

## POSITIVE DIRECTIONS II LLC – NEW HIRE MEETING

By initialing each policy, I am acknowledging that I have been made aware of the Policies in effect for the 2015-2016 School Year.

1. Hours and Lunch Breaks: Your hours will vary depending on the school at which you are providing services. Any change in your original hourly schedule **MUST** be reported to the PD II LLC's Main Office. \_\_\_\_\_
2. Call Out Procedures: Any employee needing to call off from work for any reason **MUST** contact our Call Center at 302-824-6135, **AT LEAST TWO (2) HOURS BEFORE YOUR START TIME**. This allows our Call Center the opportunity to contact a substitute to insure that your school is covered. ANY employee not adhering to this policy will be subject to disciplinary actions, up to and including termination. \_\_\_\_\_
3. Request for Time Off: All Requests for Time Off need to be submitted in writing, and **MUST** be approved and signed off on by your school's Principal. \_\_\_\_\_
4. Absenteeism Policy: Principals do not acknowledge whether an absence is excused or unexcused and they want dependable employees. Excessive absences (excused or unexcused) could result in a loss of your position and/or a loss in PD II LLC's contract. Any employee requesting time off and/or are absent for more than 3 days throughout the year without a valid excuse will be subject to disciplinary actions up to and including termination. All time off (excused/unexcused/call off/requested off) are unpaid. \_\_\_\_\_
5. Time Sheets and Contact Records: All time sheets are due in our office every two (2) weeks, by 3:00 pm. You will be supplied a listing of pay periods and check dates to assist you with the date that Time Sheets are due. **ALL TIME SHEETS MUST BE SIGNED BY YOUR PRINCIPAL**. ANY Time Sheets that are not received on time, or come in without signatures, the following will apply: **First Offense:** After multiple calls/emails we will attempt to confirm your hours with your school administration. Once the hours are verified the employee may not have their check directly deposited and will receive a live check that they will have to pick up at the office. You will also be verbally warned. **Second Offense:** After multiple calls/emails are made to the employee, we will then estimate your hours and pay them ½ of their pay on payday and the other half on the following payday. You will also be written up. **Third Offense:** After multiple calls/emails are made to the employee you will only be paid 1 hour at your regular rate and the remainder of your check will be paid on the next payday. You will also be suspended 1 day without pay. **Fourth Offense:** After multiple calls/emails are made to the employee you will only be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next payday. You will also be terminated at this time. \_\_\_\_\_

6. Employees who are arrested, charged, convicted, plead guilty or nolo contendere on or off-the-job activities (drug or alcohol included) may be considered in violation of PD II LLC's policy. In deciding what action to take, PD II LLC will consider the nature of the charges and other factors relative to the impact of the employee's arrest, conviction or plea upon the conduct of PD II LLC business. **Any employee who is found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.** \_\_\_\_\_
7. All employees are expected to visit our website, [www.positivedirectionsadmin.com](http://www.positivedirectionsadmin.com), as often as possible. The website provides employees with important information such as, but not limited to Employee manuals, Pay Period Schedule, Time Sheets, Logs, etc. To encourage employees to visit the website, we will be putting small sayings, pictures or information on the website somewhere, and when the Supervisor does his school visits, if you are able to tell him what the saying, picture or information was, your name will be put into a drawing and you will be awarded a prize. \_\_\_\_\_
8. Whistle Blower: All employees are expected to report any instances of illegal or unethical behaviors while on assignment. If you witness a co-worker, supervisor, office personnel, etc breaking any laws, policies or procedures, you MUST report the incident to your Supervisor and/or the Owner of Positive Directions and Positive Directions II LLC. \_\_\_\_\_
9. Hands Off Policy: As an employee of PD II LLC (substitute or regular) you are **NOT** to handle students in any way that can cause any type of bodily harm or can be misconstrued as such. When a situation arises where a student needs to be physically removed or restrained, contact your schools administration immediately for assistance. **UNDER NO CIRCUMSTANCES ARE YOU PERMITTED TO PUT YOUR HANDS ON A STUDENT TO ASSIST EVEN IN THIS MATTER, EVEN IF IT IS TO HELP OUT.** \_\_\_\_\_
10. Harassment, Sexual Harassment: ANY EMPLOYEE BEING ACCUSED OF HARASSMENT OF ANY KIND WILL BE TEMPORAIRLY SUSPENDED PENDING INVESTIGATION OF THE ALLEGATION. \_\_\_\_\_
11. Social Networking: Please be advised that when utilizing social networks such as MySpace, Facebook, Twitter, etc, ANYONE COULD BE LOOKING AT THE INFORMATION YOU ARE POSTING. Any derogatory comments about your employer, school, school administration/staff, students and families you serve  
Evaluations: PD II LLC provides ALL Principals/Administrators with an evaluation yearly. If for some reason your evaluation comes back with derogatory information, you will be subject to disciplinary actions, up to and including termination. \_\_\_\_\_

12. Evaluations: PD II LLC provides ALL Principals/Administrators with an evaluation twice (2) a year. If for some reason your evaluation comes back with derogatory information, you will be subject to disciplinary actions up to and including termination. \_\_\_\_\_

13. Open Door Policy: Communication is very important to the successful operation of PD II LLC. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems and issues through their immediate supervisor and consult with any office personnel toward a resolution. The Open Door policy is a voluntary process that allows employees to talk with their immediate supervisor or with office personnel without fear of retaliation. Employees are encouraged to solve a problem at the lowest possible managerial level, but they may take issues as far up the chain of command as needed. **PD II LLC will not tolerate retaliation against employees who utilize this process.** \_\_\_\_\_

Your Name: \_\_\_\_\_  
(PLEASE PRINT)

Date: \_\_\_\_\_