

Employee Handbook

The Applied Behavior Analysis Institute, Inc.

A Guide for Our Employees



*Promoting socially significant behavior
changes for clients and their families.*

**Acknowledgement of Receipt of Applied Behavior Analysis Institute, Inc.
Employee Handbook**

I acknowledge that I have received a copy of the Applied Behavior Analysis Institute, Inc. Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Applied Behavior Analysis Institute, LC.

I also understand that the purpose of this Handbook is to inform me of the Applied Behavior Analysis Institute, LC's Policies and Procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Applied Behavior Analysis Institute, Inc. employee. I also understand that Applied Behavior Analysis Institute, Inc. has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I expressly agree to the provisions of Part 7, Dispute Resolution of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between Applied Behavior Analysis Institute, Inc. and me, subject to the Applied Behavior Analysis Institute, LC's right to seek injunctive relief. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.

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Welcome

We at Applied Behavior Analysis Institute, Inc. strive to provide behavior analytic services to effect socially significant behaviors while adhering to all ethical guidelines provided by both the Behavior Analysis Certification Board and the State of Nevada Psychological Examiner's Board; and to all laws governing the provision of mental health care in the State of Nevada [NRS-641 <http://www.leg.state.nv.us/NRS/NRS-641.html#NRS641> , NAC-641 <http://www.leg.state.nv.us/NAC/NAC-641.html#NAC641> , and relevant amendments].

Introduction

This Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at The Applied Behavior Analysis Institute, LC.

The Handbook is designed to introduce you to our company and to familiarize you with Applied Behavior Analysis Institute, Inc. policies, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Employee Handbook is not a contract. Like most American companies, The Applied Behavior Analysis Institute, LC. does not offer individual employees formal employment contract with the Applied Behavior Analysis Institute, LC. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you a convenient explanation of present policies and practices at the Applied Behavior Analysis Institute, LC. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace.

Applied Behavior Analysis Institute, Inc. reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Part 1 – Getting Started

Recruitment and Hiring

The Applied Behavior Analysis Institute, LC's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities or experience needed to perform the work. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position may be sent out via email. The manager of the department with the opening will arrange interviews with employees who apply.

We encourage current employees to recruit new talent for our Applied Behavior Analysis Institute, LC.

Employment Classifications

The following terms will be used to describe employment classifications and status

Exempt Employees

An exempt employee is a salaried employee earning at least \$455 per week who holds an administrative, professional, or management position. Exempt employees are not subject to the overtime pay provisions of the Fair Labor Standards Act (FLSA). Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Employees

All hourly employees are non-exempt employees. Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) are likewise not exempt.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least 40 hours per week.

Part-Time Employee

Part-time employees are those who are regularly scheduled to work at least 20 but fewer than 40 hours per week. Part-time employees are not eligible for Applied Behavior Analysis Institute, Inc. paid benefits.

Temporary Employee

Employees hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for Applied Behavior Analysis Institute, Inc. benefits. Temporary employees include interns and co-op students.

If your status changes from temporary or casual to part-time or full-time, you are considered hired on the date you become a full-time or part-time employee for purposes of calculating eligibility for benefits that require a minimum term of employment.

Casual Employee

Employees who work on an occasional or as needed basis. Casual employees are generally not eligible for benefits.

Independent Contractors

Persons hired by Applied Behavior Analysis Institute, Inc. to perform a particular job, typically for a limited time period. These persons may be self-employed or they may work for an outside agency. Independent contractors are not eligible for Applied Behavior Analysis Institute, Inc. benefits and they are not considered employees of the Applied Behavior Analysis Institute, LC.

Equal Employment Opportunity

Applied Behavior Analysis Institute, Inc. is an Equal Opportunity Employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, sexual orientation, age, marital status, disability, genetic information or any other status protected under applicable Federal, State or Local law. Our policy reflects and affirms the Applied Behavior Analysis Institute, LC's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our Equal Employment Opportunity policies are further explained in Part III below.

Your Employment Relationship with the Applied Behavior Analysis Institute, LC

Like most American companies, Applied Behavior Analysis Institute, Inc. does not offer individual employees a formal employment contract with the Applied Behavior Analysis Institute, LC. Employment is "at will," meaning that you or Applied Behavior Analysis Institute, Inc. may end your employment at any time for any lawful reason.

This Employee Handbook is not a contract. It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration. Neither does it obligate you to continue your employment for a specific period of time. Unless you have entered into an Employment Agreement that supersedes this document, either you or Applied Behavior Analysis Institute, Inc. may terminate the employment relationship at any time. Neither does the handbook guarantee any prescribed process for discipline and discharge.

No manager or other representative of the Applied Behavior Analysis Institute, LC, other than the President, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the President and the employee.

Orientation and Training

To help you become familiar with Applied Behavior Analysis Institute, Inc. and our way of doing things, Applied Behavior Analysis Institute, Inc. will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, Applied Behavior Analysis Institute, Inc. may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

Immigration Law Applicable to All Employees

Applied Behavior Analysis Institute, Inc. complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form

required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, Applied Behavior Analysis Institute, Inc. is required by law to terminate your employment.

Hours of Work

Hours are generally subject to student (patient) availability and are often after school hours (i.e., 3:30-4:30 – 6:30-7:30). The RBT/tutor will be responsible for establishing a mutually convenient RBT/RBT/tutoring schedule with each family they are assigned to. Schedules must be made at least one week in advance and must be forwarded by email to the human resources department at admin@abainstitute.us . Employees are encouraged to establish specific days and times for RBT/RBT/tutoring sessions that can be repeated weekly throughout the year.

Flexibility in Hours of Work

Applied Behavior Analysis Institute, Inc. recognizes that many employees need flexibility in work schedules in order to meet child care and other needs. While schedules are flexible between RBT/RBT/tutors and parents, those appointments that are set in advance with the parent must be adhered to. If you must cancel a RBT/tutoring session with a parent, you must give a 24 hour notice to both the parent and to the human resources director of Applied Behavior Analysis Institute, Inc. at 702-502-8021; and you must plan with the parent, at the time of cancellation, to make those missed hours up. Failure to do so will result in a progressive series as outlined below:

Purpose

The Applied Behavior Analysis Institute, LC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Applied Behavior Analysis Institute, Inc. organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of The Applied Behavior Analysis Institute, LC's progressive discipline policy and procedure. Applied Behavior Analysis Institute, Inc. reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of Applied Behavior Analysis Institute, Inc. policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although Applied Behavior Analysis Institute, Inc. hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, Applied Behavior Analysis Institute, Inc. recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the client, the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation. Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR. Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Applied Behavior Analysis Institute, Inc. will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate

employment. However, Applied Behavior Analysis Institute, Inc. reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. Management's recommendation to terminate employment must be approved by HR and the division director or designate. Final approval may be required from the Owner or designate.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution. If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Applied Behavior Analysis Institute, Inc. and its employees.

Overtime

Because of the nature of our business, there is no overtime.

Paid Breaks

You are entitled to one (1) ten minute break per each four hour continuous shift that you work. This applies when you are at a client's home, but pursuant to Nevada Statutes you are only entitled to the break if another employee is present. So if you are at your client's home **and** there is a supervisor present (i.e., there are two ABAI staff present in the home at the same time; as in during a supervision when the RBT is present with a supervisor).

AND You are working 4 hours or more consecutively.

Then you are entitled to a 10-minute break. However, both RBT and supervisor must take the 10-minute break at the same time. The break should be towards the middle of your shift, and not the end. Therefore, you must arrange with the parent to watch the client while you are on break.

It is your responsibility to monitor when you take the break. If you miss a break it cannot be made up for after your shift and it cannot be doubled up on another day. So please keep track of the time when you are working.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. Applied Behavior Analysis Institute, Inc. recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness will result in disciplinary action up to and including discharge as funding is dependent on all hours being met. Excessive absenteeism or frequent tardiness jeopardizes the integrity of the case you are assigned to and can have a negative impact on the success of our patients and our organization.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor, the designated manager, and the family of the child you are servicing with at least 24 hour notice. If your absence is unexpected due to an act of nature or God, you should attempt to reach your immediate supervisor and the family of the student you work with as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager. If you must leave a message on voicemail, you must provide a number where your supervisor may reach you if need be.

You are expected to be at your work location at the beginning of each scheduled appointment. If you are delayed, you must call your immediate supervisor and the family of the student (patient) you work with to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Regular delays in reporting to work will result in disciplinary action up to and including discharge as outlined above.

Inclement Weather

If you cannot get to a student's (patient's) house due to severe weather it is up to you to notify your supervisor and the student's (patient's) family and reschedule the appointment following the procedures described above.

Dress Code

As an employee of the Applied Behavior Analysis Institute, LC, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality.

Dress Protocol

- Slacks/pants – Wool and cotton slacks are acceptable, provided they are clean and wrinkle free. Inappropriate items include, sweat pants, very short shorts, bib overalls, spandex and other form-fitting pants, and pants that are excessively worn or faded. Loose fitting stirrup pants accompanied by a long top or jacket are acceptable.
- Shirts – Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Avoid tee shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos, and any tops with bare shoulders unless worn under another blouse or jacket. Avoid clothes that are distracting and revealing.
- Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.
- Footwear – Items such as athletic shoes, loafers, boots, flats, and leather casual shoes are acceptable. Thongs, sandals, and slippers are considered unacceptable.
- Personal Hygiene – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should not be used in excess. Visual skin abnormalities, not caused by a legitimate medical condition, are inappropriate for our business environment. These include tattoos, hickies, or self-inflicted scars. Anyone exhibiting these types of abnormalities will be asked to cover them from public view or go home for the remainder of the day without pay if an hourly employee.
- Accessories – Jewelry tends to work best when it is simple and classic. Also, shoes, belts, and socks in complementing colors are necessary for completing a professional look.

The current Applied Behavior Analysis Institute, Inc. dress code is business-casual. Please keep in mind, however, that Applied Behavior Analysis Institute, Inc. is a professional business where our employees go into the homes of our clients. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire. As always, please use common sense in your choice of business attire.

Work Space

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Applied Behavior Analysis Institute, LC's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized and free of items not required to perform your job.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job. That equipment can include items such as a calculator, tablet, smart phone, personal computer, printer and access to our central computers and servers. This equipment is the property of Applied Behavior Analysis Institute, Inc. and cannot be removed from the office without prior approval from your supervisor. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnosis the problem and take corrective action.

Personnel Records

It is important that Applied Behavior Analysis Institute, Inc. maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the Human Resources Department of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying Applied Behavior Analysis Institute, Inc. of such changes, you will avoid compromise of your benefit eligibility, the return of W2 forms, or similar inconvenience.

Performance Reviews, Salary Reviews

You will have your first performance review at the end of your first three (3) months of employment with the Applied Behavior Analysis Institute, LC. After the three month introductory period, performance reviews will normally be conducted annually on or about your anniversary date. All performance reviews will be completed in writing by your supervisor or manager on the form designated by the Applied Behavior Analysis Institute, LC, and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with Applied Behavior Analysis Institute, Inc. employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases are given by Applied Behavior Analysis Institute, Inc. at its discretion in consideration of various factors, including your performance review and continuing education efforts.

Part 2 – Our Policies and Practice

Internet Access

Access to the Internet and World Wide Web is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect a user's performance of employment-related activities.

Applied Behavior Analysis Institute, Inc. itself, or through its Internet Service Provider, may, from time to time, monitor, log and gather detailed statistics on employees' Internet activity.

Applied Behavior Analysis Institute, Inc. email and Internet system is the property of the Applied Behavior Analysis Institute, Inc. By accessing the Internet, Intranet and electronic mail services through facilities provided by Applied Behavior Analysis Institute, Inc., you acknowledge that Applied Behavior Analysis Institute, Inc. by itself or through its Internet Service Provider may from time to time may monitor, log, and gather statistics on employee Internet activity and examine all individual connections and communications.

Texting

While it is acceptable to send and receive text messages during working sessions for emergency purposes; it is not acceptable to excessively text during working sessions.

Responsibilities and Obligations

Employees may not access, download or distribute material that is in breach of the law, or which others may find offensive or objectionable, such as material that is pornographic, bigoted, terroristic, or an incitement to violence.

You must respect and comply with copyright laws and intellectual property rights of both Applied Behavior Analysis Institute, Inc. and other persons at all times. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within Applied Behavior Analysis Institute, Inc.

Violation of this Policy

In all circumstances, use of Internet access and email systems must be consistent with the law and Applied Behavior Analysis Institute, Inc. policies. Violation of this policy is a serious offense.

This policy is incorporated as part of the terms of employment by Applied Behavior Analysis Institute, Inc. Subject to the requirements of law, violation of this policy may result in a range of sanctions; from restriction of access to electronic communication facilities, to disciplinary action, including dismissal.

Email

The email system is the property of Applied Behavior Analysis Institute, Inc. and Applied Behavior Analysis Institute, Inc. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Applied Behavior Analysis Institute, LC. You may make limited personal use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work. Applied Behavior Analysis Institute, Inc. email system is Applied Behavior Analysis Institute, Inc. property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using Applied Behavior Analysis Institute, Inc. hardware and software.

Electronic mail is like any other form of Applied Behavior Analysis Institute, Inc. communication, and may not be used to harass. Your email account is an Applied Behavior Analysis Institute, LC-provided privilege, and is Applied Behavior Analysis Institute, Inc. property. Remember that when you send email from Applied Behavior Analysis Institute, Inc. domain or any domain owned by the Applied Behavior Analysis Institute, LC, you represent Applied Behavior Analysis Institute, Inc. whether your message is business-related or personal.

Telephones

You may not use your personal telephone for personal communication, checking news, or social media, during instructional time with a student unless it is an emergency. This includes texting and checking emails from your personal device.

Smoking

In order to provide a safe and comfortable working environment for all employees, smoking is strictly prohibited at all times inside any Applied Behavior Analysis Institute, Inc. building and at any client's home.

Drug-Free Workplace

Applied Behavior Analysis Institute, Inc. takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance abuse free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. Any employee, who is convicted of any violation occurring on Applied Behavior Analysis Institute, Inc. property or during working times, shall notify Human Resources within five (5) days of the date of conviction. A conviction includes a finding of guilt, including a plea of no contest, or imposition of sentence, or both.

Applied Behavior Analysis Institute, Inc. has adopted a formal policy related to substance abuse. A copy of the complete policy is contained in this Handbook.

Substance Abuse

Substance abuse is a serious problem adversely affecting the lives of millions of Americans, corporate profits, organizational effectiveness, and our nation's ability to compete in the world economy.

Applied Behavior Analysis Institute, Inc. recognizes alcohol and drug abuse as potential health, safety and security problems. Applied Behavior Analysis Institute, Inc. expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Applied Behavior Analysis Institute, Inc. premises, a client's home, or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. However, any off duty activity, including drug or alcohol related activity, that leads to your arrest or that causes embarrassment to Applied Behavior Analysis Institute, Inc. may be grounds for discipline and/or discharge.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform the Director of Human Resources for assistance in seeking help to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Applied Behavior Analysis Institute, LC. Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

Safety and Accident Rules

Safety is a joint venture at the Applied Behavior Analysis Institute, LC. We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of the Applied Behavior Analysis Institute, LC, and you are expected to take an active part in maintaining this hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workplace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor.

Medical Procedures

If you become ill or get hurt while at work, you must notify your manager immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law. Applied Behavior Analysis Institute, Inc. is concerned about the physical well-being of its staff and encourages all employees to have periodic physical examinations. Check your Health Plan documents to determine coverage. Applied Behavior Analysis Institute, Inc. may also request that a physician examine you whenever conditions make this desirable for your protection or that of the Applied Behavior Analysis Institute, LC. Applied Behavior Analysis Institute, Inc. pays for physical examinations administered at the request of the Applied Behavior Analysis Institute, LC.

Promotions and Transfers

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the Applied Behavior Analysis Institute, LC, you may be transferred from your current job. This may be either at your request or as a result of a decision by the Applied Behavior Analysis Institute, LC.

Reasons for transfer may include, but are not necessarily limited to: fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; client preferences; or other business reasons.

Most job openings that are intended to be filled from within Applied Behavior Analysis Institute, Inc. will be advertised through internal memos. The Management of Applied Behavior Analysis Institute, Inc. does reserve the right, however, to transfer or promote an employee without

posting the availability of that position. Temporary transfers may be made at the discretion of Applied Behavior Analysis Institute, Inc. management.

You are eligible to request a transfer and to be considered for promotions upon completion of six (6) months of satisfactory performance in your current job. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the job. However, a transfer may take place within the first six (6) months of employment if the management of Applied Behavior Analysis Institute, Inc. believes that it is in the best interest of Applied Behavior Analysis Institute, Inc. to make an exception to this guideline.

You will be required to obtain the Registered Behavior Technician ® (BACB.com) credential in order to maintain employment with the Applied Behavior Analysis Institute, LC. You will be responsible for maintaining your credential including making sure that you are scheduled with your supervisor for one on one supervision at least once during each supervisory period. You understand that this is a requisite activity in order to maintain your credential, much the same as continuing education units are for the Behavior Analyst, and that this is not a paid activity.

Travel

All travel to and from a client's home is the responsibility of the employee.

Part 3 – Equal Employment Opportunity

Discrimination Is Prohibited

Applied Behavior Analysis Institute, Inc. is an equal opportunity employer and makes all employment decisions without regard to race, color, age, religion, sex, disability, genetic information, sexual orientation, or national origin. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state and local laws related to discrimination.

Applied Behavior Analysis Institute, Inc. makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of the Human Resources Department. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement,

compensation fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the Applied Behavior Analysis Institute, LC's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. Most, if not all states now have similar statutes prohibiting discrimination against the disabled. As a matter of Applied Behavior Analysis Institute, Inc. policy, Applied Behavior Analysis Institute, Inc. prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position

Reasonable Accommodation

Qualified applicants or employees who are disabled should request reasonable accommodation from Applied Behavior Analysis Institute, Inc. in order to allow them to perform a particular job. If you are disabled and you wish such reasonable accommodation, contact Applied Behavior Analysis Institute, Inc. human resources department. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Accommodation that will impose undue hardship on Applied Behavior Analysis Institute, Inc. is not considered reasonable.

Workplace Harassment

Applied Behavior Analysis Institute, Inc. is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, Applied Behavior Analysis Institute, Inc. has adopted a policy of “**zero tolerance**” with regard to employee harassment. **Harassment of any other person**, including, without limitation, fellow employees, visitors, clients or customers, whether at work or outside of work, **is grounds for immediate termination**. Applied Behavior Analysis Institute, Inc. will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be investigated and resolved appropriately.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. It is defined as any unwelcome sexual advance, request for sexual favor(s), or other

verbal or physical conduct of a sexual nature when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an employee's employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

These behaviors may include, for example: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. Applied Behavior Analysis Institute, Inc. policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against another person because he or she does not fit the stereotype of being male or female.) Applied Behavior Analysis Institute, Inc. encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with Human Resources.

If you believe that you have been subjected to harassment or if you believe you have witnessed any form of harassment, you are mandated to immediately contact an appropriate manager, supervisor or Human Resources staff member. An allegation against your own supervisor should be filed with the Director of Human Resources. Your complaint will be immediately and thoroughly investigated in a professional manner. There will be no retaliation against any employee who files a complaint in good faith or who assists in providing information relevant to a claim of harassment, even if the investigation produces insufficient evidence to support the complaint. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances and in accordance with applicable law.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

Supervisors' Responsibilities

All Managers are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Managers should:

- Encourage employees to report any violations of this policy.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual harassment is not permitted.

All employees are expected to cooperate fully with any ongoing investigation regarding a sexual harassment incident.

Procedures for Reporting and Investigating Sexual Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after its occurrence.

Employees who believe they have been sexually harassed, regardless of whether the offensive act was committed by a Manager, co-worker, vendor, visitor, or client, should promptly notify their immediate supervisor or the Human Resources Department. If the employee's immediate supervisor is involved in the incident, the employee should report the incident to the Human Resources Department. Every claim of sexual harassment will be treated seriously, no matter how trivial it may appear. All complaints of sexual harassment or other inappropriate sexual conduct will be promptly and thoroughly investigated by the Applied Behavior Analysis Institute, LC.

There will be no retaliation for filing or pursuing a sexual harassment claim. To the extent possible, all complaints and related information will remain confidential except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

Employees who believe they have been unjustly charged with sexual harassment can defend themselves verbally or in writing at any stage of the investigation.

At the conclusion of a sexual harassment investigation the complainant and the "alleged harasser" shall be informed of the determination of the investigation. Where appropriate, the "harasser" and the "victim" may be offered counseling through an Employee Assistance Program, or mediation.

Penalties for Violation of Sexual Harassment Policy

If our investigation leads to the determination that there is merit to the allegations of harassment, the necessary corrective discipline, up to and including termination, will be taken by the Applied Behavior Analysis Institute, LC.

Part 4 – Compensation

Payroll Practices

Employees are paid semi-monthly or monthly, on or about the 15th and the 30th of each month. If the regularly scheduled payroll date falls on a Saturday, Applied Behavior Analysis Institute, Inc. will attempt to deliver paychecks on Friday. If the regular payday falls on a Sunday, employees will be paid on Monday. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

In order to be paid you must adhere to the following policies for submitting your verification forms:

1. Make sure you submit your time card as a PDF. Taking a picture with your phone and emailing or texting is not acceptable. Please scan and save as a PDF [ONLY PDF WILL BE ACCEPTED] before emailing or fax to 888-688-9464.
2. Time cards must be received on time in order to be processed for this payroll. Late time cards will be paid until the following pay period. You will receive a reminder email at least 24 hours before the cut-off date of each pay cycle. It is your responsibility to insure that Human Resources has your correct email and that you have been added to the RBT/tutor email list.
3. Hours that span from one month to the next must be on separate verification forms even if submitted during the same pay period. Thus if the pay period includes dates in both February and March you will submit two verification forms; one for the month of February and one for the month of March.
4. Each verification form you submit must have **all** of the correct signatures in order to be processed. **You must have each visit signed and dated; no exceptions.**
5. It is your responsibility to insure that we always have your correct mailing address in case your check has to be mailed. Applied Behavior Analysis Institute, Inc. accepts no responsibility for lost or stolen checks mailed to your address of record.
6. Those of you that want to pick up your check must make arrangements to do so in advance with Human Resources (702) 502-8021 **each pay period**; standing instructions are not allowed.

Salary Deductions and Withholding

Applied Behavior Analysis Institute, Inc. will withhold the following from your paycheck: N/A

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.

Insurance

Not currently available through Applied Behavior Analysis Institute, Inc.

Other Deductions

Other deductions will be made only upon your authorization or upon presentation of a court order.

Direct Deposit

You may have your paycheck deposited directly into your bank account. You will be given the authorization form for deposit by the Human Resources Department upon your request.

Part 5 – Benefits

General

At this time medical, dental, vision, and life insurance benefits are not available.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of work-related accident or illness, you are covered by Workers' Compensation Insurance, provided by Applied Behavior Analysis Institute, Inc. and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to your Manager and the Human Resources Department. This ensures that Applied Behavior Analysis Institute, Inc. can help you obtain appropriate medical treatment. Your failure to follow this procedure may result in a workers' compensation report not being filed in accordance with the law, which may delay your benefits in connection with the injury or illness. Questions regarding Workers' Compensation Insurance should be directed to the Human Resources Department.

Part 6 – Holidays, Vacation and Other Leave

Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. Applied Behavior Analysis Institute, Inc. respects your religious beliefs, and will grant permission for leave to employees who, for religious reasons, must be away from the office or who cannot schedule home visits on days of normal operation. Employees will be responsible for rescheduling any missed appointments with student's (patient's) families so that student hours are not missed. Employees who require additional time off may use vacation and /or personal days. This leave must be requested through the department manager two weeks prior to the event.

Vacation

Applied Behavior Analysis Institute, Inc. recognizes the importance of vacation time in providing rest, recreation and personal enrichment. Vacations are established on a calendar-year basis. Because Applied Behavior Analysis Institute, Inc. believes it is in the best interest of both Applied Behavior Analysis Institute, Inc. and our employees that employees take vacation time each year, Applied Behavior Analysis Institute, Inc. does not grant pay in lieu of time off. Applied Behavior Analysis Institute, Inc. does not offer and paid vacation for any employee at this time.

Procedure

Requests for vacation time should be submitted to your supervisor as soon as you know when you wish to schedule your vacation, but in no event less than two weeks prior to the time requested. Vacation requests are approved by your immediate supervisor. It is the

RBT/RBT/tutor's responsibility to schedule any make-up hours for their students with their student's family. There may be Applied Behavior Analysis Institute, LC-wide or department-specific "blackout dates," as necessary. Vacation requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your supervisor will consider the Applied Behavior Analysis Institute, LC's staffing needs during the relative period, as well as the length of service with Applied Behavior Analysis Institute, Inc. of the employees involved.

Holiday Pay

There are no paid holidays due to the part-time nature of our work.

Notification Procedures

When you are absent from work if your absence has not been previously scheduled, you must personally notify your immediate supervisor, manager, and student's (client's) parents as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail, or a message with another staff member and/or parent, does not qualify as notifying your supervisor – you must personally speak with him or her if at all possible.

When absence is due to illness, Applied Behavior Analysis Institute, Inc. reserves the right to require appropriate medical documentation. Excessive absenteeism or tardiness can result in discipline, up to and including discharge. (Also see the section on Family & Medical Leave for extended leave situations.)

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) allows certain employees to take up to 12 weeks of unpaid leave per year for the serious health condition of the employee or a family member or for childbirth or adoption. An employee who assumes the role of caring for a child is also entitled to receive parental rights to family leave, regardless of the legal or biological relationship. Either day-to-day care or financial support may establish a parental relationship when the employee intends to assume the responsibilities of a parent with regard to a child. If you are entitled to and wish to use FMLA leave, you must notify your supervisor or the Human Resources Department as soon as possible. The Human Resources Department will guide you in completing appropriate forms for the leave. Any paid leave that you have accrued may be counted as part of your FMLA leave.

Military Caregiver Leave

The FMLA, as amended in 2008 and 2010, also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a twelve-month period to care for the injured or ill service member or veteran. An

employee may not take more than 26 weeks of FMLA leave of all kinds in a single 12-month period. (For example, if you take six weeks of FMLA leave for your own illness or that of a family member, you may take no more than 20 weeks to care for an ill or injured service member.) Generally, you must give Applied Behavior Analysis Institute, Inc. at least 30 days' notice before the commencement of any military caregiver leave.

Qualifying (Military) Exigency Leave

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as child care or financial and legal arrangements necessitated by the deployment of the family member.

Civic Duty Leave

Jury Duty

Applied Behavior Analysis Institute, Inc. encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. Applied Behavior Analysis Institute, Inc. will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from several days to several months or more. During this time you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working if applicable. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

Applied Behavior Analysis Institute, Inc. will compensate full-time employees for the difference between jury duty compensation and your current daily pay for the first five days you serve as a juror (or in accordance with applicable law, if different). If additional time is required, it will be granted, but without pay.

Appearance as a Witness

An Employee called to appear as a witness will be permitted time off to appear, but without pay.

Voting

Applied Behavior Analysis Institute, Inc. encourages all employees to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. The Applied Behavior Analysis Institute, LC, therefore, requests that employees schedule their voting

for before or after their work shift. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary

Part 7 – Miscellaneous

Leaving the Applied Behavior Analysis Institute, LC

If you wish to resign your employment with the Applied Behavior Analysis Institute, LC, you are requested to notify your manager of your anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written note or letter.

Applied Behavior Analysis Institute, Inc. asks all employees to participate in an exit interview with their immediate supervisor prior to leaving the Applied Behavior Analysis Institute, LC. This provides an opportunity to return parking passes, keys and other property and tie up any loose ends

If you leave Applied Behavior Analysis Institute, Inc. in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, you may be considered a new employee with respect to seniority.

Dispute Resolution

In a perfect world, every employment relationship would be smooth and harmonious. However, there are, unfortunately, times when employees and employers disagree. These disagreements often arise in the context of involuntary employment termination, but there may be disagreements regarding the right to a promotion, expense reimbursement, or a myriad of other legitimate reasons.

All employees of Applied Behavior Analysis Institute, Inc. agree to first seek to mediate any dispute with Applied Behavior Analysis Institute, Inc. with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, both Applied Behavior Analysis Institute, Inc. and the employee agree to submit their dispute to arbitration. The arbitrator will be chosen from a panel presented by the American Arbitration Association or such other organization as is acceptable to both parties. The cost of the arbitrator will be split between Applied Behavior Analysis Institute, Inc. and the employee. Each party will be responsible for its own attorney or other related fees. Both Applied Behavior Analysis Institute, Inc. and the employee acknowledge that by agreeing to arbitrate each gives up its right to litigate their employment dispute in court or to submit it to a jury. The decision of the arbitrator is final and binding.

However, either party may seek to have a court of competent jurisdiction enforce an arbitration award. In addition, Applied Behavior Analysis Institute, Inc. retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Applied Behavior Analysis Institute, LC.

Part 8 – Clinician Responsibilities

Client Safety

If you believe there is a safety concern in the student's (patient's) home you **must** report this immediately to your supervisor. A licensed BCBA or BCaBA is a mandated reporter in the state of Nevada and all safety concerns for clients must be brought to the supervising behavior analyst immediately. If you feel there is cause for concern for the safety of a student (patient) this concern must be communicated to the supervising BCBA within 24 hours in person or by phone and in writing. Similarly, if you suspect child abuse of clients, or other children in the home, this to must be reported to the supervising BCBA or BCaBA within 24 hours in person or by phone and in writing. Moreover, you **DO NOT NEED SUPERVISOR PERMISSION TO REPORT ABUSE OR NEGLECT**. If you suspect abuse or neglect it is your duty to report those circumstances to the proper local authorities.

Clinician Safety

If you feel threatened in a home you should leave the environment as soon as is practicable and report the incident to the supervising BCBA or BCaBA 24 hours in person or by phone and in writing. The supervising BCBA or BCaBA will address the issue with the student's (patient's) parents or guardians and determine a proper course of action. You will not be asked to return to an environment in which you do not feel safe and comfortable for any reason; this is at your discretion.

Transporting Clients

Under no circumstances shall an Applied Behavior Analysis Institute, Inc. employee to transport a student (patient) or other client family member in their vehicle or any other vehicle.

Parental Presence

Under no circumstances shall an Applied Behavior Analysis Institute, Inc. employee be left alone with a student (patient) in the home; a parent or guardian must be in the home at any time while services are rendered to the student (patient).

Hazardous Materials and Bodily Fluids

Although an Applied Behavior Analysis Institute, Inc. employee may execute a behavior plan to teach toileting skills, an Applied Behavior Analysis Institute, Inc. employee shall not simply change diapers or pull-ups. The student's (patient's) parent / guardian is responsible for such grooming activities. In addition, if the child has self-injurious maladaptive behaviors, such as head-banging, scratching or biting, and is wounded resulting in bleeding as a result of these behaviors it is the parent's / guardian's responsibility to clean and dress the wound. In an instance such as this Applied Behavior Analysis Institute, Inc. employee shall immediately notify the parent as soon as is practicable after insuring the safety of the student (patient). Similarly, if the student (patient) should vomit the parent / guardian should be notified immediately; Applied Behavior Analysis Institute, Inc. employees shall avoid contact with all bodily fluids of a student (patient) whenever possible.

Interruption of Services

If services become interrupted for a significant period of time due to unforeseen events a plan will be developed with the family via email to continue services as soon as is practicable.

Record Management

All records are maintained in the office of Applied Behavior Analysis Institute, Inc. in accordance with all applicable state and federal laws. If a student's (patient's) records are lost, stolen, or destroyed that file will be reassembled to the extent practicable through reprinting of reports and emails and through the collection of reports from other service providers such as doctors, psychologists / psychiatrists, speech therapists, occupational therapists, physical therapists and other service providers.

If a clinician loses student (patient) records that loss must be reported to the supervising BCBA or BCaBA within 24 hours of that loss by phone or in person and in writing through email.

Part 9 – Applied Behavior Analysis Institute, Inc. Program

Program Description

The program offered by Applied Behavior Analysis Institute, Inc. aims to teach young children (ages 0 – 21) with autism spectrum disorders socially significant academic and life skills necessary for them to participate in, and to succeed at, the daily activities they come into contact with in their natural environment. This is accomplished through thorough assessment in all developmental domains (social/emotional, adaptive living, play, fine and gross motor skills, language/linguistic, cognitive skills) using standardized measurements and curriculum; and program development based on those results. Assessments are conducted at a minimum of every three months. However, program data are analyzed at least monthly to determine whether or not sufficient progress is being made and whether or not adjustments need to be made to the program. In addition, current records are reviewed such as IEPs and ancillary service providers' reports (e.g., speech pathology, psychological, other therapist records). Stated goals from those reports are incorporated into the treatment plan to help achieve generalization of skills taught and to insure continuity across services. Parent and caretaker interviews are conducted to discern student (patient) needs within the family environment as well. Last, any behaviors that constitutes barriers to learning are subject to assessment and/or Functional Behavior Assessment (FBA) and are addressed at the outset of treatment. Treatment goals for clients are to develop independence and success in all developmental domains requiring intervention so that that individual can participate in daily activities they come into contact with to their greatest ability.

Applied Behavior Analysis Institute, Inc. specializes in providing services to young children with developmental disabilities in early childhood through high school. Applied Behavior Analysis Institute, Inc. provides services to all children with autism, mental retardation, or developmental disabilities within those ages without regard to race, religion, family structure, or economical status. Once a child reaches the age whereupon they exit the school system that child is referred to community agencies they can help them locate appropriate services. At the end of services a Summary of Performance (SOP) is developed through assessment, parent interview, and record review to help ease transition from the services we provide to the next service provider;

parents/guardians are asked to sign the SOP in acknowledgment that the Applied Behavior Analysis, LC will no longer provide services to their child.

Parent Training

Applied Behavior Analysis Institute, Inc. recognizes that in order to realize the greatest gains, and to facilitate generalization, it is imperative that the student's (patient's) parents / caregivers are involved in their treatment. Therefore, it is required of clinicians to train parents / caregivers in the basic principals of behavior analysis and discrete trial teaching and in the delivery of discrete trials under natural environmental conditions. A minimum of four hours of training for all caretakers is expected during the first workshop; continuing support is to be provided to parents throughout the entire time that services are provided at a minimum of one hour per month.

Parent Complaints

Applied Behavior Analysis Institute, Inc. strives to provide the highest quality intervention for young children with developmental disabilities. However, Applied Behavior Analysis Institute, Inc. also recognizes that there is always room for improvement and that as times change so do needs. As an Applied Behavior Analysis Institute, Inc. clinician it is your responsibility to notify your supervisor or supervising BCBA / BCaBA of any complaints, concerns, or suggestions made by parents in writing (through email) and verbally (in person or by phone) as soon as is practicable. Applied Behavior Analysis Institute, Inc. will do everything in its power to address all concerns of parents in a timely fashion. This can only be achieved through effective, expeditious, and clear communication among staff and management. Parents have been provided with contact information for the Behavior Analysis Certification Board and the Nevada Psychological Examiners Board in the Applied Behavior Analysis Institute, Inc. Consent for Applied Behavior Analysis Services.

Sentinel Events

Any occurrence of a sentinel event must be reported to your supervisor and your supervising BCBA / BCaBA as soon as is practicable in writing through email and verbally by phone or in person. A Root Cause Analysis that identifies the nature of the issue, precipitants, opportunities for improvement and decisions about appropriate reporting to responsible agencies, and corrective action plan must be implemented within 45 days of the occurrence. Staff will be notified in writing within the 45 day time frame of any policy changes through an interoffice memo.

Records

All student (patient) records are maintained in the office of Applied Behavior Analysis Institute, Inc. according to all state and federal laws. Access to those records by Applied Behavior Analysis Institute, Inc. employees are available on a need to know basis. Anytime student (patient) records must be transported by an Applied Behavior Analysis Institute, Inc. employee those records must be kept in a secure place at all times (e.g., a locked car trunk, a locked desk) and must be returned to Applied Behavior Analysis Institute, Inc. office as soon as is practicable.

Infectious Disease Control

As an Applied Behavior Analysis Institute, Inc. employee you will be working in the homes of our clients. It is a parent's responsibility to notify Applied Behavior Analysis Institute, Inc. of the presence of any infectious disease or of the illness of any household member that can be spread through casual human contact before any scheduled appointment so that those appointments can be rescheduled when the danger of illness is no longer present. If you suspect that a student (patient) or household member has an infectious disease or appears to be ill when you arrive all precautions should be taken to insure your own health and well being. You should clarify with the student's (patient's) parent or caretaker what the nature of the condition is. You do not have to work in an environment where you do not feel safe. If you are unsatisfied with an explanation and suspect that you may contract an illness politely excuse yourself and contact your supervisor or supervising BCBA / BCaBA as soon as is practicable. Use common sense and maintain poise under all circumstances.

Drug-Free Workplace Policy

Purpose and Goal

Applied Behavior Analysis Institute, Inc. is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to managers, supervisors, RBT/RBT/tutors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns, applicants, and therapists.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on organization property, at Applied Behavior Analysis Institute, LC-sponsored events, and at a student (patient's) home.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be terminated from employment.

Assistance

Applied Behavior Analysis Institute, Inc. recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

The ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success.

