



The Resource -- June 2020

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PTO Opt Out Policy Change

In accordance with the collective bargaining agreement with SEIU an 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 fiscal year for PTO is July to June, please remind employees under the programs of CDCS, CSG and PCA Choice that PTO over the cap of 80 hour will be lost on July 1st.

If you would like to submit a request form to use PTO please visit our website for the [PTO Request Form](#)

DHS Released guidance for PCA agencies and other direct care staff providing in-home support during the COVID-19 emergency

DHS published on Wednesday June 10th guidance for PCA's and other staff providing in home services and supports guidance that provides important information and recommendations to minimize potential exposure or transmission of Covid-19. you can visit the DHS website for the important information by clicking [here](#).



Participant Dashboard

Just a reminder for the programs of CDCS and CSG, if you signed up for Participant Dashboard to view the monthly expense reports, MRCI will no longer be mailing you a copy of the report. MRCI will send you an email reminder to log into Participant Dashboard to view your expense report.

If you are interested in signing up for online expense reports for the programs of CDCS and CSG click [here](#) to enroll.

July 4th Holiday

Due to July 4th falling on Saturday, the bank recognized holiday will July 3rd. MRCI will be issuing paychecks on Thursday July 2nd due to the observed holiday.



We are asking that all timesheets be submitted as early as possible ahead of June 23rd deadline for processing. Once the pay period ends on Saturday night you can submit your timesheets on Sunday leading to the deadline day.

E-Timesheets for CDCS and CSG are 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 training will be assigned. 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* and not able to clock in or out through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

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

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