

Employee Spotlight Leslie

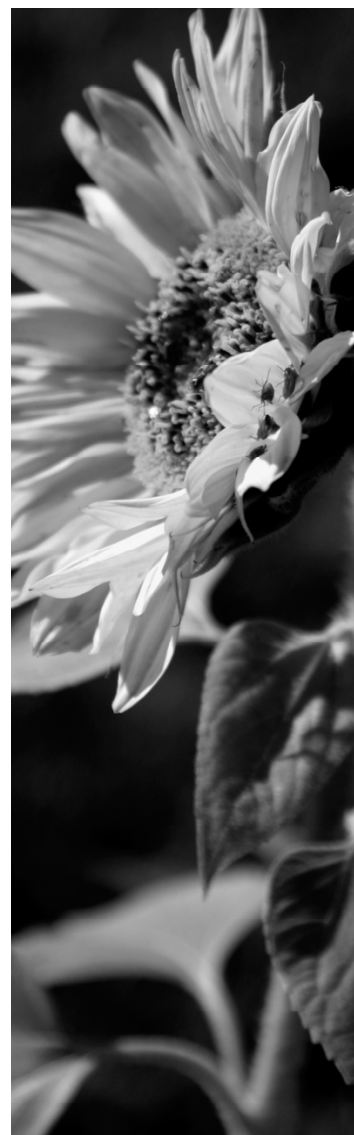
Leslie Whitnack is a valued relief staff in the Lethbridge area. She has worked for ICE since 2003 and has been orientated with several programs within Lethbridge. She is an active staff member who initiates activities and plans on her shift. Leslie exhibits a positive energy that enables her to build rapport and support the clients that she works with. There has never been a client or guardian that has not enjoyed working with Leslie.

She is always looking for creative ways to spend time with her clients.

Leslie and her husband Neal also have someone live with them through ICE as a roommate companion. As well, Leslie works full-time at another job.

In her free time, Leslie has begun to train for marathons.

Currently Leslie is running up to 12km at a time and hopes to complete her next ½ marathon in September.



Did you know?

* Running is one of the best activities most people can do to improve their health. Running regularly can help with weight loss, fighting aging and disease, and with generally staying healthy. Some of the overall beneficial side effects of running and other cardiovascular exercise include:

1. More efficient immune system. Your body functions more efficiently and is better able to fend off those nasty germs.
2. Breast cancer prevention. According to the Journal of the National Cancer Institute, "One to three hours of exercise a week over a woman's reproductive lifetime may bring a 20 to 30 percent reduction in the risk of breast cancer.
3. Increase bone density. Women are susceptible to osteoporosis (a decrease in bone density due to loss of calcium) as we age. Running and other weight-bearing exercises, increases bone density, which can fend off osteoporosis.

*Don't overlook the benefits of a community to turn to; the running community is very much a culture all its own. It is an important support system for many runners, providing support in their running and life. Of course, there are health and mental benefits to making friends as well.

*You can find out more about running at www.runnersworld.com

Did you
know?

ECAT

Employee &
Client Assistance
Team

461-7236

after office
hours



MEETINGS

Health &
Safety Meeting

Wed, Sept 5, 10:00 AM

Team Leader Meetings

WED, Aug 15, 1 -3 PM

RPAC

Thurs, Aug 23, 2PM - 5PM



TIME SHEET HAND-IN



Hand-in day will be:

Wed, August 15, 2007

for all shifts worked
between
August 1st and 15th
and

Fri, August 31, 2007

for all shifts worked
between
August 16th and 31st

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SUCCESS STORY: ABE

Abe was born in Bolivia where he lived on a farm for almost ten years. He describes the farm as very beautiful, particularly because of the palm trees and flowers. His sister Anna and brothers Willie and Herman were also born in Bolivia. Abe's family moved to Canada for a more secure life, where his sisters Mary and Barb and brother Joe were born. His family now all resides in LaCrete Alberta except for a sibling in Peace River Alberta. Herman's wife had a baby girl on Canada Day; Abe can't wait to meet her.

Abe has been living in Grande Prairie for approximately six years. He moved to Grande Prairie for employment opportunities, which after some support from Goodwill, he found.

Abe has been working at Champion Feeds for almost two years, and he is very successful at his job. His duties mostly include pricing and stocking. He notes that he doesn't have to be asked to complete tasks; he mostly does everything on his own. Abe reports that his coworkers are easy to get along with. He works there mornings, Mondays, Wednesdays and



Fridays. Abe has also recently obtained a second job at the Best Western where he works part time Tuesdays and Thursdays. He does janitorial work, and enjoys working with his boss. In addition to being successful at each place of employment, Abe also has been successful at managing the two jobs and working every day. Abe takes the bus to and from work every day.

In his leisure time, Abe enjoys having coffee, playing Playstation games, traveling (particularly to LaCrete and Edmonton), watching TV and listening to music. Abe is good at keeping good friends. He would like to live independently, and is already good at cooking and shopping. He is working on his budgeting skills, which he notes that he is improving on. Abe has been living in his current residence for three years now, and will be moving very soon, which he is excited about.

Congratulations, Abe, on all of your successes. We hope that you continue to reach all of your goals

TRAINING

CPI Training (2 Days) Aug 20 & 21, 9am -4pm	Cultural Appreciation Aug 30, 9am – 1pm
CPI Training (one day refresher) Aug 21, 9am-4pm	Promoting Safety Aug 3 1pm-5pm Aug 8 9am-1pm
Proactive Behavior Intervention, Aug 2, 16, 23, 30 9am-5pm	Documentation & Reporting Practices Aug 23 9am-1pm
Positive Behavior Supports Aug 1, 9am-5pm	All of the above as de- scribed on the ICE website.

HEALTH AND SAFETY COMMITTEE MINUTES

There was not an agenda for the Health and Safety Committee meeting today as the Committee members attended the 'Promoting Safety' – Train the Trainer Inservice in lieu of a regular meeting.

Referral Incentive

This month we have 4 recipients receiving the ICE referral incentive. These employees will receive an additional \$50.00 on their July paycheques. Congratulations to all 4 for their wonderful referrals!

Lilian Jackson
Dayo Gbadegesin
Carlton George
Christiana Marah

Here's how the Employee Referral Incentive works!

ICE appreciates our employees' referral of their family and friends to I.C.E.

If you refer a person to us who successfully meets our hiring requirements and completes their three month probation with a minimum of 120 hours worked, you will receive \$50.00. Take advantage of this great opportunity!

Thank You!

Rosa Conuecar received a thank you from a client for making meals and for supports provided. Rose won a Panasonic Microwave.

Jonah Cooper received a thank you from the Field Training Specialist for attending the Cultural Appreciation course. He also received a thank you card from a Booking Coordinator for his willingness to help out. Jonah won a Rival Crock Pot. Thank you for your outstanding contribution.



Ahmed Hassan



Jonah Cooper

Ahmed Hassan received thank you cards from the Booking Department and his Coordinator for taking a client to a self advocacy conference out of town. Ahmed won a T-Fal Family Pro Fryer. Thank you for providing this client with an opportunity to experience a new adventure!

Just Some of the many Other Thank-you Cards Received for the Edmonton JUNE Draw

Jesse Grambo received a thank you card from a Booking Coordinator for always being so helpful and for his hard work. Thanks Again!

Oksana Sochan, Naema Abdullahi, Elizabeth Currie, Zoe Varney, David Stevenson, Diana Tapoveti, Barb Shanari Lynn Elko, Esther Poudrier, Joyce Carter, Lucia Hakopdjanian, Susan McClure, Stephen Dut and Dexter Boyke received thank-you cards from the Booking staff for taking extra and sometimes difficult shifts. Your dedication is very much appreciated!

Zettie Davies received one thank you card from Booking for picking up extra shifts and two more thank you cards for all the excellent work she does for ICE.

Cathy Phillips received a thank-you card from a Coordinator for encouraging a client and for advocating for him. Thank you!

Marie Neilsen received a thank-you card from a Coordinator for her consistent supports to a client. Well done!

Olajide Jaji and Qamar Khalaf received thank you cards for assisting with driving requirements and for going above and beyond. Thank you!

Kueth Yoh, Alida Irankunda, Alex Karangwa, Emmanuel Savice, Akberet Asfaha, Jennifer Wongus, and Jalal Ebrahi, received thank you cards from the Personnel Department for referring new employees. Thank you very much!

Etienne Tenger received a thank you card from an ECAT Coordinator for his help and his positive attitude. Thank you!

Janet Sesay received a thank you card from her Coordinator for the special effort she put into assisting a client with her computer class. Well done!

Ayan Hassan, Abeer Abdelmagid, Joseph Abwoch, Alida Iyankunda, Aloys Ruzindana, Evergiste Gatena, Ahmed Hassan, Elham Mohamed, Titinwa Gabriel, Marion Bangura, and Luz Barrazona received thank you cards from the Field Training Specialist for attending the Cultural Appreciation course. Your contribution is truly appreciated!

Karen Boyces received a thank-you card from a Coordinator for encouraging a client to get involved in positive activities. Karen

also received a second thank you card from a Booking Coordinator for client support. You are making a difference in our client's lives. Thanks for your help!

Florita Lictao, Orlean Hall, Sharda Mehta, Andrea Dugo and Indu Nagpal received thank you cards from their CR Manager for assisting to prepare a program for renewal licensing. Your efforts are greatly appreciated!

Angelina Daniel received a thank you card from her Coordinator for her efforts at a client's annual planning meeting and for encouraging her client's independence. Well done!

Sung Hee Kim received a thank you card from a Booking Coordinator for driving staff to Drayton Valley and for always being willing to help! Sung Hee also received a second thank you from a Team Coordinator for his work at a program. Thank you!

Meagan Nuthack received a thank-you card from a Booking Coordinator for coming in to help in the office when Homecare was short staffed. Your dedication is very much appreciated!

Nadege Coutard received a thank you card from the Scheduling Manager for working ECAT on the STAT Holiday. Thank you!

Brigitte Kadiata received a thank you card from her Coordinator for accompanying a client to a hospital to visit her mother. Family connections are very important. Thank you so much!

Ken Popowich received a thank you card from the Community Liaison for his help to find employment for the clients he supports. Super Job!

Colleen Dobo, Susan Nzekwe, Shedrack Davies, Aloys Ruzindana, Bedee Karsor, Jacqueline Falt, Mary Anne Langille and Nancee Daniels received thank you cards from the Booking Department for their dedicated work in ICE programs. Thanks so much for everything!

Samantha Halstead received a thank you card from a CR Manager for assisting a client and the agency in an urgent situation. Thank you for your wonderful dedication!

Thank you one and all!

Health Corner

Standard Precautions

Standard precautions refers to the practice, in medicine, of avoiding contact with patients' bodily fluids, by means of the wearing of nonporous articles such as medical gloves, goggles, and face shields. Hypodermic needles should be handled carefully and disposed of properly in a sharps container.

Standard precautions should be practiced in any environment where workers are exposed to bodily fluids, such as:

- Blood (wet and dry)
- Semen
- Vaginal secretions
- Feces
- Nasal secretions
- Urine
- Vomitus
- Sputum



Standard precautions are the infection control techniques that were recommended following the AIDS outbreak in the 1980s. Standard precautions apply to all patients no matter what their infectious status is known or suspected to be. This applies to blood (wet and dry) and ALL bodily fluids except sweat. Essentially, standard precautions are good hygiene habits, such as hand washing and the use of gloves and other barriers, correct sharps handling, and aseptic techniques. Linen that has been soiled with urine/feces should be handled as little as possible. Gloves and a leak proof bag are recommended when transporting soiled linen.



June WCB stats

11 Reported Injuries in June
3 in Calgary, 8 in Edmonton
2 Lost time,
7 No Lost Time,
2 Modified (NLT)

5 were client behaviour
2 Motor vehicle Accidents
3 Slips/falls
1 Lift and Transfer

Your ICEPAGE

Is there something you would like to see in the ICE PAGES?

Contact Corinne Stasiewicz at
(780) 453-9672 or
cstasiewicz@icenterprises.com

Shift Work And Your Health

Shift work is a reality for about 25 percent of the North American working population. Interest in the effects of shift work on people has developed because many experts have blamed rotating shifts for the "human error" connected with nuclear power plant incidents, air crashes, and other catastrophic accidents.

Alternating day, night and afternoon shifts are common in industrial work, mines, hospitals, as well as food, health, and transportation services. Shift work is also common in workplaces where technical processes cannot be interrupted without affecting the product and/or where expensive equipment is used more profitably when in constant operation.

Many workers find that shift work disrupts their family and personal life and leads to health problems including chronic fatigue and gastrointestinal disorders. On the other hand, some workers prefer shift work because it usually allows for more free time.

Are there adverse health and safety effects to working shifts?

A shift worker, particularly one who works nights, must function on a schedule that is not natural. Constantly changing schedules can:

- upset one's circadian rhythm (24-hour body cycle),
- cause sleep deprivation and disorders of the gastrointestinal and cardiovascular systems,
- make existing disorders worse, and
- disrupt family and social life.

Scientific studies throughout the world have shown that shift work, by its very nature, is a major factor in the health and safety of workers.

What can the individual do to cope with shift work?

People who work shifts face many problems that others do not recognize. The difficulties stem from the change in eating, sleeping, and working patterns. The following guidelines can help people cope better.

Guidelines for Diet and Eating Patterns

- Maintain regular eating patterns as much as possible. Balanced, varied meals are very important. Keep family meal times the same even though the work routine constantly changes. Family meals may need to be altered in content to suit the shift worker.

- Time meals carefully. Afternoon workers should have the main meal in the middle of the day instead of the middle of the work shift. Night workers should eat lightly throughout the shift and have a moderate breakfast. This way they should not get too hungry while sleeping during the day and digestive discomfort should be minimal.
- Pay careful attention to the type of food eaten. Drink lots of water and eat the usual balance of vegetables, fruit, lean meat, poultry, fish, dairy products, grains and bread. Eat crackers and fruit instead of pop and candy bars during work breaks. Reduce the intake of salt, caffeine, and alcohol. Avoid greasy foods, particularly at night.
- Avoid excessive use of antacids, tranquilizers and sleeping pills. It is healthier to watch what and when you eat, and use relaxation techniques to aid sleep.
- Relax during meals and allow time for digestion.

Sleep

- Sleep on a set schedule to help establish a routine and to make sleep during the day easier. Some people may prefer to get a full period of rest just before the next work shift (as it is with "normal day" work). Try different patterns of work and sleep to see which is best for you.
- Make sure that family and friends are aware of and considerate of the worker's sleep hours and needs. Ensure that the shift worker has a comfortable, dark, quiet place to sleep during the day. Air conditioning, a telephone answering machine, and good blinds on windows are recommended.
- Make time for quiet relaxation before bed to help get better sleep. Learn how to relax using muscle relaxation, breathing techniques and so on. Use mental imagery to block out unpleasant thoughts. If you still do not fall asleep after an hour, read a book or listen to quiet music on the radio for a while. If sleep still does not come, reschedule sleeping hours for later in the day. Limit commitments later in the day to allow for napping.

Other Important Considerations

- Pay attention to general physical fitness and good health habits.
- Find out about and understand the potential health and safety effects of shift work.
- Learn how to recognize and reduce stress through physical fitness, relaxation techniques and so on.
- Take leisure seriously.

Document confirmed current on February 19, 2007

3.4.1 RATES OF PAY & HOURS OF WORK

1. At the onset of employment the employee's hourly rate of pay is confirmed.
 - A) All on-call, home care and relief for C.R. Programs are casual positions. The hourly rate may vary depending on the time of day that the hours are worked and the type of work. An employee will be informed of a change in his or her standard hourly wage at the time of booking.
 - B) Should the employee be accepting a position, either within the C.R. Unit or working in an office setting the hourly wage will be clarified and reviewed in the terms of employment. These positions may be either full time or casual employment. The terms of employment are reviewed with the employee by the appropriate supervisor.
2. A salary position is one that has a fixed rate of pay for a fixed number of hours according to a standard schedule and is 30 or more hours per week. The schedule does not change. The schedule may be weekly or repeat over a specified number of days or weeks.
3. An employee may work a full time position in addition to receiving an hourly wage for on-call hours or work strictly on an on-call basis and receive an hourly wage for the number of hours worked. Note that on-call hours refer to work in a variety of settings. In both cases the employee's number of hours worked per day and the total hours worked per month must be in accordance with Labour Standards.
4. Wages are set according to market conditions and government contracts.
5. An employee is not guaranteed a specific number of hours to work within a given pay period, unless the employee has signed terms of employment for a specified program position.
6. ECAT Coordinators will not guarantee that a specific employee will be scheduled to work with a specific client or that an employee will be booked for a specific number of hours.
7. All employees working in the C.R. Unit or in an office setting must sign **terms of employment** prior to the commencement of employment. There must be a separate terms of employment form signed for each position. This form must be resigned by the same employee if the number of hours is modified in his/her current position or he/she accepts an alternative position. This document is not required to be signed for annual wage increases. The employee's supervisor is to complete a **clarification of wage increase** form to validate annual wage increases. Any other wage allocation is dealt with through **payroll adjustments or payroll information** forms. Refer to Master forms binder for reference to these forms.
8. All employees working in residential settings within the C.R. Unit must ensure that they are familiar and adhere to the **clarification of hours for the program** that they are working in. All clarification of hours are in the appendix binder with the original policy manual, kept on file in the C.R. Unit as well as in the appropriate orientation manual for a given residence. Each Regional Manager/Community Rehabilitation Manager is responsible for ensuring that the main office in Edmonton has an up to date version of all clarification of hours for their regional residential programs.
9. All employees **must only work what they are scheduled to work**. Revision of shift times without supervisory approval, trading shifts with other employees, changing the date of the shift and/or booking additional hours of work are not acceptable and will result in disciplinary action up to and including dismissal.
10. Should any client wish to change a shift in any way the employee's supervisor, or ECAT supervisor must be notified and approval provided prior to the change.
11. If a shift is cancelled and the employee has advanced notification there will be no compensation for not working. However if the shift is cancelled and the employee has no notification, (for example the client is not home) the employee will be compensated as per labour standards. The employee is to immediately notify his or her supervisor of any cancellations.
12. An employee will not be paid for any hours worked that have not been approved previously by the appropriate supervisor.
13. If an employee is working and is injured during the shift and must leave work, the employee is paid for the hours scheduled to work on the current shift for the day of the accident through I.C.E. Any other compensation must come directly from W.C.B.