

# *S<sup>D</sup> Associates LLC*

**Behavioral Services Assessment, Consultation, Training and Direct Service**  
**PO Box 4169, White River Junction VT 05001 [www.sdplus.org](http://www.sdplus.org) referrals: (802) 235-9322**

To: Sd Staff Company Wide (VT)

Date: 12.20.17

Re: Policy, Procedure and Process Change for 2018 – Draft

Below are the most significant changes that you will see in the updated 2018 Policy Handbook.

## **Unplanned Time Off (UPTO):**

- Beginning 1.1.2018, staff will only be able to call out/ use UPTO if they have accrued PTO. If an employee does not have accrued PTO they will have to call the regional director for approval before taking it off. If they fail to get it approved before taking it off, it will be considered a breach of duty and may result in dismissal.
- On 12.20.17, Paychex will start reporting, on the main employee screen, your accrued PTO and will not include future PTO (as it has been seen in the past). You will be able to see your balance including your approved future PTO in the report section on Paychex. You can find a tutorial on the website on how to find and read the report.
- Your approved future PTO will be under the agreement that you have accrued PTO at that date of the time off. If you do not have enough accrued PTO before your time off you will need written approval from your supervisor to take the time and have that submitted to HR.
- As always unpaid time off is only for extreme circumstances and needs to be approved by the regional director.
- If you are in the negative for PTO going into 2018 and are concerned about getting sick etc. and not having the time, please set up a meeting with the regional director ASAP.
- Regional Director Williston Office – Lesha Rasco Windsor Office- Tenisa Turnbaugh

**Cell Phone Use:**

**When on direct service with a client:**

Use only permitted as described in the Program Quick Reference Sheet for clinical, procedural and safety purposes. Each region has a phone number where all staff can be reached. If staff are remote we have access to school and home numbers for emergencies.

**When on non-direct service without a client:**

If you are not working with a client and you are doing administrative work, your cell phone should be kept in your bag, pocket or otherwise out of sight. If there is an exception to this policy because of your specific job duties, it is the employees' responsibility to get approval of cell phone use from their supervisor who will document the approval in the employees personnel file.

**Benefits/Tuition Reimbursement:** Beginning 1.1.2018, tuition reimbursement can be used to buy professional development days at \$250.00. As before this needs to be approved by your supervisor using the tuition reimbursement form.