

Positive Directions/Positive Directions II LLC New Hire Meeting All Districts & Substitutes

Welcome

Contact Numbers

Office number is 654-9444.

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School Assigned Employee 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.

Substitute Starting Hours

You will work anywhere from 5-7 hours per day, or less, depending on the school you are assigned to. 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.

School Assigned Employee 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.

Substitute Call Out Procedure

You will be contacted by 5:00 a.m. or later depending on when the assignment begins. We try to contact you at least 2 hours in advance to give you ample amount of time to get ready for your assignment.

Please note: IF YOU ARE ALREADY SCHEDULED FOR AN ASSIGNMENT AND YOU HAVE AN EMERGENCY AND CAN NO LONGER TAKE THE ASSIGNMENT, DO NOT CALL THE OFFICE. The office opens at 9:00 a.m. CONTACT THE CALL CENTER AT 824-6135.

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 illnesses will occur, we MUST try our best to keep time off as low as possible.

Time Sheets

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.

Substitute Time Sheets

All Time Sheets must be signed by the school's principal or another designated person and faxed to the office before you leave the school you are assigned to for the day. Please be advised that until the Time Sheet is signed by the principal it is not valid. You can either fax a copy from the

school or bring a copy to the office. This must be done immediately as this will ensure that you will get paid on time. If your Time Sheet is not faxed at the appropriate time, you will be subject to the following:

All time sheets are due after your assignment is complete

Brandywine, Colonial & Red Clay School District Daily Contact Record

You will be responsible for completing a Daily Contact Record at your school for the students you see. This Contact Record keeps track of the students seen on a daily basis. This record is to be turned in every two weeks along with your time sheet.

Christina School District 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. **Every page of the logs MUST be signed by the principal or other authorized agent at the school. You MUST insure that the hours you report on your time sheet matches the hours you report on your daily log.** See sample Time Sheet and Log for example.

***Daily Logs are due every two weeks with your Time Sheets. Anyone who does not submit the daily log, or submits it unsigned or incorrect will not receive direct deposit of their pay. Instead, you will be issued a live check that you will need to pick up from our office.**

Direct Deposit/Live Check 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.

CBC/Fingerprints

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. If you do not turn in your results within 2 weeks of the receipt, you will be removed from your position immediately, without pay, until the results with the raised seal are received in our office.

TB Test & Results

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 or medical aid center. 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.