

ICE PAGE

NORTHWEST

2015

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Health and Safety Meeting

August 13, 2015 @ 3:00 pm

RPAC Meetings

August 4, 2015 @ 1:30 pm

ECAT

Employee & Client
Assistance Team

780-512-3129

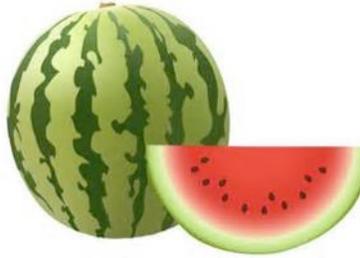
TIME SHEET HAND-IN:

August 15th, 2015

For all shifts worked between
August 1st and August 15th, 2015

August 31st, 2015

For all shifts worked between
August 16th and August 31st, 2015



Employee Spotlight

Candice

Candice DeCecco is one of the South Region's longest serving employees. She will mark her 10th ICE anniversary in October 2015. During this time Candice has worked in both residential and non residential settings and has provided supports to many different clients.

Candice is an Alberta girl; she was raised in Foremost and attended both Red Deer and Lethbridge Colleges. She obtained her Teaching Assistant Certificate as well as her Disability and Community Rehabilitation Diploma. When she's not working she enjoys knitting and needlework and going for walks with her two dogs.

Among her many strengths as an employee is Candice's commitment to encourage and support her clients as they strive to enhance and maintain their independence. Currently she works with two different individuals both of whom she has helped a great deal in this regard. One client moved from a support home



to living independently in the community. Even with some significant medical challenges this gentleman has been able to continue to live in his own home due to the support Candice offers.

Candice also encourages ICE clients to learn about self-advocacy. The other person Candice provides supports to attends and volunteers for a Southern Alberta self-advocacy group. Candice feels her client's involvement in self advocacy has greatly influenced the client's ability to remain living on her own. Self advocacy has given this person the confidence to stand up for herself in a way she wasn't able to before. Candice believes that fostering independence is a key factor in helping anyone to live a happy and satisfied life. She says, "Being independent and proving to yourself that you can do things on your own is a great source of self-esteem whether you have a disability or not."

We want to thank Candice for her impressive attitude and for her dedication to working with our clients over the last decade. She certainly exemplifies our ICE vision of Empowerment, Integrity and Caring.

TRAINING

Pre Employment Training (PET)

August 5th and 6th, 2015

&

August 19th and 20th, 2015

9:30 am - 5:00 pm

As described on the ICE website

Pro Active Behavior

Intervention (PBI)

August 11th, 2015

9:30 am - 4:00 pm



ICE offices will be closed Monday, August 3rd, 2015 for the Alberta Heritage Day Holiday

Please direct all calls to the Employee Client

Assistance Team for this day.



Client Success Story

John

John was born in Kingston, Ontario on February 12, 1979. He is exactly 2 years apart in age from his sister who also receives supports from ICE. John moved to Grande Prairie, Alberta when he was in grade two. He later graduated from the composite high school there.

John came into services with ICE ten years ago and he has been living with his support home operator, Victoria for seven years now. John works very well with his ICE staff and his support home operator and he likes to live actively. He enjoys getting out in the community with a variety of fun activities such as bike riding, walking, and shopping.

Life isn't all fun and games though. John attends Lion's reading with the support of his ICE staff. It has been

one of John's consistent goals to gain more independence with reading and writing. Each year John makes further progress with this goal. John



and staff have also been working on budgeting skills. With just a little support from ICE staff John is now able to manage his own budgeting and he has full control of his

finances. This has been a wonderful confidence booster for him.

John is gainfully employed at the local Goodwill store. This year John and staff worked on John learning the transit system so he could independently travel to work. Staff still assist John with his volunteering position at Crystal Park School and at Habitat for Humanity.

To relax John likes to play video games and computer games. He also loves everything about cars and trucks and he is a huge collector of miniature vehicles. John reports he has over 200 in his collection. He enjoys buying cars, taking them apart, and rebuilding them. John and staff will go out into the community and purchase cars, then John will head home where there is a hobby room downstairs (pictured) where he builds his own cars using only his own imagination to guide him.

Congratulations on your many achievements, John.

Policy Review

3.4.5 PAYROLL PROCESSING

Pay Periods. Pay Periods are semi-monthly with pay cheques available to employees on the 15th (or if on a weekend day then the previous business day) and the last business day of each month.

Dates for Submission of Hours. All employees must submit the appropriate documentation on time (see policy 2.7.2 Recording and Reporting Procedures) in order to be paid. A list of submission dates for the entire year is provided to the employee and a copy is posted in the main office. Pay periods are from the first to the fifteenth and the sixteenth to the last day of each month. Any alteration of pay periods will be clearly indicated on the list of submission dates. A list of submission dates is completed yearly by the Payroll Coordinator in consultation with the Comptroller.

What to Bill. An employee is to follow the guidelines below as to what to claim on their time sheet on the day of hand in.

The employee is to claim all hours worked until midnight on the stipulated day of hand-in (the 15th and the last day of every month). If the shift extends onto the next day this must be claimed the next time by the employee.

How and What the Employee is Paid.

Effective February 1, 2007 anyone employed by the agency will be paid wages on an hourly basis and will be in receipt of those wages one full pay period after time sheet submission. Full time employees hired prior to this date will continue to be in receipt of salary wages and directed by the policies and procedures for salary employees.

Salaried employees are paid one half of their monthly salary on the fifteenth and the last day of each month. Any employee commencing a salaried position past the start of the pay period will be paid hourly until the next cut-off. This will be paid to them the next pay date as well as one half of their salary. For example if Jim started June 4th he is paid hourly from June 4th to the 15th. He is paid for these hours on June 30 as well as one half of his salary allocation for June 16 to June 30th.

All employees who are paid hourly will be paid one full pay period after time sheet submission.

All salaried employees are paid for regular hours in the salary position but will be one pay period behind for relief or other on-call hours. Sick time, holiday time and time off with no pay calculations are one pay period behind. The adjustments to their salary must be processed through in the current pay period in which the time was taken off with no pay.

Start Date. An employee's start date is the first day worked that the employee is in receipt of wages from the agency as per Employment Standards. It is not the date that the person attended P.E.T.

No pay advances will be issued to any employee.

Cheques. All employees are paid through direct deposit. The exceptions to direct deposit are:

An employee's first cheque will be available to them at the office after 9 a.m. on pay day.

The employee has had previous late time sheet (see policy 2.7.2 Recording and Reporting Procedures)

An employee's final cheque will be available to them at the office or will be mailed to them.

Error in processing payroll and a manual cheque is issued to the employee

Inquiries. Should an employee require verbal confirmation of their employment the employee must complete the appropriate form and return it to the personnel department. No information will be provided without this and once completed the only information provided will be that the employee works for the agency. Any employee requiring this information must have worked a shift prior to the information being provided.

As individuals in the payroll department do not approve bookings or establish rates of pay they are not able to clarify questions pertaining to this with an employee. Please address any questions or concerns to your supervisor.

Written Verification of Employment. Written verification of employment will be provided for the purpose of bank loans, mortgages, and day care or rental subsidies and will require an employee to complete a request form prior to the documentation being provided. A \$20.00 processing fee will be required for non-subsidy requests and must be paid in advance. The request may take up to two weeks to complete. The employee's request must be in writing and submitted to the Personnel Coordinator. Any employee requiring this information must have worked a shift prior to the information being provided.

Reissuing of Pay stubs. Reissuing of pay stub(s) that an employee has already been given will require the employee to pay a \$20.00 processing fee prior to the documentation being provided. The agency is not given copies of pay stubs from the Payroll Company and as a result must access computer records to obtain specific employee requests. The request may take up to two weeks to complete. The employee's request must be in writing and submitted to the Personnel Coordinator.

Policy cont.

Reissuing of T4s. There will be a waiting period of up to 2 weeks to have a T4 reissued if the employee is responsible for the reissuing i.e.: the T4 was lost or the employee failed to provide payroll with the current address. It is the employee's responsibility to ensure that the employer is aware of any change in address.

Employment. If an employee has not worked for the agency for a period of 30 days they will removed from I.C.E. records as an employee unless the absence has been approved. The employee is able to reapply at I.C.E at any time. If there has been a 3-month period between positions the employment is not continuous and a new I. D. # must be issued. Any exceptions to this practice must be clearly documented in the employee C-Views file. Any employee transferring to another region will have all vacation accrual paid out to them at the time of the transfer.

Processing of Benefits (for those employees who are eligible) is contingent on the employee having wages to deduct their contribution(s) for the same. Any time off without pay may affect the continuation of benefits. It is the employee's responsibility to ensure they are aware of their obligations during periods where there is a disruption of paid wages. (Refer to Policy 3.4.18 Futurebuilder RSP, Policy 3.4.19 Benefits-Blue Cross and Policy 3.4.20 Benefits-Wawanesa.) It is imperative that disruption of pay be supported by approved leave of absences. (Refer to Policy 3.4.16 Leave of Absence)



**ICE has a TD Group RSP plan!
Refer to Policy 3.4.18
ICE FUTUREBUILDER RSP.**

If you are eligible, ICE will match your contributions!
*To sign up, please contact
Linna Roem at 780-453-9664*

PEDESTRIAN SAFETY REMINDER



Did You Know? There are 26 judgment skills needed to cross a street safely; this is a very complicated task particularly in high speed, high volume traffic environments.

ICE clients are vulnerable to street safety risks. Research suggests that people with learning difficulties or disabilities are more at risk of being hurt or killed on roads. A 15-year study in California indicated that the risk of adults with learning difficulties and disabilities being killed while walking was nearly three times greater than among adults without such challenges

ICE employees on shift are **REQUIRED** to consistently model and teach correct pedestrian

safety skills. Staff must also carefully support and monitor client safety at all times while in the community.

What are some key requirements for ICE Staff regarding pedestrian safety?

- Consistently model and teach clients the proper techniques for crossing the road safely according to bylaws and safety rules (i.e. cross at marked cross walks or traffic lights, look both ways, cross when you are sure traffic has come to a complete stop, walk along-side clients not ahead of them, make sure drivers have seen you before you cross, etc.)
- Do NOT break the law or complete unsafe actions (jay-walking, crossing from between parked cars, cross on a yellow or red light etc.)
- Stress the importance of walking on the inside of the sidewalk or if there are no sidewalks, as far away as possible from the travelled portion of the road.

Remember ICE employees must lead by example.

**Health and Safety Minutes
Northwest Health and Safety
Meeting - July 9th, 2015**

3.0 STANDING ITEMS

**3.1 A) Review of Regional
Health and Safety Meeting
Minutes - Section 3.2 Internal
Incidents**

Calgary: Minutes from June 17, 2015

May 15, 2015-staff was going to place paper in the copier; upon opening the paper tray staff scratched their knee against the corner of the tray. First Aid was applied. There was a chair in front of the copier making the space surrounding it crowded; chair has been moved to a new location.
Recommendations: staff to be more aware of their surroundings and use proper body ergonomics at all times.

Incident Investigation completed.

South: Minutes from June 9, 2015
No Current Internal Incidents

Edmonton- Minutes from June 3, 2015

May 4, 2015-staff was providing personal care assistance to a client completing their am shower. The client was in poor humor, they became agitated and grabbed the staff's hand and twisted it backwards injuring the staff's hand.
Recommendations: follow Proactive Behaviour Intervention guidelines, i.e. a client is agitated do not proceed with activities that require close proximity. Proceed with safer options i.e. have the client shower later in the day/evening when they are calm.

Review/develop positive approach

strategies for provision of showering supports.
Internal Investigation to be completed.

May 22, 2015- a Support Home Operator (SHO) was traveling with a client in their vehicle when the vehicle was struck by another vehicle. An EMS driver was in the area and stopped to provide First Aid. The vehicle was damaged but the client and SHO were not injured (medical follow up was completed as a precaution).

Recommendations: The SHO may benefit from attending Mission Possible driver awareness training through ICE. The collision happened over the lunch hour at 12:30 pm : it is recommended whenever possible to schedule appointments/travel outside of rush hour traffic periods.

Internal incident investigation to be completed.

B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 (Near Miss Incidents)

Calgary: Minutes from June 17, 2015

May 5, 2015-staff was applying cream to client and speaking with her about her day, day staff had given the client some money earlier and staff asked if she still had any left. Client said no she spent it on flowers, staff told client that if she only bought two flowers she could save her money and put it on her Tim Horton's card. Client got agitated and slapped staff on the back. Staff was not hurt.

Recommendations: Staff to review clients Positive Approaches. Staff

to ask client if she would like to add money to her Tim Horton's card before client purchases her flowers. CSC to review with staff the appropriate times to speak to the client about budgeting, client does not enjoy having cream applied and is easily agitated at that time. Near Miss Investigation completed.

May 14, 2015-client was sewing and staff reminded client that it was bath day, client went to her room but came back out and started sewing rather than getting ready for her bath. Staff told client she needed to get ready for her bath, client became agitated and yelled at the staff to stop disturbing her. Staff was reaching in the cupboard to take out the thermometer when client passed behind staff and slapped staff's back. Staff was not hurt.

Recommendations: Staff to review bathing procedures. Staff to review Positive Approaches. CSC will continue to review and role play different scenarios in which the Positive Approaches may be applied. If client chooses not to bath when staff ask, staff to ask again at a later time or the next day. Near Miss Investigation completed.

Additional Recommendation: Follow Proactive Behaviour Intervention guidelines i.e. do not turn your back on an escalating individual.

South: Minutes from June 9, 2015
No current Near Miss Incidents.

Edmonton: Minutes from June 3, 2015

May 22, 2015-A manager discovered that hazardous materials

for yard care had been inappropriately stored at a residence. Corrective measures were immediately implemented to remove the hazardous material and purchase alternate safer equipment.

Recommendations: Staff is to investigate the hazards and safety requirements for use and storage of equipment before making purchases. Additional training/ orientation for staff is recommended for yard care equipment and materials including a review of the Hazard and Safety Binder.

Near Miss Incident Investigation to be completed.

3.2 Evaluation of current Internal Incident Investigations for Injury, Health and Property Damage:

No current Internal Incidents.

3.3 Evaluation of current Near Miss Incident Investigations:

No current Near Miss Incidents.

3.4 Review of COR Audit and Action Items:

Review of section 8 (8.5, 8.6, 8.7, 8.8, 8.9, 8.10)

3.5 Review of Master Hazard Assessment and Control Document

Grande Prairie:

General HACD Pages 45-47

Completing First Aid & CPR – no additions

Use/Maintenance of oxygen tanks – no additions

Use of gloves – no additions

Other regions review & and recommendations and regional response to recommendations:

Calgary: Minutes from June 17, 2015

Reviewed Office Related Work – pages 9-12

Use of Visual Equipment (projector, overheads, screens) – add to safe work practices; visually inspect equipment before using. Ensure all cords are secured in a safe manner.

Filing – add to safe work practices: routine inspections of filing cabinets.

South: Minutes from June 9, 2015
Reviewed pages 26-30

Dishwashing – recommend specifying the type of glove recommended for staff to use when hand washing dishes (i.e. rubber gloves)

Bed Making – no recommendations

Washing/Mopping floors – biological hazards recommend increasing hazard probability to a 2 (currently a 1). A biological injury could occur from this activity and has been known to happen.

Edmonton: Minutes from May 6, 2015

The committee was offered an opportunity to provide their final suggestions/recommendations for the 2015 HACD review. The 2015 HACD revision is due for completion by June 30, 2015.

3.6 Policy Review:

3.5.6 Mandatory First Aid Kits

3.5.7 Visitors/Contractors

4. OTHER BUSINESS

Reviewed ICE page article –Spring and Summer Weather Hazards

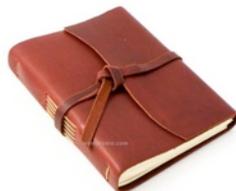
NEXT MEETING August 13, 2015 at 1:30 pm

Monthly Incentive Award Winner



Sue Seabrooke

Sue Seabrooke received a thank you for her efforts in organizing social events for ICE clients through the summer including Remote Control (RC) racing, bowling and mini golf.



Sue won a leather bound writing journal and pens.