



The Resource -- May 2020

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PTO Opt Out Policy Change

In accordance with the collective bargaining agreement with SEIUan employee must work **600 hours** or be on staff for **6 months** before they can opt out.

MRCI will start enforcing this as of *July 1, 2020*. Any employee hired on or before June 30th, will

be allowed to opt out at hire. Any employee hired on or after July 1st will be required to work the 600 hours or 6 months before opting out.

Under the program of CDCS, an employee can opt out of PTO. This means the employee elects to not accumulate the PTO hours as stated in the agreement with SEIU.

If you have further questions please connect with the MRCI Programs Staff at 800-829-7110.

PTO Hour Cap

Per the collective bargaining agreement with SEIU, the PTO hour cap per year is 80 hours. The calendar year for the PTO hours is July to June, please reminder employees under the programs of CDCS, CSG and PCA Choice that PTO hours over the cap of 80 hour will be lost on July 1st.

Are you still planning on going to Camp?

Many families have planned a summer camp as part of their CDCS or CSG budget; however with the current pandemic, camp may no longer be an option.

If your budget has already paid a deposit for a summer camp and you need to cancel, please contact the summer camp program to request a cancellation and a refund payment. The refund needs to be submitted to MRCI to be placed back into the budget.

MRCI also request that you notify your program staff as well.



Direct Support Connect has been updated!

Direct Support Connect is a dedicated job board for Direct Support Workers who are looking for work or for individuals who are needing a worker or a PCA.

The Direct Support Connect website is free and a statewide resource. For more information please visit <https://directsupportconnect.com/>

A banner for Direct Support Connect. The text reads: "Connect to jobs you'll love. Connect with people you'll want to hire." Below this is a sub-headline: "Direct Support Connect® is Minnesota's dedicated job board and hiring resource for direct support workers, such as PCAs." There are two buttons: a blue one that says "I am a direct support worker. Learn more >" and a red one that says "I want to hire a worker. Learn more >". The background of the banner shows a person in a wheelchair being supported by two other people walking on a paved path.

Results

2019 MRCI Satisfaction Survey

We at MRCI want to **Thank You** for responding to our satisfaction survey in December.

The results are in. We appreciate ongoing your feedback to make MRCI a better organization.

97%

of respondents feel MRCI staff are **Responsive...**

95%

of respondents feel MRCI staff provide **High Quality Service...**

96%

of respondents are likely to **Recommend** MRCI to a friend or peer...

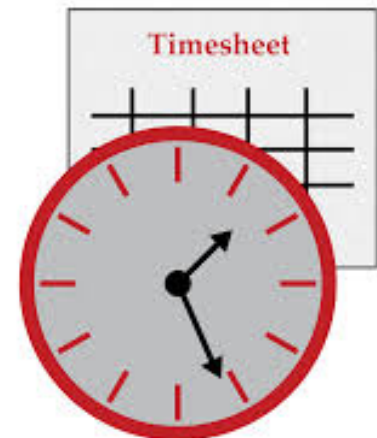
75%

of respondents have been with MRCI for over 2 years...

Timesheet Reminders

With the majority of timesheets coming to MRCI through email, we would like to take the time to remind you of a few things to ensure smooth processing of your information.

1. Please attach the timesheet to your email. This will help with your email size and allow the payroll staff to access the document faster.
2. Please do not put a picture of the timesheet directly into the body of your email. This causes the email to be large and can affect the processing time.
3. Pictures of timesheets: taking a picture of the timesheet and emailing to MRCI does work, but please be mindful of the picture quality to ensure smooth processing time.



Have you ever tried an app that scan's your time sheet? Here is a list of Apple (IOS) and Android scan apps to download.

Apple:

Notes
Scanner App PDF
Genius Scan
CamScanner-PDF Scan App
Adobe Scan Digital

Android:

Adobe Scan
Office Lens
CamScanner
Notebloc
Fast Scanner

E-Timesheets for CDCS and CSG is still available. You can enroll by visiting our [website](#) or by clicking here. Looking at the future with EVV, electronic time sheets will be required.

Enrolling today will help make the transition easier.

2020 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of Personal Support and Respite. Below is the calendar of when the trainings will be assigned. Please remember that training is assigned in the beginning of the month and is due by the last day of the month. If your worker does not complete the training they will be temporarily suspended until complete.

Month:	Subjects:
June	HIPPA/Data Privacy, First Aid
August	Client Rights
September	Positive Supports Rule
October	CSSPA Review, Person-Centered Planning,

MAKING THE DIFFERENCE



MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our website at www.MRCICDS.org

Reach us by phone at 800.829.7110



MRCI is "creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community."

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