



QUOTE OF THE MONTH

If you want to go fast, go alone. If you want to go far, go together.

African Proverb

HR NEWS

When you are out of work under a healthcare provider or hospital's care, or having an outpatient procedure or surgery. You should submit a note on the provider's/hospital's letterhead covering the days you missed of scheduled work as soon as you get the note. The note should tell us what day you may return to work and it must address specific restrictions (including wearing a boot, brace, etc.) and how long the restrictions or the use of the boot, brace, etc. are to last. If there are no restrictions, the note should state "No Restrictions". If the note takes you off work for 4 or more days (regardless if you were scheduled to work all of the days or not) we are required to place you on some type of leave (Family Medical Leave Act (FMLA), which requires the provider to complete FMLA forms if you are eligible, Medical Leave, etc.). If you are only scheduled to work the next 2 or 3 days then ask the provider to place you off work those specific days and not to add days that you are not scheduled to work if you do not want the provider to have to complete FMLA forms or use leave (i.e. You are not scheduled to work Saturday or Sunday, but you go to doctor on Thursday and the notes says you are off Thursday through Sunday and may return to work on Monday with no restrictions. This is 4 days and will require FMLA or some type of leave. Ask the provider to place you off work for Thursday and Friday only and may return on Saturday and you may use your CAT if you have it and it is only 2 days and will not require leave paperwork.



EMPLOYEE SPOTLIGHT

Bessie Presley – White/Warren County Director

Bessie has been with Pacesetters since 2000. She was nominated by Karla Kirby. Karla states that Bessie is 100 percent for the people we support and staff. Her door is always open to all of us. She is the best boss and co-worker anyone could ask for. She is right there beside you at any time you need her. Bessie doesn't let you go through anything alone. She is always calling and checking on the workers and the people we support. She doesn't treat you like a co-worker, she treats you like family.

Thank you, Bessie, for all your hard work and dedication!

WELCOME NEW HIRES!

Abigail Bentley	Jane Loyd
Sharon Cota	Michelle Miller
Sybrea Friel	Elizabeth Seitz
Bailey Gude	Courtney Thomas
Nicholas Irizarry	Danny Warden
Amber Wells	Philip Wiseman
Katherine "Katie" Keen	

HAPPY BIRTHDAY!

Supported Individuals

3/1 - Anna Seibers
 3/1 - Bobby Davis
 3/4 - Matthew Wallace
 3/5 - Kevin Herren
 3/5 - Carl Tobitt
 3/21 - William Smith
 3/27 - Brian Morris

Staff

3/1 - Chris Dean
 3/2 - Frances Poindexter
 Tina Van Eick
 3/4 - Tammy Walls
 Lesa Smith
 3/5 - Casey Durham
 3/6 - Saunders, Susan
 3/11 - Sarah Bumbalough
 Erica Miller
 Tana Taylor
 3/12 - Anna Evans
 3/17 - Andrea Netherton
 3/20 - Kenneth Derossitt
 3/23 - Debra Dailey
 3/24 - Marilyn Harris
 3/26 - Rachel Corbin
 Ron Eschelbacher
 3/30 - Laura Mae Mann
 Leslie Moser
 3/31 - Nicholas Irizarry

SERVICE ANNIVERSARIES

1 Year - Payton Anderson
 Tiffany Duffer
 Holly Cagle
 Selena Gonzalez
 2 Years - Cindy Mabery
 3 Years - Georgette Sullivan
 4 Years - Holly Burgess
 Jessica Jacobsen
 Shelia Machado
 5 Years - Glenda Stafford
 Misty Voiles
 7 Years - Ron Eschelbacher
 8 Years - Carla Thompson
 14 Years - Janie Wilson
 16 Years - Vikki Reynolds
 17 Years - Margo Phillips
 23 Years - Kathy Bumbalough

Oops! Don't see your name or see you name and don't want it seen? 😞

Change this by contacting HR/Barbara Jennes!

JOB OPPENINGS

- Direct Support Professional

Visit our website for more information



**Let's Talk About: CQL—The Council on Quality and Leadership
Personal Outcome Measures—Factor Expectations (What We Look For)**

Factor 3: My Relationships!

Indicator 14: PEOPLE HAVE INTIMATE RELATIONSHIPS

We define intimacy as sharing ourselves with another person in a way we would only share with those whom we deeply trust. Intimate relationships include intellectual, social, emotional, and physical components. Intimacy is present when people care and feel deeply about each other. They talk about important events or changes in their lives. Intimacy can also be spiritual. People in prayer, confession, or meditation may be reflecting a dimension of intimacy. Intimate relationships mean that people are committed to one another, trust each other, and know that they will not be rejected by the other person.

Sometimes intimate relationships result in physical affection and sexuality. Intimacy should not be confused with casual sexual relationships, even though the term "intimate" is often used to mean sexual contact in today's society. Physical closeness is only one aspect of intimacy.

People have choices and opportunities to develop close personal relationships. These options match those available to all people. Organizations do not prohibit or present barriers to close, personal relationships. They respect and support personal desires for intimacy.

Relationships with family and close friends may meet some people's needs for intimacy. Others have a different level of need for intimacy that goes beyond friendships and family ties. People define the meaning of intimacy in their own lives. They are not required to have intimate relationships.

People are not prevented from pursuing intimate relationships. Organizations support people to safely explore their intimacy needs. People are assisted in making choices and accessing opportunities for enhancing relationships. More broadly, organizations provide assistance for people to learn about relationships.

Indicator 15: PEOPLE DECIDE WHEN TO SHARE PERSONAL INFORMATION

Organizations often keep personal information about people. Whatever is contained in those records is personal and confidential. People know what information is kept and access it whenever they want. People decide when and how the information is shared with others.

Before sharing information, the organization obtains permission from the person and/or a legally authorized representative. The organization educates people and their legally authorized representative about the meaning of confidentiality and their right to refuse to share information. In this way, they can give consent or withhold it.

Sometimes information is shared informally without proper consent. Staff may not be aware that casual conversations reveal personal information about people without their permission. Posting personal information in the living or work environment can also violate the person's privacy. This can cause people discomfort and embarrassment.

In certain situations, people may be part of a committee or a group where confidential information about others is discussed. Organizations make clear the importance of maintaining confidentiality in these situations.

Even with permission, organizations provide only the information that is relevant. Consents should be limited to certain pieces of information, for a particular purpose, and be in effect for a specified time period.

People can limit what information anyone knows and shares about them. In situations where their wishes cannot be respected for legal reasons, or because of concerns related to professional ethics, the reasons are explained to them.