

**POSITIVE DIRECTIONS/POSITIVE DIRECTIONS II LLC – POLICIES**  
**All Districts & Substitutes**

By initialing each policy, I am acknowledging that I have been made aware of the Policies in effect for the 2018-2019 School Year.

1. Payroll Request Policy: Guidelines for payroll changes are as follows: If you are signed up for Direct Deposit and need to request a live check, the request form **MUST** be sent to the office by the Monday before payday. You will only be eligible to change from Direct Deposit to a live check **TWO (2) TIMES** throughout the school year. If you are signed up to receive a live check and want to change to direct deposit, you **MUST** fill out the Direct Deposit form provided by the office. You will only be able to change from live check to direct deposit **TWO (2) TIMES** during the school year. There is not a limit on the amount of times you can change the account your direct deposit will go into. Any changes to your direct deposit account information will need to be completed on the Direct Deposit Form provided by our office. This form will need to be completed by you and turned into the office at least by the Monday before pay day. Any employee requesting a direct deposit will need to provide the office with a voided check, voided deposit ticket reflecting their account number or a letter/notice that can be obtained from the employee's financial institution. \_\_\_\_\_
2. 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/PD II's Main Office. You are required by law to take your 30 minute lunch break. If you are substituting, your hours will vary depending on the school at which you are providing services. \_\_\_\_\_
3. 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. \_\_\_\_\_
4. Substitute Call Out Procedures: If you are scheduled for an assignment, but for some reason are unable to provide coverage, you **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. \_\_\_\_\_
5. Substitute Availability: As a substitute, you may be contacted for an assignment with little or no advance notice. It is understood that there may be days when you are unavailable to provide coverage due to your own schedule. Religious holidays, serious illness or death with family, illness of employee (doctor note), court date, jury duty, parental meetings for child(ren) and any mandatory training sessions required by Positive

Directions/Positive Directions II LLC and/or the school administration are considered valid excuses as long as you can provide proof of your attendance to said appointment. As a substitute, if you are called and receive a message from the call center manager regarding an assignment, you must contact the call center phone no later than 9:00 a.m. that morning. If you do not return the call by that time or do not have a valid reason for not accepting the assignment, it will be considered a decline. If a substitute turns down (3) consecutive assignments, they will be considered to have voluntarily resigned. All time off (excused or unexcused/call off/requested) are unpaid. \_\_\_\_\_

6. 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. All time off (excused or unexcused/call off/requested) are unpaid \_\_\_\_\_
7. 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/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. \_\_\_\_\_
8. 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 employee who does not turn in their Time Sheets on time, or come in without signatures, the following will apply: **First Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You **will not** receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be **verbally warned**. **Second Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You **will not** receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also receive a **written warning**. **Third Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You **will not** receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be **suspended for one (1) day without pay**. **Fourth Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You **will not** receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be **terminated** at this time. \_\_\_\_\_
9. Daily Logs: When providing counseling or one-on-one paraprofessional services in the Christina School District, you are required to complete a daily log, which details the services you provide to the students you see. This log MUST be completed, signed and turned into our office with your time sheet. The daily log must reflect the same amount

of working hours as your time sheet. Please see the sample Time Sheet and Log for an example. Any time sheet received without the log, or a log that has been completed incorrectly, will not receive their pay directly deposited. Instead you will be issued a live check and will need to pick it up in the office. \_\_\_\_\_

10. 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/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.** \_\_\_\_\_
11. Child Safety First: All employees are expected to report any instances of illegal or unethical behaviors while on assignments. 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. \_\_\_\_\_
12. Hands Off Policy: As an employee of PD/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.** \_\_\_\_\_
13. Evaluations: PD/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. \_\_\_\_\_
14. Fingerprints: A complete Criminal Background Check is required for all employees. You **MUST** obtain a CBC for **Public School Employment** within the first week of employment. You MUST turn in your receipt for \$65.00 into the main office by the end of your 1<sup>st</sup> week of employment. You will receive your results within 2-4 weeks. Once you receive the results, you MUST bring the results, along with the original envelope that you received them in, to the office. ANY EMPLOYEE NOT ADHERING TO THIS POLICY WILL NOT BE ALLOWED TO PROVIDE SERVICES UNTIL THIS IMPORTANT PAPERWORK IS RECEIVED IN OUR OFFICE. \_\_\_\_\_
15. TB Test Results: A TB Test needs to be completed within the 1<sup>st</sup> week of employment. The results are to be turned in to the main office. These results can be faxed, mailed, or dropped off. If you already have a TB test on file with you doctor and it is dated within the last 5 years, that test will be acceptable. \_\_\_\_\_

16. Harassment, Sexual Harassment: ANY EMPLOYEE BEING ACCUSED OF HARASSMENT OF ANY KIND WILL BE TEMPORARILY SUSPENDED PENDING INVESTIGATION OF THE ALLEGATION. IF ANY EMPLOYEE IS FOUND GUILTY, THEY WILL BE IMMEDIATELY TERMINATED. \_\_\_\_\_

17. 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. \_\_\_\_\_

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

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