

**Inservice: Chronic Diseases & Care for the Dying**  
Friday, February 27, 2009

**Employee Meeting Agenda:**

**Calendar & Operational Review:**

New CCI Office: 932 Hungerford Dr., Suite 40B, Rockville, MD 20850  
Tel Nos.: 301-294-7555; Fax Nos.: 301-294-7556

General Policy Review: Mileage should be submitted with timesheets

- Proper documentation entails writing legibly and use of clinical terms
- Dress Code: wear scrubs in facilities; appropriate work attire in private homes (no jeans, no t-shirts, no flip-flops, no sweat suits, no shorts)
- Please call the office if you need to renew your C.N.A.-GNA certifications

**Admin/Finance Dept:**

**March 10, 2009 is the next payroll date.** Per Memo Dated 16Jan09: Pay date for employees will be gradually adjusted from the current 9<sup>th</sup> and 24<sup>th</sup> monthly schedule to a 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> schedule; adjustment will start in March and the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> schedule will be fully implemented by August 2009.

**Note:** There is no change in timesheet submission guidelines. Timesheets from the 1<sup>st</sup> to the 15<sup>th</sup> of every month should be submitted on the 16<sup>th</sup> day of the month. Timesheets from the 16<sup>th</sup> to the last day (30<sup>th</sup> or 31<sup>st</sup>) of the month should be submitted on the 1<sup>st</sup> of the next month. Late timesheet submission will delay your pay until the next payroll.

**Employees of the Month:**

Employee of the Month for January: Maria Edna Saludo

Employee of the Month for February: Helena Richards

**Training:**

James Batnag: Lecture on Chronic Diseases

Maria Saludo: Testimonial on Care for the Dying

**Other announcements:**

1. New badge IDs for applicants and replacement for lost and worn badge IDs now cost \$5.00.
2. Call the office at 301-294-7555 to sign-up for Spring CPR course. Time, date and venue to be announced.
3. Annual TB testing is now required.
4. Mandatory Drug Testing will soon be implemented. Drug test kits will cost \$10.00.

**Q & A**

-Any concerns/encouragement or complaints regarding the improvement of business processes please place in our suggestion box; especially if you don't feel comfortable in addressing issues publicly, or if you prefer to remain anonymous.  
Thank you

