

# **Branching Out News**

September 15, 2008

ISSUE 13

Message from the CEO: Melissa Gourley

## **Employee of the Month**

**August – Lubertha “Lu” Ellis** - Lu has worked with us for over a year and has done an amazing job. Lu has made such a strong impact on the life of the individual she works with. Lu's co-workers have expressed how much they appreciate all of her dedication and hard work and enjoy working with her. Lu always has a smile on her face and a positive attitude. We feel so lucky to have Lu as a part of the UPREACH family. For being employee of the month Lu will receive an extra vacation day.

*Do you know someone you think should be employee of the month? Let your supervisor know all the great things your coworkers are doing to improve the lives of the individuals we serve.*

## **Employee Appreciation (REMINDER)**

We know we often get busy and forget to thank you for all your hard work and dedication. So to show you how much you are all appreciated we are offering free chair massage every Friday from 11:00 am – 2:00 pm. We will offer ten minute sessions, so time is limited. If you are interested, please contact Jackie or Sheryl to reserve a time. And again, thank you for being a part of the UPREACH family. Please make sure you take time to treat yourself.

# PAYROLL DEPARTMENT

BY Pat Gourley

## **September is National College Savings Month.**

A U.S. Congressional Resolution officially recognized September as College Savings Month in 2003. The college savings plan network has been joined by more than 40 states in declaring September College Savings Month. A tax-free section 529 plan makes it easy and affordable for the average family to plan ahead for the cost of college attendance and is now available in 49 states and the District of Columbia. Even if college is just a year or two away, it is never too late to start saving-there are tax benefits to saving in a Section 529 College Savings Plan or prepaid tuition plan, and every dollar you save is a dollar less you'll need to borrow. When you save, the money earns interest, while when you borrow, you're paying the interest. It is less expensive to save for college than to borrow, either way you're setting aside a portion of your income to pay for college. If a saving plan is started early enough, even a modest weekly or monthly investment can grow to a significant college fund by the time a child enrolls. Children born today will face college cost that are 3 to 4 times the current prices by the time they enroll in college. It is very important to start saving for education as soon as possible, even as early as the day a child is born. Time is a valuable asset-the sooner you start saving, the more time your money has to grow

**\*\*\*EVEN THOUGH THE ARTICLE BELOW APPEARED IN LAST MONTH'S NEWSLETTER, WE FELT IT DESERVED REPEATING\*\*\***

### **ON-CALL SUPERVISOR**

By TAMMIE BOKOR

WHEN CALLING THE ON-CALL NUMBER, **348-8913**, IF IT GOES TO VOICE MAIL YOU WILL GET THE VOICEMAIL OF **THE SUPERVISOR ON CALL FOR THAT WEEK.** THE ON-CALL SCHEDULE ROTATES SUPERVISORS FOR A 6 WEEKS SCHEDULE. REGARDLESS OF WHOSE VOICEMAIL YOU GET, AS LONG AS YOU ARE CALLING THE CORRECT NUMBER (**348-8913**), THAT IS THE ON-CALL SUPERVISOR. PLEASE LEAVE A MESSAGE, ALLOWING TIME FOR THEM TO FINISH THE CALL THEY'RE ON, AND THE ON-CALL SUPERVISOR WILL CALL YOU BACK.

**News from Human Resource Dept.  
by Susan Sadauskas**

**SEPTEMBER ANNIVERSARIES**

TERRY ALEXANDER	2 years
LINDA DILL	3 years
JEREMY HUTCHINSON	2 years
KESHA JAMISON-MBYE	1 year

**Vacation/Time off Requests**

As a reminder.....you must provide at least a 2 week notice when asking for 1-2 days off and a 30 day notice when requesting 3 or more days off. The reason for this notice is for Upreach to ensure that there is proper coverage for the consumer's we serve. After you have turned the request in, **you must contact** Susan to ensure that the request has been received.

Occasionally, we cannot grant all requests. If a request is denied, you will be required to work your shift unless you can find your own replacement. **REMEMBER-YOU MUST RECEIVE PERMISSION FROM A SUPERVISOR TO HAVE ANOTHER EMPLOYEE COVER YOUR SHIFT.**

Additionally, when filling out your request for time off, please fill out separate requests if asking for days off within different weeks. (Example- You would fill out separate forms if you wanted 9/3/08 off and 10/30/08 off).

**Address & Phone number Changes**

Please remember to contact the HR department when you move or change your phone number. It is important that we have your updated information.

**Consuming food Purchased by Consumer's**

As a reminder....it is against Upreach policy to have a consumer purchase/pay for your food. When a consumer eats out, whether it may be at McDonald's or at a sit down restaurant, **employees must pay for their own food.**

**Benefits**

As many of you are aware, Upreach is now offering a voluntary vision benefit. All full-time (30 hours or more) employees are eligible for the vision coverage. The cost per week is \$2.75 for employees. If you are interested please contact Susan at 442-7702. The deadline for enrolling in the vision coverage is 9/26/08.

In the past Upreach has offered voluntary supplemental insurance (short term disability, cancer coverage, etc.) through AFLAC. We now will be offering this coverage through Colonial Insurance. Information meetings will be held at the Upreach Office on:

October 16 (Thursday)      1:00pm  
and 4:00pm

October 17 (Friday)      10:00am  
and 4:00pm

**All full-time employees will be required to attend one of these information meetings.**

If you have any questions, please contact Susan Sadauskas.

**Nurse Department**  
by Beth Snider/Rick Tucker

Flu Season is approaching. Please REMEMBER:

**RE: Treatment of common diarrhea and/or vomiting**

If a consumer has 2 or more episodes of consecutive vomiting or diarrhea they should be started on a clear liquid diet for 24 - 48 hrs. After 24 hours the problem has subsided then start the "BRAT" diet for another 24 hours. If the consumer is not having any further problems, their regular diet can resume.

**If there any blood noted in the vomit or diarrhea, please contact the office and a decision will be made on how to proceed.**

**Clear Liquids consist of: 7-up, Ginger Ale, Tea, Chicken or Beef Broth, Jello, and popsicles. (NO RED JELLO OR POPSICLES!!!!)**

**The BRAT diet is: Bananas, Rice, Applesauce, and Toast.**

Be sure you keep the above items available at all times. It is very difficult if the consumer gets sick in the middle of the night and staff do not have the necessary supplies.

It is important for the consumer to have fluids when vomiting or diarrhea to keep from getting dehydrated. Be sure you are checking them for an increased fever and treating that as well.

**NURSING  
CERTIFICATION  
CLASSES**

October 8, 2008  
October 15, 2008

ALL CLASSES ARE  
SCHEDULED  
9:30 AM – 4:30 PM

**Dates to Remember**

**CPR - First Aid**

Oct. 13, 2008

Oct. 27, 2008

9:30am - 5pm

**Lead Meeting**

**10:15 am**

Oct. 15th

**CYCLE FILL DATES**

*Oct. 15, 2008*

*Nov. 12, 2008*

*Dec. 10, 2008*

**Thought of the Month**

By Beth (Swegheimer) Hunter

Follow the "Golden Rule." Treat your consumers as you'd expect to be treated; extend yourself to make a positive and lasting impression on them.

Actively listen to what your consumer is saying. Never assume you know what they're requesting; ask questions to ensure the situation is fully understood.

Always tell your consumer what you CAN do for them rather than what you CANNOT do. Why say "no" when you have the ability to say "yes?"

# CONSUMER OF THE MONTH



**Robert McPeak** is the consumer of the month — Because of his great spirit towards life and towards his staff, Robert loves to go places and do things. If you want to know what's going on in Columbus, just ask Robert. If Robert could have his way, he would have staff 24 hours a day. He loves to go places and do things. He keeps his staff pretty busy. Robert's favorite place to go is the Columbus Zoo. He loves to go to movies and enjoys going out to eat. He loves to watch the news and the History Channel. Just recently, his staff has been teaching him how to cook.

Robert always has a kind word for everyone he meets. Robert has very bad arthritis, but very seldom will you hear him complain. He really tries to live life to the fullest everyday. Robert also occasionally joins Learning Never Ends for activities

Robert maintains his own apartment right near our office. He works for Charles Penzone Salons. Robert does the laundry there. Robert is a very conscientious worker and rarely misses a day on the job. Robert has a brother in Detroit, Michigan and a sister in Phoenix, Arizona. He is going to visit his sister this year at Christmas.

Robert is looking forward in semi-retiring next year. Robert hopes that he will be able to retire to Arizona and be with his sister and brother-in-law.

**Congratulations Robert – you deserve to be the Consumer of the Month!**