

The Resource -- June 2019

Holiday Schedule

Job Posting Board

PTO Reminder

Training



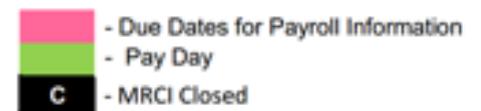
Holiday Schedule:

MRCI will be closed on Thursday, **July 4** in observance of the holiday. With our offices closed we have a

few updates:

- Vendor or claim reimbursements will need to be **submitted by 5 p.m.** on Monday, July 1 in order to be paid by Friday, July 5.

Jul-19						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



- Timesheet deadline is Tuesday, June 25. All timesheets must be submitted by the end of the day (midnight) to be paid on Friday, July 5.

Job Posting Board Available: At No Cost to You!



We understand that finding candidates to fill vacant positions can be extremely difficult, time consuming, and overwhelming.

MRCI CDS can help!

We are utilizing a third-party job posting application called Applicant Pool. It allows us to advertise your job opening on more than 30 job posting websites.

As the managing party, you will continue to interview, select, and supervise your staff. MRCI CDS will offer you the opportunity to customize your job posting and have instant access to candidates. Using the Applicant Pool portal, you will get automatic email updates every time a candidate applies for your position.

This service is completely free to the families that are already using MRCI. If you are interested in getting started or have further questions, please contact Mandy Gengler, HR Specialist at 507.386.6481 to learn more!

MyMRCI.org



Our website is a great tool!

Do you need a timesheet, forms or an employee packet? Our website, www.MRCICDS.org is a great tool for you to find everything you need. Please select the programs tab at the very top and select the program you are connected to. Under each program page all forms including employee packets will be on the right hand side in the gray box. If you have questions regarding any of the forms please contact our office.

PTO Reminder:

All active workers under the PCA Choice, Consumer Directed Community Support (CDCS) and Consumer Support Grant (CSG) are accruing PTO for hours worked.

Workers can carry up to 80 hours of PTO from one state fiscal year to the next. The state's fiscal year is July 1 to June 30. Any hours earned over 80 hours not used at the end of the state fiscal year will be lost.

Workers that have a balance over 80 hours, will need to fill out a Paid Time Off Request Form and turn in their request by July 9 to avoid losing PTO hours.

Paid Time Off requests are due at the same time as regular timesheets and can be used at any time throughout the year. The PTO Request Form can be accessed on our website under the program pages, www.mrcicds.org



Training:

All 245D staff are required to complete 12 hours of training annually. Under the licensing requirements the training needs to be completed within the same month each year.

MRCI has designed a training program for the year. MRCI will assign the training the 1st of the month and will need to be completed by the end of the month.

Please remind your staff the training needs to be completed within the same month of assignment or MRCI will suspend employment. MRCI utilizes the College of Direct Support for all trainings and at this time MRCI will not accept trainings from other providers.

***If you are in the programs of CDCS, CSG and PCA Choice you do not need to comply with the training*

Month	Subject	Paid Hours
June	HIPAA/Data Privacy, First Aid	2.5
August	Client Rights	1.0
September	Positive Supports Rule - Refresher	4.0
October	CSSPA Review, Person Centered Planning and Communications	2.0

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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