

GUIDELINES FOR FILLING OUT WEEKLY WORK SCHEDULE

As we have all benefited from our new contract, in terms of a higher salary, our workload must reflect an even higher professional standard. In light of this, we suggest the following guidelines.

- Work schedules should be submitted to your on site supervisor and your PT/OT supervisor.
- All time slots on your schedule must be filled in. (Do not use arrows or ditto marks). Any change in your schedule requires a new submission to your clinical supervisor.
- Therapists must record child's first and last name on the work schedule.
- No therapist should have "block times" of indirect treatment times (non-contact or child related) on their schedule. Indirect treatment activities should be only as long as one time slot or treatment time. Any exceptions to this rule **MUST** be cleared by your clinical supervisor.
- All therapist schedules should be posted in view in or near your therapy area, or in a location designated by the school administration. A current copy of your registration should be available.

****THERAPISTS MAY NOT SCHEDULE MORE THAN 30 MINUTES OF INDIRECT TREATMENT AT ANY GIVEN TIME. INDIRECT TREATMENT TIMES MAY NOT BE SCHEDULED BEFORE OR AFTER LUNCH. OR AT THE END OF THE DAY (unless session approved by clinical supervisor)**

****Full time therapists are being asked to have NOT LESS than 8 direct treatment sessions per day. All time not used for direct treatment MUST BE ACCOUNTED FOR on your schedule.**

ALL THERAPISTS MUST HAVE 8 MANDATED TREATMENT SESSIONS EACH DAY

When filling in indirect treatment slots, please do not over use the same activity. Unless you are actually involved in an activity that takes more than one (1) 30-minute slot per week, vary what you do. Therapists may not use the following categories when filling out indirect treatment time slots:

Administrative period – therapists do not get an “administrative” period contractually.

Prep period – therapists do not get a “Prep period” contractually

Please use the following indirect treatment times sparingly

Set-up/Clean up (this should not require a 30 minute slot)

Make ups - no more than one (1) make-up period should be scheduled in a week.

“Phone calls - MD, parent, vendor, clinic etc. is considered one type of phone call.

Do not use this category more than once a week.