



A QUICK GUIDE TO BENEFITS & POLICIES

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HEALTH BENEFITS



Health insurance protects you from unexpected, high medical costs.
FBS offers to pay half of the cost for the BCBS Gold Plan.



You may choose to increase or decrease coverage based on your individual needs.
Eligible after 60 days. Coverage will start on the 1st of the month following your first
60 days with FBS.



Should you not be interested, we require a waiver to be filled out
prior to your first 60 days of employment.

AFLAC BENEFITS



Like many Americans, you may have been blindsided by an unexpected medical bill. Did you think, “But I have health insurance. I should be covered?” That’s why there’s Aflac. We help with expenses health insurance doesn’t cover – and that’s peace of mind when you need it most. Let us help protect your financial security.

These Aflac supplemental plans are available to you:

Vision:

Don’t take your vision for granted. An AFLAC Vision insurance policy can help with the costs of vision treatment.

Accidents:

Accidents happen! When a covered accident happens to you, our accident insurance policy pays you, unless assigned otherwise cash benefits to help with the unexpected medical and everyday expenses which begin to add up almost immediately.

Aflac Plus Rider:

The Aflac Plus Rider pays a lump sum benefit amount along with additional benefits when you are diagnosed with a covered health event.

Hospital Confinement Indemnity:

Hospital stays are expensive. An Aflac hospital confinement indemnity insurance policy can help ease the financial burden of hospital stays by providing cash benefits.

Cancer/Specified-Disease:

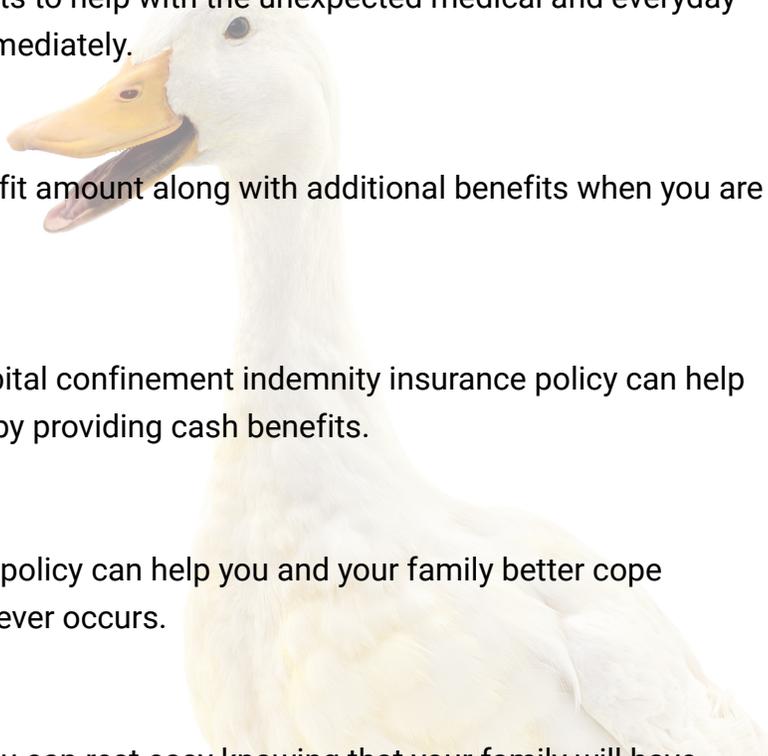
Aflac’s cancer/specified-disease insurance policy can help you and your family better cope financially if a positive diagnosis of cancer ever occurs.

Whole or Term Life:

With Aflac’s whole or term life insurance, you can rest easy knowing that your family will have financial security when they need it most.

Short-Term Disability:

How would you pay your bills if you’re disabled and cannot work? An Aflac short-term disability insurance policy can help provide you with a source of income while you concentrate on getting better.



SAFE HARBOUR 401K

Dreaming of Retirement

Do your dreams for retirement include traveling, vacations, time with family, or continuing to work part time? You'll want to be sure you've saved enough to reach your retirement goals. Planning today for what you want tomorrow will help you reach those goals. You can start by taking advantage of your company-sponsored retirement plan.

Living Longer – Saving Enough

Today we are living longer, healthier lives; therefore, we need to plan with this in mind if we want to have enough money saved to last a lifetime.

Social security, some pensions, and annuity payouts do not grow with inflation. Social security is really meant as a supplement to your retirement income. Almost 60 percent of your income in retirement will be left up to you. Smart planners know that they will need other forms of income, especially for the long term.

Planning Ahead

By investing early, you can make a large difference in the amount you save by retirement age. The sooner you begin saving or contributing to a retirement savings plan, the better your chance of growing your investment over time.

For more information and enrollment form, see attached booklet

PTO POLICY/PROCEDURE

Policy: At Family Behavior Solutions, Inc., we thrive on appropriate and effective communication surrounding our clients ABA services and scheduling. In order to promote smooth and effective scheduling, the following procedures are in place.

Procedures: The following procedure(s) are to be followed to potentially allow paraprofessionals the option to use their PTO or make up their time within the same week PTO is being used if deemed acceptable by Director of Clinic Operations/ HR.

1. Paraprofessional needs to be in good standing within the company. No unexcused absences in the past 60 days and no outstanding concerns with HR.
1. Examples of excused absences: a death in the family, extreme Weather Conditions, a family emergency, a medical apt with a doctor's note, an illness with a doctor's note
2. Paraprofessional needs to submit PTO request to HR a minimum of two weeks prior to the dates being requested off.
3. Once approved HR will send the request over to the Director of Clinic Operations
4. If applicable, the Director of Clinic Operations will reach out to paraprofessionals to see if the paraprofessional would like to make up their time in with a Direct service. The Paraprofessional may have one or more of the following options:
 - a. Find coverage for their day off by switching day/night with another paraprofessional
 - b. If the Paraprofessional cannot find coverage, they could make up their requested time off with direct clinic services.
 - c. The Direct session may not be in their home clinic, it could be to travel to another clinic OR cover a home session.
 - d. If the time is being made up or coverage was found the Director of Clinic Operations will make HR and Site Coordinators aware via email immediately.

Please note that as we grow and expand as a Company and as laws and regulations change, so must policies. FBS stays committed to providing a positive environment along with morale. We will continue to update policies to protect the Company's best interest along with our core values.

FUTURE AT FBS

Availability to Grow Within

Family Behavior Solutions works to foster growth for all our staff within our FBS community. Here at FBS we offer multiple opportunities for our hard working and passionate Behavior Technicians to move up into full time roles. We have been successful in prompting and training some of our Behavior Technicians to become Treatment Coordinators and/or Board Certified Behavior Analysts.

TUITION REIMBURSEMENT

Policy: At Family Behavior Solutions, Inc., we are committed to the professional and academic growth and development of our staff. In order to satisfy this commitment, FBS has adopted the following tuition reimbursement guidelines do this families are required to follow the following procedure regarding communication.

Procedures: To honor our commitment to the professional development, FBS will provide tuition reimbursement to our staff pursuing their BCBA certification according to the following guidelines:

- Students will receive up to \$500 per semester for no more than 3 semesters per year
- Students are required to meet with FBS director prior to start of each semester for approval
- Students are required to attend a BACB approved master's program or course sequence that satisfies BACB current requirements
- Students are required to receive a B (84) or better to receive reimbursement
- Students will receive reimbursement at the end of each semester when grades are submitted to a director
- Students are required to continue to receive supervision according to expected BACB guidelines
- Students are required to work the equivalent of full time supervised experience at FBS

FREE BCBA STUDENT SUPERVISION

Procedures: To honor our commitment to the education for our Behavior Technicians or Treatment Coordinators currently completing a Masters Degree in Applied Behavior Analysis we offer free direct and indirect supervision hours to our students.

- Students must actively be enrolled in a BCBA or BCaBA program to receive this supervision.
- FBS will provide all 75 direct hours of the 1500 hours needed to sit for the required exam for all students actively enrolled.
- These hours will include direct and indirect services related to Applied Behavior Analysis and in alignment to the task list set forth by the BACB.

CLINICAL SUPERVISOR CEU POLICY

Procedures: To honor our commitment to the professional development of our clinicians, FBS will provide continuing education reimbursement according to the following guidelines:

- The conference or seminar must be eligible for CEUs or CEs according to their licensing board
- BCBA's will receive up to \$200 reimbursement per calendar year
- This can be utilized for conferences online and on campus

RBT CERTIFICATION

FBS offers all full time staff the opportunity to become a Registered Behavioral Technician in the State of Rhode Island. Below are the steps of guidance for attaining an RBT certificate:

Become and RBT Steps:

1. Complete 40 hour training and print the completed certificate. a. Through <https://login.reliaslearning.com/>
 - b. Username is first initial last name, ex. Nquigley
 - c. Password: password (case sensitive)
 - d. Organization ID is 5526
 - e. Watch all 40 hours of videos under Registered Behavior Technician Series.
2. Complete competency assessment with a BCBA. It is available at <https://bacb.com/wp-content/uploads/2016/11/161123-RBT-competency-assessment-english.pdf>
3. Create an account through the BACB Gateway. This will require entering some basic information.
4. Select the "RBT" tab and create an application.
5. Upload required documents
 - a. Certificate of completion of the 40-hour RBT training;
 - b. Completed RBT Competency Assessment, and;
 - c. Copy of a transcript or diploma verifying at least completion of high school.
6. Identify the Responsible Certificant. This will be Nicole Quigley BCBA # 1-11-8377
7. They will then send me an email to confirm. When I confirm, they will email you back.
8. Then you will be able to schedule your exam.

CPR TRAINING

CPR is a critical life-saving procedure. This can mean life or death for someone in medical distress. FBS wants to ensure the safety of our staff and clients so we offer, a no cost, CPR training and certification to all staff.

CRISIS PREVENTION TRAINING

“QBS’s behavioral training provides organizations with evidence-based crisis prevention and de-escalation techniques. We teach all trainers not just to competency, but to fluency to ensure organizations, students, patients, and staff remain safe in implementing behavioral skills training.”

BONUSES AND PROMOTIONS

From Within:

FBS knows just how hard our employees work and we feel we owe it to our Team to promote from within, no matter what level, so our Team members can see that their input and experience are truly valued.

Incentive Bonuses

Hard work really does pay off. At FBS, we work closely with both team members and clients. Although this field is rewarding in itself, we also understand how meaningful an incentive can be. We conduct both 6 month and yearly reviews to remind you that your hard work and dedication is appreciated.

Referral Bonuses

FBS understands that referral bonuses are a great way to incentivize employees to recommend candidates and help our team connect with qualified candidates. For every referral who is hired by FBS and stays committed over 90 days, the referee will receive \$100 per referral.