



Newsletter

POLICIES AND PROCEDURES FOR 2012

Our policies and procedures have been reviewed for the New Year. All staff will need to sign to say they have read and understood the following:

- Aspects Care Social Media Policy.
- Use of Emails, Internet and Computers Policy.

SICKNESS PROCEDURES

It is not acceptable to text the on call phone when you are unable to attend your shift. A phone call is required or the absence will be recorded as unauthorised.

If you do not have any credit, leave a missed call and someone will call you back.

PUNCTUALITY

There has been a significant number of occasions in recent months where staff have been arriving late for work.

Lateness is not tolerated as it impacts upon the services we provide therefore if you arrive more than 10 minutes late for your shift the time will be deducted from your wages.

SUGGESTIONS

Don't forget we have a suggestion box in reception and we welcome your thoughts and ideas.



Aspects Care Ltd would like to wish all employees a Very Happy and Prosperous 2012.

STAFF QUESTIONNAIRES

Staff questionnaires will be available for you to complete shortly. Your Care Coordinator will deliver them to the projects you work on. They are an opportunity for you to voice your opinions and any concerns you may have. We would appreciate it if you could fill them out promptly and return them to us as soon as possible.

MANDATORY PAPERWORK

When completing daily paperwork such as DLR's, Accident and Incident forms, please ensure you spend sufficient time accurately recording a detailed account of the days events. As a support worker, recording information is extremely important in order to safeguard yourself and the Service User. If you feel you need extra support filling out paperwork please contact your Care Coordinator and they will be happy to provide guidance and support.

Please inform the HR department if there is any specific training you feel would help you with your job role.

TEAM MEETINGS

Failure to attend three consecutive team meetings will result in disciplinary action. You are required to attend a minimum of 8 out of 12 team meetings in a year. The dates of the team meetings have been set and are on project for your reference. If you are unable to attend a team meeting you must inform your care coordinator well in advance with good reason.

TRAINING

There are a number of you who need to complete mandatory training refreshers. Please ensure you attend appointments which are booked for you, as training is an essential part of your job role. Failure to complete training refreshers will result in you being taken off shift until they are complete.

SUPPORT WORKER OF THE MONTH

To show our appreciation to staff members, their hard work and commitment, we felt it would be a nice idea to have "Support Worker of the Month". Please let us know how you feel about this idea and we will happily take into account your suggestions.



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PAY DATES

We have recently been receiving a high level of calls regarding pay dates. We informed all staff via the newsletter in August 2011, that the pay day will be on a **Monday every 4 weeks**.

Aspects Care, where possible will pay your wages into your account before Monday however we cannot guarantee this, therefore Monday will be the latest date you will receive your wages.

Please note the way we pay you will not be changing, you will still be paid on a 4 weekly basis.

The pay dates are below for your reference.

2011/2012

Month	Week	Pay Date	Day	From	To
10	43	30/01/2012	Monday	26/12/2011	22/01/2012
11	47	27/02/2012	Monday	23/01/2012	19/02/2012
12	51	26/03/2012	Monday	20/02/2012	18/03/2012

2012/2013

Month	Week	Pay Date	Day	From	To
1	2	23/04/2012	Monday	19/03/2012	15/04/2012
2	6	21/05/2012	Monday	16/04/2012	13/05/2012
3	10	18/06/2012	Monday	14/05/2012	10/06/2012
4	14	16/07/2012	Monday	11/06/2012	08/07/2012
5	18	13/08/2012	Monday	09/07/2012	05/08/2012
5	22	10/09/2012	Monday	06/08/2012	02/09/2012
6	26	08/10/2012	Monday	03/09/2012	30/09/2012
7	30	05/11/2012	Monday	01/10/2012	28/10/2012
8	34	03/12/2012	Monday	29/10/2012	25/11/2012
9	38	31/12/2012	Monday	26/11/2012	23/12/2012
10	42	28/01/2013	Monday	24/12/2012	20/01/2013
11	46	25/02/2013	Monday	21/01/2013	17/02/2013
12	50	25/03/2013	Monday	18/02/2013	17/03/2013

CHANGING BANK DETAILS

If you wish to change your bank details, please give one weeks notice prior to the pay dates specified above, to allow for changes to be made, Aspects Care will only pay money into an account which specifies you as the account holder. Money cannot be paid into accounts of non employees.