

# Positive Directions/Positive Directions II LLC

## Welcome All Districts & RRM's

### **Office Staff:**

Owner: Sheree Manlove: [smanlove@positivedirectionsde.com](mailto:smanlove@positivedirectionsde.com)

Administrative Assistant: Brittany Diggins: [bdiggins@positivedirectionsde.com](mailto:bdiggins@positivedirectionsde.com)

Reception/Events Coordinator: Darryl Henry: [dhenry@positivedirectionsde.com](mailto:dhenry@positivedirectionsde.com)

### **Managers:**

Operations Manager: Jenee Tasby: [jtasby@positivedirectionsde.com](mailto:jtasby@positivedirectionsde.com)

Operations Assistant Manager: Darryl Smith: [dsmith@positivedirectionsde.com](mailto:dsmith@positivedirectionsde.com)

Payroll Manger: Samantha Diggins: [sdiggins@positivedirectionsde.com](mailto:sdiggins@positivedirectionsde.com)

Call Center Manger: Carla Green: [cgreen@positivedirectionsde.com](mailto:cgreen@positivedirectionsde.com)

### **Supervisors:**

Sean Lee: [slee@positivedirectionsde.com](mailto:slee@positivedirectionsde.com)

Cleveland Lynch: [clynch@positivedirectionsde.com](mailto:clynch@positivedirectionsde.com)

### **Contact numbers:**

Office: 302-654-9444

Fax: 302-654-6445

Call Center: 302-824-6135

### **Website:**

Positivedirectionsadmin.com

### **Staff Meetings:**

- Mandatory.
- Held on In-Service days.
  - You will be notified on the days, dates, times, and location.
- Compensation available.

### **Criminal Background Check (CBC)/ Fingerprints & TB tests:**

The CBC/Fingerprints are an employment essential.

- The cost is \$65.00 and PUBLIC-SCHOOL BASED EMPLOYMENT.
- No appointment necessary.
  - Delaware State Police  
Blue Hen Mall  
655 Bay Road, Suite 1B  
Dover, DE 19901  
302-739-2528

- Appointment needed.
  - Delaware State Police  
100 Lagrange Avenue  
Newark, DE 19702  
302-834-2620
- **Due to COVID-19, please contact them to see if they are doing walk-ins or if they are restricted to appointments only.**
- The receipt turned in to the office within the first week of employment.
- The results with the raised seal must be verified.
  - Unfavorable results will lead to immediate dismissal.
- Reimbursements issued after four months of employment.

The Tuberculosis screening (TB), PPD, or Mantoux skin tests are also an employment essential.

- The cost may vary depending on the testing site.
- Medical aid units, doctor's offices, or other authorized testing sites
- The receipt must be turned in after the test is administered.
- The results must be turned in to the office within the first week of employment.
  - Unfavorable results will lead to immediate dismissal.

#### **Timesheets and Daily Contact Logs:**

- Not everyone or every district requires the daily contact log.
  - CSD be sure your log hours match your daily timesheet hours.
- Must be signed by an authorized designated person or principal.
- You must complete and sign your own timesheet as well.
  - CSD you do **NOT** sign the timesheet or daily contact log.
    - The authorized designated person or principal.
    - The owner of Positive Directions/Positive Directions II LLC.
- Due in the office by 3:00 p.m. on pay day for the next pay cycle.
  - RRM's fax your timesheet after each assignment.

#### **Non-Signed Timesheets and Daily Contact Logs:**

- 1<sup>st</sup> offense – 1 hour paid, no direct deposit, and a verbal warning.
- 2<sup>nd</sup> offense – 1 hour paid, no direct deposit, and a written warning.
- 3<sup>rd</sup> offense – 1 hour paid, no direct deposit, and suspended 1 day without pay.
- 4<sup>th</sup> offense – 1 hour paid, no direct deposit, and termination
  - Your hourly rate.
  - A live check.
  - Remainder paid in the next pay cycle.

#### **Check Policy:**

- Direct Deposit.
  - Direct Deposit form completed.
  - Voided check and financial institution information.
- Live Check.

- Pick up.
- Mailed to home or school.
- Switching between Direct Deposit and Live Checks.
  - Twice throughout the school year.
  - Payroll Request Form completed.
  - Form received in the office the Monday before payday.
    - Form found on the website.

**Hours Worked:**

- When school is in session.
- Typically working a full day is 5-7 hours.
  - Include a 30-minute unpaid lunch.

**Call Out Procedures:**

- Call the Call Center
  - 302-824-6135
- Before your dedicated start time.
  - For emergencies in the morning.
    - 5:00 a.m. – 9:00 a.m.
  - Feeling unwell the night before.
    - 6:00 p.m. – 8:00 p.m.

**Not adhering to the Call Out Procedures:**

- Subject to disciplinary actions.
- Up to and including termination.