

# TEAMBUILDER

Masonic Village at Dallas Employee Newsletter Jan. 12, 2017



# Organizational Changes



Effective Jan. 1, **Raymond Tierney**, formerly chief operating officer - retirement living services, has been promoted to chief operating officer for the Masonic Villages. In this role, Ray will work with the executive directors for all of the Masonic Villages in Pennsylvania and New Jersey on common goals and opportunities.

Also effective Jan. 1, **Beth Bossert**, formerly chief operating officer - health care services, is now chief clinical officer. This title change more accurately reflects Beth's responsibilities as she continues to focus on the clinical and health care goals and process improvements for all of the Masonic Villages in Pennsylvania and New Jersey.



## It's That Time!



## Is Your Information Current in Workday?

It is very important to have accurate addresses documented in Workday.

Please validate your address and Social Security number in Workday.

If you have a change of address, remember to complete and submit the local residency form, as Payroll is unable to update address changes without the accompanying tax form.

## Check Your Federal Tax Withholding

Since you last filed a Form W-4 with your employer, did you: Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to: Your non-wage income (interest, dividends, capital gains, etc.)? Your family wage income (you and your spouse started or ended a job)? Your itemized deduction? Your tax credits?

If you answered "YES" to any of these questions, or you owed extra tax when you filed your last return, you may need to file a new Form W-4. You can make any changes regarding your W-4 election through the employee self-serve in Workday.

Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the withholding calculator at [www.irs.gov/individuals](http://www.irs.gov/individuals) on the IRS website.

# Compensation Q & A

Some employees have shared concerns about the increases for 2018. It is our goal to be transparent and ensure that employees understand the compensation practices and philosophy at the Masonic Villages. This includes how pay ranges are determined and the process used to evaluate increases. We appreciate the questions and ensure you that our Board and Executive Team value our employees and recognize that they are the source of our Mission services.

**Q: How was my annual increase determined?**

**A: There are two main factors in determining the annual wage increase:**

## 1. Salary Surveys

To stay competitive in our wages and pay ranges, we actively participate in and analyze data from multiple salary surveys. The data from these surveys allow us to evaluate our current pay structures and pay ranges to assess compensation trends of like organizations specific to region, size of facility, revenue, and employee population. The surveys also provide information on each organization's anticipated wage increases for the following budget year.

## 2. Organization's Annual Budget

The Executive Team is responsible to prepare a budget which allows for the continued support of our Mission and quality care and services. We take a comprehensive look at every aspect of what we are doing. We also take into consideration the surrounding economic conditions, such as projected occupancy rates, increased operating costs and the significant changes to Medicare and Medicaid reimbursement rates. All of this gets put together with payroll to try and find a balanced organization-wide budget.

**Q: What type of compensation practice does Masonic Villages use?**

**A: We currently use an across-the-board Increase. This is a wage increase which provides a similar increase to all employees. The average percent increase is attained by considering the factors mentioned above. This year the starting percentage was two percent, with some employees receiving a variance depending on factors mentioned above.**

**Q: What is a pay range?**

**A: Each job title has an assigned pay range containing a minimum, mid-point and maximum pay range. These pay ranges are evaluated each year and adjusted to maintain competitiveness with the market.**

**Q: How are pay ranges determined?**

**A: Pay ranges are based on a Know-How level, which is a methodology used to evaluate jobs on several factors:**

- Technical Knowledge
- Managerial Knowledge
- Interpersonal Skills
- Accountability
- Problem Solving

Market rates are also used when determining pay ranges. Market rates can be driven by outside forces, such as supply and demand and cost of living, which provide the value of a particular job.

**Q: What process is used to review current wages?**

**A: Starting in June, each director meets with Human Resources to individually review each of their employee's rate of pay to ensure they are receiving an appropriate wage respective to the established pay ranges and years of service based on industry and wage surveys. We review for wage compression and internal equity to assure our pay structure is fair and equitable. Wage compression is a pay inequity that may arise when newer employees may be showing a higher wage than what is being paid to current employees.**

**Q: What is our compensation philosophy?**

**A: It is our goal to provide a total compensation package which is competitive and enables Masonic Villages to recruit, retain and motivate staff to carry out the organization's Mission, and to support organizational strategies and values.**

**Q: What are other factors to consider in addition to base salary?**

**A: Total compensation package. On average, Masonic Village employees receive an additional 33 percent on top of their wages in benefits. This includes health insurance, a prescription drug plan, dental and vision insurance, company paid life insurance, short-term, long-term disability, paid time off and retirement plans. We believe time off is part of the compensation package, especially as we pay for unused flex time which many employees take advantage of each year.**

# Here's How to Have a Virtual Doctor's Visit

You must be enrolled in our medical plan to be eligible.



**Haven't had a visit yet?  
It's easy — here's how.**

From check-in to diagnosis, virtual doctor visits are designed to be comfortable and familiar, while being as simple as possible. Here's how it works:

## Create an account.

### Follow the simple directions.

1. Visit [amwell.com](https://www.amwell.com) or [doctorondemand.com](https://www.doctorondemand.com) and follow the instructions to register or download their mobile apps. You can use either or both of these services.
2. Enter your name, address, etc.
3. Complete the brief online health history form.
4. Enter your health insurance information.



## Select your doctor.

### You can choose the doctor that's right for you.

1. Look through doctors' profiles.
2. Choose a doctor and click **Start Visit**. Note: In some cases, a doctor may be assigned to you.

## Enter your health info and start the visit.

### Tell us what you'd like to discuss.

1. Tell us if the visit is for you or your child.
2. Tell the doctor the reason for your visit.
3. Begin your live video visit.

## Wrap up.

### Get information fast after your visit.

1. View the doctor's notes and diagnosis.
2. If you are prescribed medication, it will automatically be sent to your pharmacy.

**It's that easy. So what are you waiting for? See a virtual doctor today!**

Most virtual visits are covered in the same way as they would be if you received in-person care. Medical (pediatric) services are subject to the telemedicine service benefit. Psychology services are subject to the outpatient mental health benefit. Contact the number on the back of your ID card to determine if you have these benefits available. Cost sharing may vary. Virtual Diet & Nutrition and Pregnancy & Newborn (Lactation Consulting) Service are not eligible. You will be responsible for the full cost of these services. All benefits under your health plan are subject to the terms of the benefit agreement and applicable state laws.

# 2018 HOLIDAY SCHEDULE

## *For employees who are full-time and part-time in benefit status*

New Year's Day: Mon., Jan. 1      Labor Day: Mon., Sept. 3  
Memorial Day: Mon., May 28      Thanksgiving: Thurs., Nov. 22  
Independence Day: Wed., July 4      Christmas: Tues., Dec. 25

### ***Full-time Employees***

For all hourly employees, our benefit package includes paying the rate of time and one-half of your hourly rate of pay for hours worked between midnight beginning the holiday and midnight at the close of the holiday. Above is the 2018 holiday schedule on which holiday pay will be paid.

All full-time employees hired prior to Jan. 1, 2017, will be eligible to use the three floating holidays at their discretion. All full-time employees hired after Dec. 31, 2016, but prior to Oct. 1, 2018, will be eligible for one floating holiday to use at their discretion. Full-time employees hired Oct. 1, 2018, or later will not be eligible for the one floating holiday until 2019. Full-time employees' last day to use the floating holiday(s) will be Dec. 31, 2018.

### ***Part-time Employees***

All part-time employees in benefit status hired prior to Jan. 1, 2017, will receive four hours of holiday pay for nine holidays (six major holidays and three floating holidays) in lieu of time off. The total of 36 hours of time will be paid in the pay period in which the six major holidays occur in the amount of six hours per major holiday.

All part-time employees in benefit status hired after Dec. 31, 2016, will receive four hours of holiday pay for seven holidays (six major holidays and one floating holiday) in lieu of time off. The total of 28 hours of time will be paid in the pay period in which the six major holidays occur in the amount of 4.67 hours. The hours paid will be prorated in the first calendar year of hire, depending on the date of hire.

## Reporting Violations

Masonic Village has established a compliance hotline through Lighthouse Services, Inc., to report fraud, unlawful, unethical and other types of improper behavior. Employees may contact Lighthouse Services by using the contact information below. Such reports may be made confidentially and anonymously. Toll-free: 844-600-0095 • [www.lighthouse-services.com/masonicvillagesreports@lighthouse-services.com](http://www.lighthouse-services.com/masonicvillagesreports@lighthouse-services.com) (Must include company name with report.)

## Mission Statement

Our not-for-profit caring communities and services assist individuals, families and children in realizing their potential and enjoying the highest possible quality of life through the traditions of Freemasonry.

Masonic Villages is an Equal Opportunity Employer.

Masonic Villages is a Member of LeadingAge, LeadingAge PA, Kairos Health Systems, MCSA Corporate Compliance Hotline 844-600-0095

“Teambuilder” Submissions & Questions: 717-367-1121, ext. 33383 or

[bbanta@masonicvillages.org](mailto:bbanta@masonicvillages.org). The “Teambuilder” is published monthly by the Public Relations Department.

The official registration and financial information of Masonic Charities may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.



**MASONIC  VILLAGE**

*Enjoy Life Your Way*

