

Above All Personal Care Services, INC
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July 28, 2016

Dear Valued Employees of Above All Personal Care:

We have recently undergone several changes to our time card system, as you all know. This system has taken its time to get going but now we are under strict guidelines from the Federal Government to make it work. In light of the changes, we are instituting a new time card policy for our employees.

Beginning August 26th no paper time sheets will be turned in to the office as you have been used to (exceptions are only for EPSDT and respite clients, those will continue as normal). The only way to clock in and out is with the telephone, tablet or mobile app. There are no exceptions for this rule. If you fail to clock in or out you must fill out the attached form and turn it in within 24 hours of your missed clock in or clock out. It is important that you remember this because failure to complete this will result in missed pay. We do not have the ability to go back and correct the time after the 24-hour period and therefore cannot pay you for time you may have actually worked but we could not verify. Our policy is if we cannot bill for the service, we cannot pay the employee for time worked.

By now, you should all be familiar with the clock in system. If you do not understand the clock in system or have other issues with the clock in system, you must contact our office immediately to address the issues and concerns. I cannot stress enough that it is your responsibility to do this and to be responsible for your time that you are scheduled to work.

If you need time off, you must still complete a request for leave form and turn it in before your leave will be approved. Failure to do so can result in disciplinary action. We must have time to find a replacement caregiver to take care of your client.

I am proud of each and every one of you and know the hard work and dedication you have towards your clients. We appreciate you and all you do for them and for our company. Thank you.

Sincerely,

Andrea Gonzales
Owner, Above All Personal Care Services