

CEDAR NORTH/CEDAR SOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: January 8, 2025

Time: 8:45a-11:30a

Inservices:

- ❖ **Safety/Health Review:** Reminder to sprinkle ice melt on the sidewalks and driveway.
- ❖ **Emergency Procedures:** January 2025 – Power Outage Drill (CS- Amy, CN – Sara)
- ❖ **Nursing Inservice:** Universal precautions and sanitary practices, infection control, blood borne pathogens, hepatitis B (Policy and TEST on STAR services)
- ❖ **Program Policies (STAR):** Emergency Procedures – Power outage per program (see attached)

Meeting Review:

- A. January Calendar Reviewed:** Reminder to turn in requests off by the 10th of the month prior. Calendars will be released on the 15th of the month. After the 10th of the month, staff will be responsible for filling their own shifts. (see attached calendars)
- B. Isolved Payroll:** All timesheets need to be in by Monday at 9a. If you submit a missed punch you will not see that it is approved until Kristal makes the change in AssetHR – do not enter the missed punch more than once please. Kristal stated that payroll is going well and thanked staff for being diligent with punches.
- C. Prohibited Use of Personal Vehicles: This is very important!**

Kristal, CEO received a call from Christensen group that as of 12/30/24 they were able to secure commercial insurance for MCGH for 2025. We went from 2 insurance companies to 5. The biggest change is to the auto insurance.

 - **Effective 1-1-2025 Personal vehicles CANNOT be used for work purposes period.** There is no exception. The new insurance company will not cover any accidents that happen on work time in a personal vehicle. This can potentially cause loss in coverage for the group home as well.
 - **All work-related travel MUST be done in a company vehicle, and all staff must be clocked in. This means you cannot make any purchases with company accounts unless you are clocked in. You cannot pick up anything for the company in a personal vehicle.**
 - There are no exceptions to this. We are at high risk right now with insurance. We need insurance to have our jobs. Please do not do anything to risk this.
- D. Workforce Incentive Grant:** MCGH has been awarded this grant and staff should be receiving the incentive pay in March. It will be directly deposited into your account in a separate payroll.
- E. Open Positions: Cedar South DCA and Overnight Direct Care Support** (see attached)
- F. Updated Holiday Policy:** (see attached) Also updated in the 2025 Handbook

G. Earned Sick and Safe Time Policy Accrual Method: (see attached) Also updated in the 2025 Handbook

H. House maintenance: CS – Liz talked to Jeff about repairing the ceiling in the bathroom hallway and in the large bathroom. **CN-** the living room walls need patching and the cracks need to be repaired. Then the living room can be painted and a pallet wall can be put up on the fireplace wall.

I. House concerns:

- Look into cross-training staff to be able to work on both CS and CN; especially on storm days.
- Need staff for overnights on both CS and CN.

J. CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.5 (same)
Appts: No appts
Concerns: ODC notified his mother yesterday that Dylan will no longer be working at North Star Manor on Mondays due to ODC staffing; effective 1/6/25.
Outings: Cont. to prepare sale ads for Argyle Grocers and deliver meals on Fridays, shredded papers at MCSS, played piano at NVHC. Dylan went home for Christmas and New Years, he got a haircut, ate out at The Dell x2.
Exercise: Dylan rides a bicycle daily (either inside or outside) and will go for walks with staff.
 - Outcome: Choose a community site to do volunteer work with at least 1x/week
- Hailey: DIET – REGULAR DIET - WEIGHT: 156.7 (+2.7)
Appts: Play therapy has resumed; was not scheduled for appts due to remodeling at the Crisis Center.
Concerns: Remind Hailey to keep her stuff out of walkway in living room, no pillows or blankets in front of closet or middle of living room for safety reasons. Reminder: Hailey needs to complete her morning cares before using her Ipad – she needs to be ready for school transport as the time varies when she is picked up.
Outings: Got a haircut at Shear Designs; spent Christmas break at her parents home (12/20/24-12/31/24). Hailey also spent the night at her sister’s home after they attended a UND Hockey Game.
OT/PT Exercise Program: Encourage Hailey to get up and walk/exercise every hour when she is at home.
 - Outcome: Weekly, Hailey will explore new leisure activities so she can identify interests she enjoys and can do during her free time.
- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 182.1 (+3.0)
Appts: 12/5 – zoom appt with Amber Ott, Alluma; 12/9 – met with Katie Benson, MCSS Case Manager; 12/10 – appt w/ Dr. Brenda King, Psychologist; 12/17 – appts with Amber Ott, Alluma, Megan Kipp, Gastroenterology and Nicole Hylden, Altru Cancer Center.
Concerns: Weight is up 3lbs. Remind her to ride the bike and exercise will forget some days needs reminders and to make good food choices. Cindy to add “ride bike daily” to Sandra’s case notes.
Outings: Continues to work 2 days/week at the Argyle Builders Supply, also works 1 time/week at the Argyle Enterprise Building/MCGH Office, attending church weekly, had lunch and a supper at The Dell, went to the GF Santa Village and out for lunch, shopped and

purchased a new recliner and went out to eat, had Christmas dinner with staff at church in Warren on Christmas Day, went shopping in Thief River Falls to buy Christmas presents for her family, went to the Godel library, out for lunch at McDonald's when visiting her son.

Exercise: Sandra is encouraged to exercise daily on her own, choosing what she wants to do for exercise.

- Outcomes: 1. To participate in at least 2 dances/month at LISTEN Center in Grand Forks
2. Sandra will prepare and cook a meal for herself 2 times per week
- Vinette: DIET – PUREED FOODS, HONEY-THICK LIQUIDS, 1/2C PORTIONS -WEIGHT 172.7 (-2.1)

Appts: Physical Therapy on 12/6; therapist said he can see improvement and to continue with the exercises she is currently doing.

Concerns: Keep completing neck exercises with Vinette daily as it is very important. Reminder to do ALL of Vinette's exercises with her 7 days/week.

Outings: Got a haircut at Shear Designs, had lunch and a supper at The Dell, went to see the Santa Village in Grand Forks and went out to eat, spent Christmas with friends in Roseau 12/23-12/27.

OT/PT Exercise Program: Neck massage daily, exercise program BID, ride bike outdoors or exercise bike, walking program daily w/ counting wooden pieces to track; finger board (located on living room wall) once daily.

 - Outcomes: 1. Vinette will attend church services or watch church services on television twice a month
 - 2. Monday - Thursday, after returning from the ODC, Vinette will unpack her lunchbox and put her dirty dishes in the sink and place her lunch box on the kitchen counter.

Information from Carol, DCC: Happy 2025 Everyone! Thank you for making sure everyone had a good Christmas! Steak for Christmas Eve – excellent Covenant Church Christmas Dinner. Also be sure to tell Kim/Carol if you want something special to make for a meal to be sure we have it. Communicate with staff that is working so they don't prepare something ahead of time. Again, thank you and make it special for individuals who are home! Reminder: when putting supplies away – food cannot be by paper products – lotions etc. Thickit has to stored in the food cupboard. Thank you

CS Individual Reports:

- Gary: DIET - REGULAR DIET 1/2C SERVING PORTIONS WEIGHT: 168.6 (-7.1)

Appts: His appointment with Jeremy Houser keeps getting rescheduled. It is now set for Fri the 17th.

Concerns: Gary has continued to have episodes with being incontinent of BM and Urine. This past month he has had a BM during the night 4 times, incontinent of urine 4 times, which were different nights. During the day he was incontinent of urine 4 times and BM 1 time. He does not complain of stomach pain. He did have a UA done on Dec 5th and it came back negative. There have been few times when he refuses to comply with staff doing his personal cares, DCC has talked with him and then he seems to be more cooperative. Cindy to delete the "restorator exercises" on Gary's case notes as he no longer completes this exercise. He has his massage twice a month. He continually declines when staff asks him to play cards. His brother's family came to visit for Christmas and brought a DQ ice cream cake. He loves that the Vikings have been winning, he called his brother in law the day they Vikings beat the Packers. He sent a New Years letter to all his family and included Target gift cards, he also mailed birthday cards to his brother in law and his nephew.

Outings: ODC 4x week.

OT/PT Exercise Program: PROM to lower extremities daily; PROM upper extremities x1/day; walking three times/day w/ gait belt if able to walk more, please do, he likes to use his walker;

- Outcomes: 1. Gary will correspond with family and friends by him making phone calls or mail monthly, with staff assistance.
2. Once a month Gary will participate in a community outing by choosing a restaurant to eat at, with verbal prompting from staff.

- Diane: DIET – PUREED FOODS AND NECTAR THICK LIQUIDS, NO SERVING PORTION CONTROL; ASSIST OF 1 AT ALL TIMES WHEN WALKING WITH FRONT-WHEELED WALKER; ASSIST OF 1 FOR TRANSFERS WEIGHT: 125.6 (+3.3)
Appts : Swallow Eval was completed, Diane is to have all foods pureed and thick it in her drinks. Her meds are to be crushed and capsules opened and put in pudding. She had a tele-med appointment with Dr Peterson; no dosage changes in meds just the form so they are easily taken.
Concerns: Diane was up 3.3 lbs. Staff MUST adhere to her portion sizes or she will become hard to take care of, we don't want to risk her having a fall. Stick to her having ½ c servings. Diane still has days when she lets go of the walker too soon. She is willing to work on table activities, however there have been a few days when she refuses to complete them. She is doing great with pureed foods and thickened liquids. She was hit across the face by a housemate, after that happened she tended to shy away from staff. Cindy to delete the “restorator exercises” on Diane’s case notes as she no longer completes
Outings: Attends the DAC 3 days/week. Bible Study x2/month
OT/PT Exercise Program: plantar fascia exercises to feet/ankles daily in am, upper extremity peddle bike 5-10 minutes daily; PROM to lower extremities 3x/day; sit to stand exercises for 30 second durations 5-10 reps, ambulate with walker, gait belt and 1 assist during the day
 - Outcome: 1. Diane will participate in leisure activities of her interests in music, eating out and movies, in the community, 1x/month.

- Corrie: DIET – MINCED/PUREED DIET; REGULAR LIQUIDS; NO PORTION CONTROL - WEIGHT: 98.5 (-5.0)
Appts: Had a swallow study 12/6 with Diane Woolsey, SLP at NVHC. He is now on a minced/pureed diet. No thick it needed in his liquids
Concerns: He seems to retreat when one housemate gets loud. He does have periods of time where he doesn't want to eat, but drinks his liquids without issue. When he doesn't eat well remember to try toast or bread with each bite. If that doesn't work give him an extra bottle of Ensure. The weekend of Dec 14th he had a cold, but didn't take long to recover. He tends to take naps more often on days he's at home. He went through a period of spitting again.
Outings: He continues to attend DAC Mon, Wed and Thur. and Bible Study twice a month.
Exercise Program: Ambulate 2-3x a day for 30 ft with a gait belt and two staff.
 - Outcomes: 1. Corrie will spend time in the community, x1/month, watching community members engaged in activities (walking, shopping, playing, visiting, etc)
2. One time per month, Corrie will eat at a restaurant, with staff assistance.

- Samantha: DIET – REGULAR 1/2C PORTIONS WEIGHT – 159.3 (-1.6)
Appts: Asogwa; no med changes other than some PRN for cold symptoms. Sam did return Dec 6th with a prescription for Amoxicillin bid, Nurse no longer has access to her Mychart.
Concerns: Sam has been given her PRN 7 times. Times have varied, 8:15am; 3:15pm; 3:00pm; one given while at home; 3:20 am and again at 11:15am; 1:30pm (at school); 3:30 am; 12:30 pm. During these episodes she has ripped trim off her door, broke the coat rack behind her door, thrown her humidifier twice; breaking it the 2nd time. She also came out of her room and struck a housemate. Cindy to ask parents about the possibility of having a Behavioral Analysis come to the home to assist in identifying ways to help Samantha control and/or redirect her behaviors in a positive support manner. She enjoyed dress up week at school

before the Christmas break; Santa Day at the Community Center and making Christmas gifts for her family with help from staff. Please have Sam go to bed with 1 stuffed animal and only her pajamas on (no costumes or wigs) as she is incontinent of urine and all of those items are smelling of urine. Cindy to delete the 9p toileting on Samantha's case notes.

Outings: Van ride with staff to Dollar General, Santa Claus day, the Christmas Party and she went home Dec 5th and returned on the 6th. She went home Dec 13-15 and 20th thru 31st for the Holidays.

Exercise Program: Encourage Samantha to exercise/ambulate short distances daily

- o Outcome: Samantha will participate in a community leisure activity, of her choice, 2x/month.

Meeting Minutes, Policies and Trainings to be acknowledged in Star Services by each staff member.

The next monthly staff meeting will be held Wednesday, February 5th at 8:45am.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen	Administrator	Janelle Fick	DCS
Cindy Gratzek	PS	Helen Gilster	DCS
Angela Wick	ONP	Laura Kostrzewski	DCS
Henrietta Linder	RN	Sara Bring	DCS
JoAnn Saunders	LPN	Lori Weber	DCS
Carol Urbaniak exc	DCC	Marilyn Huderle	DCS
Rachel Lopez	DCC	Jennifer Yutzenka	DCS
Kim Kostrzewski	DCA	Margaret Deschene	DCS
Patsy Whitlow	DCA	Amy Wheeler	DCS
Joy Edgar	ONP	Cheryl Lubarski	DCS
Liz Anderson	DCS		

Authorized By: Cindy Gratzek, PS



Emergency Response, Reporting & Review Policy

WARNING: severe weather is either occurring or is imminent. A warning is the most significant and Staff must take immediate action to protect recipients and staff by seeking immediate shelter.

WATCH: severe weather is possible as conditions are favorable for the weather event. Staff should plan and prepare for the possibility of severe weather. Staff should help people change their plans for travel and outdoor activities.

ADVISORY: weather conditions may cause inconvenience or difficulty when traveling or being outside. Staff should help people consider changing their plans for travel and outdoor activities or consider that additional time may be required to complete their plans.

3. **Power failures.** Additional information on safety during power failures is available online at: <http://www.ready.gov/technological-accidental-hazards>. *In the event of a power failure emergency, staff will take the following actions:*

Emergency Procedures POWER FAILURE:

CEDAR NORTH

- 1) Report power failures to the City of Argyle @ 437-6621 during office hours (8 a.m. to 4:30 p.m. – Monday – Friday) or after hours call the Marshall County Sheriff's Department @ 745-5411. Use emergency supplies: Radio is in the dining room on the shelf on west wall, flashlight is in each consumer bedroom and in the kitchen in the west cupboard). There is also a radio and batteries and flashlight on Cedar South side in the basement on the table next to the bed.
- 2) Account for the well-being of all recipients receiving services.
- 3) Inform all recipients why plans and activities are changing and what is being done to keep them safe.
- 4) Should a power outage last for a long period of time keep warm by dressing in layers? Use portable generators if available. If the power outage is becoming long and home is becoming cold in winter call the PD or RPS and or CEO for assistance
- 5) Should evacuation be necessary, telephone the police department, the fire department - 911 - and /or the local emergency disaster services for assistance in evacuating.
- 6) Recipients should be taken to the place recommended by the official in charge.

If evacuation will be for longer than 24 hours, it is necessary to complete the "Emergency Report and Internal Review form". Supervisory staff will call each consumer's legal representative, Marshall County licenser, case manager and ODC, within 24 hours of occurrence to inform them of relocation unless the Incident has been reported by another license holder.

4. **Emergency shelter.** Additional information on emergency shelter is available online at: <http://www.ready.gov/shelter> . Some emergencies will be best met by seeking safety in an



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Emergency Procedures POWER FAILURE:

CEDAR SOUTH

- 1) Report power failures to the City of Argyle @ 437-6621 during office hours (8 a.m. to 4:30 p.m. – Monday – Friday) or after hours call the Marshall County Sheriff's Department @ 745-5411. Use emergency supplies: Radio is on nightstand in Gary's room and flashlights are in all consumer bed rooms and in medication room/laundry area on the counter. There is also a radio and batteries and flashlight in the basement on the cabinet just west of the staffing table area.
- 2) Account for the well-being of all recipients receiving services.
- 3) Inform all recipients why plans and activities are changing and what is being done to keep them safe.
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4. **Emergency shelter.** Additional information on emergency shelter is available online at: <http://www.ready.gov/shelter> . Some emergencies will be best met by seeking safety in an emergency shelter. Depending on the emergency you may need to shelter in place or shelter outside the disaster area. ***In the event of a fire emergency, staff will take the following actions:***

7.12 Holidays

Employees will be paid at a rate of time and one half their regular rate of pay for all hours **worked** on the holiday.

With the exception of Christmas, which will be paid at a rate of 2 times their regular rate of pay for all hours **worked** on Christmas Eve and/or Christmas Day.

Marshall County Group Homes, Inc. will observe the following holidays for all Direct Care Support Staff:

- New Year's Eve
- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving Day
- Christmas Eve
- Christmas Day

All Direct Care Support employees who work the holidays listed below will be paid time and a half their hourly rate for all hours worked as listed below:

2025 Holidays	
<p>New Years Day (holiday pay hrs worked)</p> <p>1/1/25-12a-8a</p> <p>1/1/25-8a-10p</p> <p>1/1/25-10p-12a</p> <p>1/2/25-12a-6a</p>	<p>Easter (holiday pay hrs worked)</p> <p>4/20/25-8a-10p</p> <p>Memorial Day (holiday pay hrs worked)</p> <p>5/26/25-8a-10p</p>
<p>Independence Day (holiday pay hrs worked)</p> <p>7/4/25-8a-10p</p>	<p>Labor Day (holiday pay hrs worked)</p> <p>9/1/25-8a-10p</p>

Thanksgiving Day & Friday After (holiday pay hrs worked)

- 11/27/25-8a-10p
- 11/27/25-10p-12a
- 11/28/25-12a-8a
- 11/28/25-8a-10p

All Direct Care Support employees will be paid at a rate of **2 times their regular rate of pay** for all hours worked on Christmas Eve and/or Christmas Day.**

Christmas Eve (holiday pay hrs worked)

12/24/25-8a-10p

12/24/25-10p-8a

Christmas Day (holiday pay hrs worked)

12/25/25-8a-10p

12/25/25-10p-6a (12/26/25)

Employees who do not work direct care are exempt from the above benefit.

Marshall County Group Homes, Inc. will observe the following benefited holidays for **Administration:**

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

Marshall County Group Homes, Inc.'s administration employees, will receive 8 hours of holiday pay for each holiday listed above. The Administration office will be closed on the above holidays.

Non-worked holiday hours will be granted to eligible administration employees at their regular rate of pay. Holiday pay for administration staff is effective upon hire date.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided to Administration employees instead of the paid time off benefit that would otherwise have applied.

Employees are granted one (1) day off with pay to observe a major holiday in accordance with their faith. Marshall County Group Homes, Inc., will not discriminate against an employee's choice of religious holiday.



Earned Sick and Safe Time Policy Accrual Method

Effective 01-01-2025

Marshall County Group Homes Inc. provides Earned Sick and Safe Time (ESST) to eligible employees.

Eligibility

All Marshall County Group Homes employees who work at least 80 hours a year including full-time, part-time, and direct care support employees are eligible to accrue and use ESST.

Procedures

Employees begin to accrue ESST on the employee's date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.

Utilization (Effective 1-1-2025)

employees are entitled to earn sick and safe time at the rate of **one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.**

- Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall.
- When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts **(until either the yearly or overall limit is reached).**
- When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1st and ends on December 31st.

The terms under which employees are permitted to use this leave are set forth below.

- Employees may use ESST under this policy in increments of 15 minutes.
- Employees will not be paid for any unused sick and safe leave upon termination of employment.
- Employees must use at least **1 hour of sick leave per occurrence.**
- All employees begin accruing hours on the first day of work, regardless of whether they are full-time or part-time.
- **New Hires**-Following 90 calendar days of employment, sick and safe leave may be used as described above.

Leave under this policy may be used for the following reasons:

1. An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - b. Obtain services from a victim-services organization;
 - c. Obtain psychological or other counseling;
 - d. Seek relocation due to domestic abuse, sexual assault, or stalking; or
 - e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency.
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency.
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Family members under the ESST policy includes:

- employee's child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, step- parent, mother-in-law, father-in-law, grandchild, grandparent, or registered domestic partner,
- any individual related by blood or affinity whose close association with the employee is the equivalent to a family relationship.

Notice

- If the need for leave is foreseeable, you must provide at least 7 days' notice.
- If unforeseeable, provide notice as soon as practical.
- Employees are required to contact the program director (PD) or program supervisor (PS) by phone call.
- They can be reached at the office during business hours or by their cell phone after hours.
- Should staff not be able to reach them, they may call the Chief Executive Officer (CEO).
- The notice should include the expected length of the absence, if known.

Employees who use sick or safe time leave for **more than 3 consecutive absences** may be required to:

- provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.
- In the case of an unforeseen need to take leave, for example, the illness of an employee or their family member or in the case of an emergency, notice should be given by the employee as soon as practicable (and before the start of the work shift).

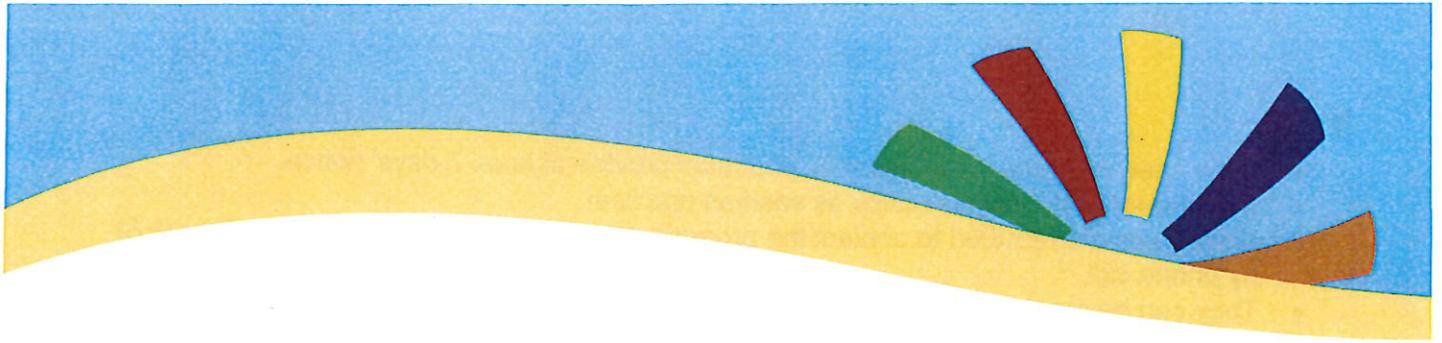
Leave under this policy may run concurrently with leave taken under other applicable policies as well as under Local, State, or Federal law, including leave taken pursuant to the Family and Medical Leave Act (FMLA).

Restoration

Upon return from leave, you will be returned to employment at the same rate of pay you were receiving when leave commenced, plus any automatic adjustments in your pay scale that occurred while you were on leave. You will also retain all accrued pre-leave benefits of employment and seniority as if there had been no interruption in service.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.



Open Positions

Location: Cedar South



Position: Direct Care Assistant

Full-Time must be able to work afternoons and evenings

Position: Overnight Direct Care Support

Every Tuesday-6p-8a & Every other Sunday 9p-8a

Please Contact the office if interested in either position.

Posting Open until 1-13-2025



2025 CEDAR NORTH JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	All Clients Home	
			1 New Year's Day Kristal on call	2	3 Carol on call DN Meals/Coupons	4 Carol on call Admin-Sabrina
			8a-4p Margaret 4p-8p(JF) Margaret 8p-8a-Joy	6a-3p Carol 1p-8p-Kim	6a-4p-Margaret 8a-8p-Kim 4p-9p-unable to fill	9a-9p-Carol 9a-6p-Kim
				8p-8a-Joy	9p-9a-Sara	9p-9a-Carol
5 Carol on call Admin-Sabrina	6	7	8 Staff Meeting	9	10 Kim on call DN Meals/Coupons	11 Kim on call Admin-Sabrina
8a-1p-Carol 1p-9p-Jenn	6a-2p-Margaret 12p-8p-(KK) Sara 5-8-(KK) Jenn	6a-4p-Margaret 11a-8p (CU) Kim (SO appt/outing)	6a-3p-(CU) Sara 1p-8p(KK) Janelle	6a-3p-(CU) Sara 1p-8p-Kim	6a-3p(CU)Margaret 8a-4p-Kim Bible Study 2p North	9a-9p-Sara 9a-6p-Kim
9p-8a-Jenn	8p-8a-Joy	8p-8a-Joy	8p-8a-Jenn	8p-8a-Joy	4-9p- Sara 9p-9a-(KK) Sara	9p-9a-Sara
12 Kim on call Admin-Sabrina	13	14	15	16	17 Rachel on call DN Meals/Coupons	18 Rachel on call Admin-Kristal
9a-4p-Sara 4p-8p-(JY) Joy	6a-2p-Margaret 12p-8p-Kim	6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	6a-3p-Carol 12p-8p-Kim	6a-3p-Carol 1p-8p-Kim	6a-3p-Carol 8a-8p-Kim 3p-9p-Marilyn	9a-9p 9a-4p-Sara 4-9-Jenn
8p-8a-(JY) Joy	8p-8a-(JE) Jenn	8p-8a-(JE) Jenn	9p-8a-Jenn	8p-8a-(JE) Jenn	9p-9a-Carol	9p-9a-Jenn
19 Rachel on call Admin-Kristal	20	21	22	23	24 Patsy on call DN Meals/Coupons	25 Patsy on call Admin-Kristal
8a-4p-Sara 4p-8p-Jenn	6a-2p-Margaret 12p-5p-(KK) Sara 6p-8p (KK) Jenn	6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	6a-3p-Carol 12p-8p-Kim	6a-3p-Carol 1p-8p-Kim	6a-3p-Carol 8a-8p-Kim 3p-9p- Sara Bible Study 2p South	9a-9p-Sara 9a-6p 9p-9a-Sara
8p-8a-Jenn	8p-8a-Joy	8p-8a-Joy	9p-8a-Jenn	8p-8a-Joy	9p-9a-Sara	9p-9a-Sara
26 Patsy on call Admin-Kristal	27	28	29	30	31 Carol on call	
9a-4p-Sara 4p-8p-Jenn	6a-2p-Margaret 12p-8p-Kim	6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	6a-3p-Carol 12p-8p-Kim	6a-3p-Carol 1p-8p-Kim	6a-4p-Margaret 8a-8p-Kim 4p-9p-Marilyn	Kristal gone on vacation 1/29-2/9
8p-8a-Jenn	8p-8a-Joy	8p-8a-Joy	9p-8a-Jenn	8p-8a-Joy	9p-9a-	

JANUARY 2025 CEDAR SOUTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 NO ODC/DAC/SCHOOL	2 CS Pickup warren 3p	3 On call Carol	4 On call Carol
			8a-6p-Rachel 2p-8p-Patsy 8a-2p-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p-Sara 4p-9p-Marilyn	9a-4p-(ASW)Sara 8a-2p-Laura 2p-8p-Janelle 4p-8p-Sara
			6p-8a-Angela	8p-8a-Laura	9p-9a-Amy	8p-9a-(Amy)Rachel
5 On call Carol	6 CS Pickup warren 3p	7	8 CS Pickup warren 3p Staff Mtg	9 CS Pickup warren 3p Fergus Falls-DS/CP cancelled	10 Bible Study CN On call Kim-SK-HOME	11 Admin-Sabrina On call Kim-SK-HOME
9a-4p-(Amy) Patsy 8a-4p-Laura 4p-8p-Helen 4p-7p-Patsy	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela	6a-9a(RL) Amy 9a-4p-Amy 1p-8p-Patsy 4p-8p-Laura	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela	6a-6p-Rachel 1p-8p-(PW)-Amy 6p-8p-Laura	1p-4p-Sara 8a-4p-Amy 4p-8p-Amy 4p-9p-Angela 7a-1p- Laura 9p-9a-Angela	9a-4p-Amy 8a-2p-Laura 2p-8p-Patsy 4p-8p-Amy
7p-8a-Liz	8p-8a-Angela	8p-8a-Laura	8p-8a-Angela	8p-8a-Laura	9p-9a-Angela	9p-9a-Amy
12 Admin-Sabrina On call Kim-SK-HOME	13 CS Pickup warren 3p	14	15 CS Pickup warren 3p	16 CS Pickup warren 3p	17 On call Rachel	18 Admin-Kristal On call Rachel
9a-4p-Amy 8a-4p-Angela 4p-8p-Helen 4p-9p-Amy	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela	6a-9a-Rachel 9a-4p-Amy 1p-8p-(PW)Marilyn 4p-8p-Laura	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela	6a-6p-Rachel 1p-8p-(PW)Amy 6p-8p-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p-Rachel 4p-9p-Patsy	9a-4p-Rachel 8a-2p-Laura 2p-9p-Amy 4p-8p-
9p-8a-Angela	8p-8a-Angela	8p-8a-Laura	8p-8a-Angela	8p-8a-Laura	9p-9a-Amy	9p-9a-Amy
19 Admin-Kristal On call Rachel	20 CS Pickup warren 3p	21	22 CS Pickup warren 3p Manager Meeting @ 9am	23 CS Pickup warren 3p	24 Bible Study CS On call Patsy-SK-HOME	25 Admin-Kristal On call Patsy-SK-HOME
9a-4p-Amy 8a-4p-Laura 4p-8p-Helen 4p-7:30p-Amy	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela	6a-9a-Rachel 9a-4p-Amy 1p-8p-Patsy 4p-8p-Laura	6a-6p-Rachel 1p-8p-(Amy)Patsy 6p-8p-Angela	6a-6p-Rachel 1p-8p-(PW)Amy 6p-8p-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p-Amy 4p-9p-Angela	9a-4p-Patsy 8a-2p-Laura 2p-9p-Amy 4p-8p-Janelle
7:30p-8a-Liz	8p-8a-Angela	8p-8a-Laura	8p-8a-Angela	8p-8a-Laura	9p-9a-Angela	9p-9a-Rachel
26 Admin-Kristal On call Patsy-SK-HOME	27 CS Pickup warren 3p	28	29 CS Pickup warren 3p	30 CS Pickup warren 3p	31	
9a-4p-Amy 8a-4p-Patsy 4p-8p-Helen 4p-9p-Patsy 9p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela 8p-8a-Angela	6a-9a-Rachel 9a-4p-Amy 1p-8p-Patsy 4p-8p-Laura 8p-8a-Laura	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Laura 8p-8a-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p- 4p-9p- 9p-9a-Amy	