

Positive Directions II LLC New Hire Meeting

Welcome

Contact Numbers

Office number is 654-9444.

Fax number is 654-9445.

Owner (Sheree Manlove) Email address is smanlove@positivedirectionsde.com In case of emergencies, call Sheree's cell phone, which is (302) 388-6786.

Office Manager (Karen Diggins) Email address is kdiggins@positivedirectionsde.com

Administrative Assistant (Samantha Diggins) Email address is sdiggins@positivedirectionsde.com

Supervisor (Sean Lee) Email address is slee@positivedirectionsde.com

Starting Hours

You will only work during the days that the students will be attending school. If you are working a full day (6-7 hours) you **MUST** take a ½ lunch. This lunch time is **unpaid**, so you will only be paid for a total of hours worked minus your lunch time. If you are working a partial day, you will be paid for all of the time that you work. See the sample on the Time Sheets for an example.

Call Out Procedure

In Case of emergencies contact our Call Center at 824-6135. You must do the following if calling out:

Contact the Call Center at 824-6135 at least 2 HOURS before your start time.

Contact your school to inform them of your absence.

*If you know in advance you will not be in – use the Request for Time Off Sheet.

Any employee not adhering to the above call off procedure will be subject to disciplinary actions up to and including termination.

Absenteeism

We try our best to provide dependable, quality services to the schools we deal with. It is very important that you report to work every day ON TIME. Although emergencies and illness will occur, we **MUST** try our best to keep time off as low as possible.

Time Sheets

All Time Sheets must be signed by the school's Principal or another designated person and faxed to the office every two weeks (FRIDAY). Please be advised that until the Time Sheet is signed by your principal (It is NOT valid). You can either fax a copy from the school or bring a copy to the office. **If your Time Sheet is not faxed at the appropriate time, you will NOT receive your paycheck until the next payday. You will be paid bi-weekly according to the pay scale.** You will only be paid for the days that you work. Your paycheck will be mailed to you or you can pick it up depending on the option selected.

*** Time Sheets are due after the assignment is complete.**

Daily Log

You will be responsible for completing a daily log at your school for the students you see. This log keeps track of the students you see on a daily basis. **CSD only: Every page of the logs MUST be signed by the principal or other authorized agent at the school.**

***Daily Logs are due every two weeks with your Time Sheets.**

Business

A Criminal Background Check must be done. You can “walk-in” at the Delaware State Police Troop located behind the Blue Hen Mall, 655 Bay Road, Suite 1B, Dover DE 19901 (302-739-2528). You can also schedule an appointment with the State Police Troop located at 100 Lagrange Ave, Newark, DE 19702 (302-834-2620). **The cost of the CBC varies.** You are responsible for paying this at the time of your appointment. **You *must* provide us with a copy of the receipt and the results of your CBC. You will be reimbursed the cost after you turn in your results and have been employed for 5 months. Please be reminded that should something surface on your CBC that prevents you from working with children you will be dismissed immediately.**

You will also need to have a Tuberculosis screening, also known as a TB, PPD or Mantoux skin test. This can be done by your doctor. You *must* provide us with a copy of the results of this as well.

Staff Meetings

Mandatory staff meetings are held on In-Service Days. You will receive a schedule of the times, dates and locations for these meetings. All Staff Meetings are MANDATORY and you will be compensated for your time at the meeting.