February 2025!



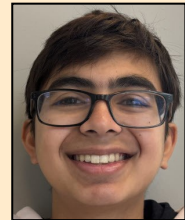
Julia Sheppard  
February 2  
Housing Services



Valerie Cunico  
February 3  
Activities



Pedro Fernandez  
February 12  
Dining Services



Hassan Syed  
February 15  
Activities



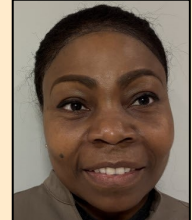
Gia Bodden  
February 15  
Dining Services



Kaylee Guinta  
February 15  
Dining Services



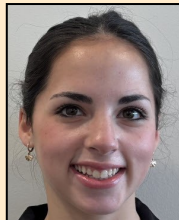
Briana Mc Aleer  
February 20  
Housing Services



Cecelia Keh  
February 21  
Nursing



Anna Dmytryshyn  
February 23  
Dining Services



Kaitlyn Faulkner  
February 23  
Dining Services



Heather Moore  
January 25  
Nursing



## IMPORTANT ANNOUNCEMENT FOR HEALTH INSURANCE PLAN PARTICIPANTS:

Johnson, Kendall & Johnson Benefits (JKJB) has recently announced changes to their team that supports our Heath Village account. **Monica Stackhouse** will be our new Benefits Account Advocate. Monica can assist employees with day-to-day inquiries such as claims and benefits questions, provider lookups, prescription inquiries, and more.

Monica's contact information:

[mstackhouse@jkj.com](mailto:mstackhouse@jkj.com)

215-944-3455

Amanda Gross will still be involved with the Heath Village plans/account, but at the Account Manager level.



Congratulations to our March Employee Anniversaries



# Celebrating Years of Service



March 2025

Department	Name	Hire/Rehire Date	Years of Service
Nursing	Edith Circelli	03/21/2005	20
Administration	Mary Ellen Bove	03/25/2009	16
Nursing	Nora Orozco	03/15/2010	15
Nursing	Adriano Mercene	03/04/2013	12
Nursing	Rosa Cardenas	03/27/2017	8
Maintenance	Carlton Bridge	03/15/2021	4
Maintenance	Lorenzo Naranjo	03/29/2021	4
Nursing	Nenita Garcia	03/09/2021	4
Dining Services	Wendy Guzman	03/26/2022	3
Dining Services	Nicole Paas	03/24/2022	3
Dining Services	Sarahbeth Acker	03/30/2023	2
Rehabilitation	Vanessa Sembrat	03/06/2023	2
Dining Services	Frank-Anthony Cignarella	03/15/2024	1
Dining Services	Gladys Valenzuela Olivares	03/15/2024	1
Dining Services	Pricila Valverde Soto	03/11/2024	1
Nursing	Teresa Luceri	03/12/2024	1

