



Associate Policy Manual

This Associate Policy Manual is a working guideline and statement of policy for all John Knox Village (“Village”) associates for the administration of employment, compensation, benefits and related matters. This Associate Policy Manual is regularly reviewed and updated to address the needs of the organization and workforce.

These policies are effective on and after January 2010, as amended from time to time. These policies supersede existing personnel/associate policies of the Village with respect to all subject matters addressed herein.

These policies are for information only and are subject to change in content or application by the Village. Policy changes and amendments will be authorized by the vice president, Human Resources and posted in the online Associate policy manual at www.jkv.org/careers/currentassociates/.

These Associate Policies and this Associate Policy Manual are not intended to and do not constitute any contract of employment, express or implied, between the Village and any Village associate. Employment at the Village is “at will”, which means that either the associate or the Village may terminate the employment relationship at any time, with or without cause and with or without notice.

Questions about any Village associate policy are to be directed to your manager or a Human Resources representative.

John Knox Village

Associate Policies and Procedures

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JOHN KNOX VILLAGE

VISION

*To be the leader among senior living communities
in the Greater Kansas City area.*

MISSION STATEMENT

*John Knox Village enriches the lives of older adults
through community living.*

VALUES

- We value older adults and their importance in our society.
- We foster an environment that nourishes supportive, trusting and caring relationships with our residents, their families and our associates.
- We promote a community that encourages meaningful involvement and personal fulfillment.
- We value business practices that promote careful stewardship of all resources – human, physical and financial.
- We encourage active involvement in the local communities in which we operate.

PHILOSOPHY

John Knox Village's philosophy of human resource management considers the requirements for a quality workforce for current as well as future organizational needs. Excellence in the workplace is sought in order to provide excellence in service to Village residents and other customers. A stimulating work environment, enabling all associates both professional as well as personal growth, is encouraged by:

- The promotion of open communication and associate involvement;
- Recognition of individual performance as well as longevity of service;
- Maintaining fair and competitive benefit programs as well as salary ranges;
- Maintaining a safe and productive work environment;
- Promotion of training and career development;
- Respect for individual differences and diverse backgrounds; as well as,
- Valuing all Village jobs for their support in providing quality services for senior adults.

Human resource management is a responsibility of all John Knox Village managers.