

Progress News

Supporting people to achieve a fulfilling life in their community

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Like us on Facebook and to help us connect with others like you who want to make a difference.



Strategic Commitment: Employer of Choice

We at P.I. are part of a great organization and we're one of the best when it comes to possessing a passion for people and commitment to excellence in providing quality supports and outcomes for the people we serve. This was confirmed in our 2018 Employee Engagement Survey.

96% of respondents agree or strongly agree that P.I. strives for excellence.

95% of respondents have a good understanding of our mission, vision, and values and agree or strongly agree with the statement "The work I perform contributes to the success of fulfilling the organization's mission and vision."

P.I. supports a person-centered approach to services: 91% agree or

strongly agree. P.I. has experienced significant change over the past year and we've all felt the impact at some level. Even in times of question, your commitment has shined through as you continue your work and carry out our mission.

2019 marks P.I.'s 40th year of service and this is cause for celebration! We celebrate the path we've taken to achieve the Progress we know today. With that, we must prepare

for our future and make long-range plans to sustain services while meeting our organizational goals.

We will be reviewing our Strategic Plan in the upcoming weeks to help prepare and guide us for the next three years. While we can't predict the future and there are many unknowns, one thing is certain; it is your conviction, to seeing change through, which will make our Progress possible in the long run.

Top 3 Responses
 "The one thing I wouldn't change about P.I."

1. **Mission** and **vision** of Progress
2. The people we support;
3. **Flexible** work schedule



Employment Anniversaries

January

- Ruth Neal - 29
- Kelly Penning - 28
- Tina Terlouw - 28
- Kim Major - 24
- Brenda Hansen - 17
- Tanya Hinderaker - 16
- Donna Blythe - 13
- Daryl Veld - 13
- Mary Wilkins - 11
- Ed Clements - 6
- Leonard Benfari - 2
- Melody Hofer - 2
- Kylee Bennett - 1

Humphrey Rupia - 1

February

- Neva Grandstaff-Fresh - 16
- Mike Rankin - 12
- Brandie Lehman - 11
- Candie Ruane - 11
- Barb Oswalt - 10
- Carol Stonner - 10
- Kathy Hummel - 4
- Sandy Ham - 3
- Sarah Hummel - 2
- Lesley Elliott - 2

March

Scott Miller - 27

- Laura Castings - 22
- Eric Hudachek - 14
- Mallorie Arkema - 12
- Kathy Davidson - 8
- Christina Rincon - 8
- Luke Beintema - 7
- Dianna Kelley - 6
- Emily Baker - 3
- Mitchell Coady - 2
- Kelsey Wood - 2
- Jarrett Davis - 2
- Karla Montgomery - 1
- Alysha Osborne - 1

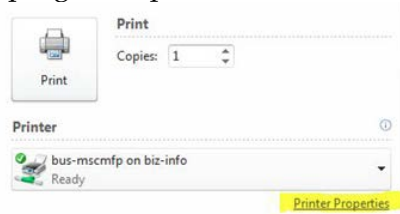
Vision:

We envision people able to live by their choices with dignity and respect.

Being inclusive is having a human connection without placing judgements before it.

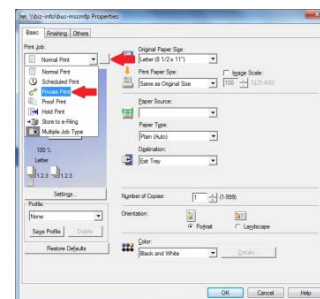
Tech Tip: Private Printing

What is private printing? Toshiba Multifunction printers have a feature called 'private printing'. This feature enables printing of confidential material via the use of a password. At the time of printing, the user assigns a password to the print job. The printer will not print a private job until the user enters the print job password at the printer. In this way, users can control the timing of the release of the print job. To print a private print job you need to select the Printer Properties option from your program's print menu.

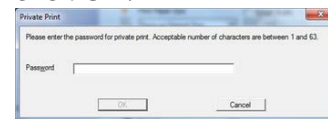


On the Printer Properties window, change the Print Job setting from Normal Print to Private Print and

then click on the square button with 3 dots that is just to the right of your selection.



Now enter a password that can contain up to 63 characters and click OK.



Click OK to close the Printer Properties windows and then click on Print to send your job to the printer. NB: The printer will store but NOT print your document until you enter your password on the printer's terminal.

Tobacco/Nicotine Free Workplace: Resources

Beginning January 1, 2019, Newton and Des Moines administrative locations became tobacco/nicotine-free campuses. On July 1, 2019, all other service locations will be tobacco/nicotine-free. This includes all indoors and outdoor areas that are owned by the P.I. Foundation or operated by P.I. including administrative, residential and community services locations, parking lots and vehicles on premises.

This policy change reinforces our commitment to preserving and improving the health and well-being of our employees, persons served, and those we interact with when providing community-based services. If you are a tobacco user, P.I. is committed to providing you the resources to make accommodations.

Please contact your manager or a member of the Human Resources Department for more information and available resources.

QuitGuide is a free app that helps you understand your smoking patterns and build the skills needed to become and stay smoke-free.



Use the app to track your cravings by time of day and location, and get motivational messages for each craving you track.

QuitGuide helps you:

1. Track craving and slips by times of day and location.
2. Track your mood and smoking triggers.
3. Stay motivated with inspirational messages.
4. Identify your reasons for quitting.
5. Get tips and distractions for dealing with cravings and bad moods.
6. Monitor your progress toward achieving smoke-free milestones.
7. Create journal entries.

QuitGuide is a product of Smokefree.gov.

P.I. Safety Committee: News You

Who is the Safety Committee at P.I.?

Members of the Safety Committee include Tiffany Annee, Pam Hackathorn, Jane Johnson, Kelly Penning, Mike Rankin, Josh Stafford, Stacy Thompson and Jenny White.

What's the purpose of the Safety

Committee? The Safety Committee works together to promote and ensure the safety and well-being of persons served and employees.

The Iowa Department of Transportation is responsible for removing the Progress

Industries sign which is located on Hwy 6 (1st Ave. and 7th St.- Newton). The DOT has been contacted and P.I. is on their priority list for the sign to be removed.

P.I. has an Ergonomics procedure to assist employees with any ergonomic workplace hazards. When a work-related musculoskeletal disorder is identified, employees may complete the Ergonomic and Hazard report so that the Safety Coordinator can arrange for an assessment.

G:\POLICIES\Health and Safety

Progress Industries

Jasper County
202 N. 3rd Ave. W.
Newton, Iowa 50208
641-792-6119

Polk County
4440 NE Hubbell Ave.
Des Moines, Iowa 50317
515-557-1810

www.progressindustries.org

Values:

Integrity
Honest, ethical, trustworthy and responsible

Passion for People
Valuing, respecting and listening to input from all

Excellence
Be the best we can be

Teamwork
Meeting our goals together

Employee Referral Program

P.I. encourages employees to refer qualified candidates to our agency who subscribe to our mission and workplace culture. If the candidate the employee refers is employed by P.I., a referral bonus will be paid to the employee under the following terms and schedule.

\$50.00 - Paid to the referring employee after the candidate is hired and successfully completes the probationary period.

\$100.00 - Paid to the referring employee after the candidate has successfully completed six months of employment. If the

applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms above. Human Resources and Leadership Team personnel are not eligible for a referral bonus.

To receive payment, the referring employee(s) must be actively employed at the time of payment. This policy only applies to new candidates. Referrals will be paid only if the original employment application completed by the applicant contains the employee's name as the referral source.

