

New Employee Guidance

Last Update: 8-Aug, 2024

Benefits Summary (reminder... also in your Offer Letter)

- Accrual & Holidays starts after 90 days of Probation
 - 10 days Unpaid hours available from Day 1..... check paystub
- Login to Workforce for:
 - Check accuracy of paystub Tuesdays before Payroll Friday
 - Year-End W2 (**not mailed**), Change Bank DD, Change Withholding
- Health Insurance (Optional): 1st of the month following 60 days
- 401(k): Automatic enrollment 365 days after start (Guideline)

Therapists Productivity Expectations

- Full-time Billable Hours = 30 Visits per week (27.5 for 100% Field)
- Work Days: Monday through Saturday
- Sample Caseload Composition (Approximate, Examples)

Type of Position	Mostly Feeding / Some speech (Clinic Based)	Early-Intervention (Home Based)	Other Locations (Center-based)	Marketing Effort to get Patients
Home Based EI	10%	80%	10%	As Needed
Full-Time	50-80%	20-40%	0 – 20%	As Needed
Part-Timers	Varies	Varies	Varies	As Needed

- Admin Staff ↔ Therapists: 2-way street
 - Admin accountable for your hours..... Work with them
 - Admin may assign you someone else's patient

Managing Cancellations

Don't think: "Not my problem...."

- Caseload Balance (to minimize cancellations) depends on
 - Therapists own personal ability to retain patients
 - Time of the year (Families stop therapy when their insurance stop paying)
- Admin Staff \leftrightarrow Therapists. Alert Admin immediately for:
 - any known cancellations
 - holes in your schedule
 - upcoming patient discharges
 - your time-offs

Transitioning from School to Workforce

- **You are 100% owner of your patients**
- **Full-time is manageableprovided you STAY ORGANIZED**
- **Finish your notes daily....the longer you wait, knowledge evaporates**
- **For difficult notes.....time-box your effort, ask peers**
- **During the 1st year of Work**
 - Give yourself time to adapt
 - Rule of Thumb: accrual takes time, don't plan big vacations first 7-8 months
 - **Reminder:** ~10 days of unpaid time-off every calendar year (no waiting)

Don't forget: Your families are depending on you... they come for YOU.

Using Time-Off

Calendar Year	Comment
10 days Paid Time Off	Accrual Basis
10 Days Unpaid Time off	No reason Necessary
Up to 5 additional days	Medical Reason only, with submission of medical certificate
Any additional days	<ul style="list-style-type: none">• Automatic change of status to part-time (No Benefits)• Require full premium for health insurance• Must submit request to reinstate as full-time.90 days waiting period will apply from date of reinstatement
Q: What if I have to cancel for personal Appointments?	<ul style="list-style-type: none">• Honor System: Report every time-off and specify Unpaid or accrued PTO• Report: 2 hrs, ½ day or Full Day