Awetism Wonderland Registered Behavior Technician (RBT) Employment Agreement

This contract outlines the expectations, responsibilities, and disciplinary policies for RBTs employed at Awetism Wonderland. By signing this agreement, you acknowledge that you have read, understood, and agreed to abide by the policies set forth.

Unacceptable Personal Conduct

The following actions constitute unacceptable conduct and may result in disciplinary action up to and including termination:

- Conduct that violates Florida's State or Federal law.
- Willful violation of written work rules or policies.
- Abuse or neglect of clients under your care or responsibility.
- Unauthorized absences from work after exhausting all leave credits and benefits.
- Falsification of any documentation.
- Negativism, lack of cooperation, or hostility in the workplace.
- Failure or refusal to follow instructions.

Rules and Expectations

Attendance Policy

- Timeliness: Employees are required to arrive at least 7 minutes before their scheduled shift unless prior arrangements are made with management.
- Absenteeism: Excessive absences, tardiness, or leaving without permission will not be tolerated. Your hours will be reduced after 3 instances of tardiness or last minute call outs due to lack of reliability.
- Absences of more than 2 consecutive days require a doctor's note.
- Staff meetings are held the third Tuesday of each month and mandatory. If an employee's schedule prohibits them from attending they must notify the Clinical Director a week in advance to avoid disciplinary action.
- Schedule Confirmation: It is the employee's responsibility to verify their schedule daily via the Measure PM App.
- Employees agree to their availability upon hire. They are expected to keep these hours available and in cases of canceled sessions, the scheduler will fill their schedule with sessions needing coverage.
- If you request someone to take your shift on WhatsApp then you must fill out the required form for time off, this must be completed 48hrs in advance. You will still be scheduled if that shift is listed as available on your availability form and coverage is needed.

- If availability changes throughout the course of employment, Employees are required to notify the Scheduler, the Clinical Director, and fill out an Availability Change Request form. You will be responsible for your agreed upon schedule until the change request is approved.
- Reporting Tardiness: If you are late, notify the following individuals via text/email:
    - Supervising BCBA.
    - Scheduling Coordinator.
    - Clinical Director.

Illness and Time Off Policy

- Illness/Emergency: Provide at least 12 hours' notice when canceling a session due to illness. If you feel ill the evening before, notify the Administrative Team and BCBA supervisor by 7 PM.
- Vacation/Pre-Planned Time Off: The schedule is made two weeks in advance. Two weeks in advance is the **minimum** amount of weeks you will be allowed to request a day off and this does not guarantee you will have the day off. If the request is denied you will be required to attend work those days. Requests may be denied if more than 2 therapists are already approved for time off on the requested date. If it is an emergency then you are responsible for finding someone to cover your shift or the progressive discipline policy will take effect.

Clinical Documentation

Session Notes:

- Notes must be completed during the last 10–15 minutes of the session.
- Failure to complete notes on time may result in pay being withheld until completed and write-ups.
- Copying and pasting session notes is strictly prohibited.
- Weekly audits will be conducted to ensure compliance.
- Progressive Disciplinary Policy will take place if you fail to submit your note more than 3 times.

2.3 Operational Expectations

Cleanliness:

- Therapists are responsible for cleaning their assigned areas and ensuring they are sanitary after use.
- Failure to comply will result in implementation of the progressive disciplinary policy.

Professional Conduct:

- Avoid gossip and maintain professionalism with staff, supervisors, parents, and visitors.
- All RBTs must abide by the RBT Code of Ethics.
- Communication with parents is limited to session-related topics and must be approved by a supervisor.
- Do not discuss clients in front of other clients, families, or visitors.

Dress Code:

- Maintain a professional appearance when representing Awetism Wonderland as an employee. While we encourage employees to dress comfortably, we ask that clothing remains professional and appropriate. Please avoid cropped clothing that reveals midriff, deep V-necks or tops that expose cleavage, and shorts that are too short, such as those that expose skin when bending over.
- Strong fragrances, and inappropriate clothing are prohibited.
- Minimal jewelry and closed-toe shoes are encouraged but employees may wear their preference at their own risk.

Incident Reporting Policy

Documentation of Incidents:

- All staff must document the onset of any client injuries, illnesses, or equipment malfunctions that may pose risks.
- All staff must document any noticeable marks or bruising on any clients that enter the building upon arrival using the body check forms.
- Incident report forms can be found in the kitchen, RBT office, or on google drive. All accidents occurring on Awetism Wonderland premises must be documented and signed by administration.
- Parents must be informed in person before the child goes home.
- Do not include the names of other individuals involved in an incident in the report. Use “peer” or “staff” instead. Direct parents requesting further details to the supervising BCBA.

Universal Precautions:

- In any instance of exposure to bodily fluids (blood, urine, feces, etc.), use gloves and wash hands before and after contact.

Emergency Protocol:

- For serious injuries requiring more than basic first aid, call 911, then notify the parents or emergency contact.

- Remove other children from the area and reassure them they are safe. Ensure an adult remains with the injured child until help arrives and parents leave.
- Notify the Administrative Team, and the supervising BCBA immediately in the event of an emergency.

Cleaning Policy

Shared Responsibility:

- All staff, regardless of their role, are responsible for maintaining cleanliness.
- Messes made by clients must be cleaned by the therapist or the client (if appropriate) immediately after use.

Sanitation Standards:

- Ensure toilets are flushed, bathrooms are clean, crumbs are vacuumed, and food waste is disposed of properly.
- Soiled diapers are to be bagged and disposed of in the trash can within the stall or trash can outside, not the trash can by the bathroom door.
- Return materials to their designated places and maintain organization.

Assigned Cleaning Days:

- Therapists will be assigned specific cleaning duties to ensure the office remains sanitary daily.
- Failure to comply will result in implementation of the progressive disciplinary policy.

Accountability:

- Staff may hold each other accountable for forgotten tasks but must remain team-oriented to maintain a tour-ready environment.

Tour-Ready Facility:

- Awetism Wonderland must always be clean and presentable for potential client tours.

Progressive Discipline Policy

Purpose: Establishes a fair process for addressing performance or conduct issues and handling cases of unacceptable job performance.

Disciplinary actions may be based on:

- Unacceptable Personal Conduct: Willful violations, abuse of clients, refusal to follow instructions, etc.
- Unsatisfactory Job Performance: Poor work performance, lateness, no-shows, misuse of PTO, failure to submit notes on time, lack of teamwork, disrespecting others, excessive phone use, or client dissatisfaction.

Steps in Progressive Discipline:

- Coaching Session: Informal discussion to address concerns.
- Verbal Warning: Formal notification of persistent concerns.
- Written Warning: Documentation of the issue, improvement expectations, and potential consequences.
- Final Written Warning with Suspension: Last formal step before termination, potentially including an unpaid suspension (1-2 weeks).
- Demotion or Termination: Applied based on the severity of the issue, with Administration Team's involvement.

Flexibility:

- Management reserves the right to skip or repeat steps based on the situation's severity.

Employee Email and Electronic Usage Policy

Property of Awetism Wonderland:

- All company equipment, including computers, tablets, and data, is the property of Awetism Wonderland.
- Employees should have no expectation of privacy regarding electronic communications.

Monitoring:

- Awetism Wonderland retains the right to monitor and retrieve communications and data stored or transmitted on company systems.

Usage Guidelines:

- Personal use of company email and the internet should not interfere with work.
- All emails must be answered within 24 hours.

Content Restrictions:

- Prohibited content includes obscene material, harassment, and anything disruptive or offensive.

Client Safety Policy

Supervision:

- Staff must stay within arm's reach of their assigned clients and remain between their clients and others at all times.
- Clients must not be left unattended unless explicitly handed off to another staff member, on that client's team, with confirmation. New employees within their 90 day probationary period are not permitted to watch other staff member's clients.

Elopement:

- Anticipate and intercept potential elopements by staying within arm's reach of the assigned client.

Choking Hazards:

- Remove small or hazardous items immediately from accessible areas.

Safety Procedures:

- Staff should lift clients properly only if a part of their behavior intervention plan and only using safety care strategies. Staff should ask for assistance from the Crisis Team when needed.
- Assess potential safety risks before new activities or environmental changes.
- Two people are required to take a client who is a potential elopement risk when going on walks in the community or going to the playground.

Responsibility:

- Safety is everyone's responsibility. Any unsafe situation must be immediately addressed.

Employee Inclement Weather & Emergency Closures

Decision to Close:

- Awetism Wonderland follows St. John's County Schools for closures during severe weather or emergencies. There are exceptions to this which you will be notified of if they occur.
- Closure decisions will be communicated by 6:30 PM the night before via email.

Employee Pay:

- Employees who report to work during adverse weather will receive their normal pay.
- Employees unable to attend work must notify their supervisor promptly.

Pre-Closure Preparations:

- Move items to the center of rooms, bolt the entrance door, and remove items from windows before leaving the building.

Employee Acknowledgment

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the rules, policies, and expectations outlined in this agreement.

_____	_____
Signature of Employee	Date
_____	_____
Signature of Clinical Director	Date