

Endless Options Online Hiring Guide

After you receive an offer letter from Endless Options, you will be invited to complete the online hiring process via Paychex. Paychex will email you a link to complete the Employee Onboarding Process. You will also be able to create your Paychex Flex account. Before completing onboarding, please have your **social security number, Federal and State withholding details, and bank account & routing numbers (if you choose to be paid via direct deposit)**.

You will receive additional information about completing the fingerprinting process, obtaining driving information and records if necessary, and training.

When you open the link to Paychex Flex, please follow the instructions listed on-screen to input the following:

- 1. Your employee profile**
- 2. Your direct deposit information – if you choose to be paid via a mailed paper check, you may skip this section.**

When you enter your direct deposit information, you will see the “Allocation Method” and “Allocation Amount.” If you’d like all of your pay to be deposited into one bank account, select “Percentage” for the “Allocation Method” and type in 100% for the “Allocation Amount.” Please reach out to the office if you’d like your pay deposited in any other manner.

- 3. Your Federal W-4 Tax Information**

If you need assistance, please use the IRS’ Tax Withholding Estimator (<https://apps.irs.gov/app/tax-withholding-estimator>).

Endless Options are not tax professionals, however we suggest that since we are a part-time opportunity, you only complete Steps 1 and 5 of the Federal W-4 (Filing Status and Signature). This way, the additional withholdings can be taken out of your full-time job’s pay instead. Please consult with an accountant or the Withholding

Estimator if you need assistance. This information can be changed at any time.

4. Your Maryland MW-507 Tax Information

Like the Federal W-4, we suggest having additional withholdings taken out of your full-time job's pay. If there any tax exemptions that you qualify for, you will manually type in "EXEMPT" on the appropriate lines provided by Paychex. Please read through them carefully to verify that you qualify. This information can be changed at any time.

5. The I-9 Review

Please fill out the Federal I-9 as prompted by Paychex. An authorized Endless Options representative will review your documents. Information about acceptable documents for this portion of the hiring process can be found in this packet.

6. Please make sure that you have completed the "Final Message" on Paychex to finalize your onboarding.

You will be able to use your Paychex account to review your paystubs and yearly tax information. If you need to make any changes to your employee profile, tax information, or direct deposit after hiring, please contact the office.

Proof of Eligibility to Work

As your employer, the Department of Homeland Security dictates that we must obtain proof of your eligibility to work in the United States. You will complete your Federal I-9 form during online onboarding process through Paychex. Then, Endless Options will input information from these documents into their secure electronic system.

This proof includes one of the following options:

- 1. A citizen of the United States** (Proof includes passport, or Social Security Card and Driver's License as forms of State issued identification including picture ID)
- 2. A noncitizen national of the United States** (documents to prove birth in American Samoa or certain former Trust Territories of the Pacific Islands and certain children)
- 3. A lawful permanent resident** (provide alien registration number or USCIS number and documentation of this)
- 4. An alien authorized to work** (provide documents of proof to work with expiration dates and foreign passport used to enter the United States)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Resume & Educational Requirements

Endless Options employees must submit a resume that reflects at least 100 hours of experience working, volunteering or learning about people with developmental disabilities.

The federal government requires that all of Endless Options employees must have a high school diploma. As proof of this, we must have a copy of your diploma.

In lieu of a high school diploma, we will accept copies of your higher education including AA, Bachelors, and Masters degrees, etc...

If you do not have this, then we can accept a transcript of a full semester of college coursework with grades as proof.

Thank you for your cooperation and your prompt return of these documents.

Autism Waiver Guidance for COVID-19

The following guidance applies to any outside staff making in-home visits, and for staff living in the home. It is designed to promote the safety of both staff and the home occupants, while allowing vital home services to be delivered.

Staff and clients (when possible) should maintain social distancing in the home. Staff and clients must follow proper respiratory and hand hygiene, cough etiquette, and maintain compliance with the CDC's recommendations for face masks. If your client struggles with social distancing or wearing a mask, please reach out to Endless Options. These skills can be added to the treatment plan, thus making them eligible goals to be completed under IISS.

FOR TECHNICIANS ENTERING THE HOME, ONE HOUR BEFORE HOME VISIT:

In accordance with guidelines provided by the Maryland Department of Health, Endless Options requires that you complete the following steps before entering the client's home.

Staff must do a self-temperature check at least once a day. If their self-temperature reading exceeds 100.4°F, they should NOT conduct home visits and should report their status to their Joseph Lindemon (443-801-9501).

If you successfully complete the self-temperature and health assessment, staff should then contact the client's parents one hour prior to the visit and ask if anyone in the household:

- Has fever, cough, shortness of breath, nausea, vomiting, or diarrhea
- Is currently sick with COVID-19 or the flu
- Has been told by a health provider that they should not have visitors due to illness.

Staff should NOT conduct home visits if they or anyone in the client's household appears to be ill. Staff needs to call Joseph Lindemon (443-801-9501) prior to any home visit if anyone in the staff member's household:

- Has fever, cough, shortness of breath, nausea, vomiting, or diarrhea
- Is currently sick with COVID-19 or the flu

- Has been told by a health provider that they should not have visitors due to illness.

AT THE TIME OF THE HOME VISIT

Upon arrival for the visit, Endless Options ask that you assess and implement services to the best of your abilities. If you feel the environment possesses unsafe risk please call Joseph Lindemon (443-801-9501) for guidance.

During home visits, all staff should follow respiratory hygiene and cough etiquette, and hand hygiene. To the best of your abilities, follow social distancing guidelines, even within the home. Please contact the office if there are any issues.

We ask parents to provide soap and sanitizer for technician and student use. Clean frequently touched surfaces or provide materials for the technician and student to use during sessions. Technician and student should have a designated space for working which is away from other people in the home, to abide by social distancing guidelines.

FOR STAFF LIVING IN THE CLIENT'S HOME

Please continue to monitor your family and client's health. If you, a family member, or the client are experiencing any of the following, reach out to your healthcare provider, discontinue services, and contact Joseph Lindemon (443-801-9501) for further guidance:

- Has fever, cough, shortness of breath, nausea, vomiting, or diarrhea
- Is currently sick with COVID-19 or the flu
- Has been told by a health provider that they should not have visitors due to illness.

When providing in-home services, all family members should follow respiratory and hand hygiene, and cough etiquette. Please contact the office if there are any issues.

Job Description Technician

- After completion of your employee packet, criminal background check, office training, and in home orientation you will be eligible to begin work.
- It will be your responsibility to make contact with the family and to develop a schedule of days and times that you are able to work. Once a schedule is agreed upon we require 90% attendance to that schedule.
- In addition to developing a schedule, provisions need to be clarified with the family on how you and/or they will contact the other if you are going to be late or scheduled time will be missed. You must contact the family by phone at least 2 hours before the start of a shift if you are going to be late or miss a session. If the time is lost you must make every effort to reschedule that time.
- You will work directly with the child on his/her IISS treatment plan. Your job will be providing daily instruction in each of the areas outlined on the IISS treatment plan. That instruction may need to be carried out in the home, on the family grounds and/or in the community. The instructional goals will be developed by supervisory staff in conjunction with the family and/or other agencies involved with the care of the child.
- You will be assigned a supervisor who will work closely with you on any concerns you have on understanding the goal methodology that you are responsible for implementing and the completion of all data forms to training standards. Your supervisor will work directly in the home with you as outlined by COMAR regulations. In addition they will be on call during working hours and/or evenings. You can also call the program manager, Joseph Lindemon, with questions or concerns.
- If during the instructional programming the child becomes distressed or noncompliant it will be your job to implement behavioral protocols that you have learned during orientation training with your on-site supervisor or program manager. *At no time are you to place hands on a child in a way that has not been taught to you in your orientation training by your site supervisor.*
- As part of your work with the client, you must complete data on a daily basis that summarizes your interaction with your client for each individual session documented on your timesheet. You will be trained on completing data to company standards. Upon submission and review of your data, you will be paid.

- You will be paid by the 28th of each month for all time submitted to training standards. Failure to provide training standard documentation of services will result in a delay of payment for any hours in question.
- As an employee, you will be responsible for keeping a time sheet for the actual hours you work with the client. You can only bill for time you actually worked directly with the client. Billing must be reported in at least half hour increments and the client is limited on the amount of hours that can be billed weekly, monthly etc. It is your job to be aware of these limits; this information can be obtained by calling the office at 410-526-3637. Fraudulently documenting time on a timesheet that you did not work directly with your client will result in termination and criminal charges. Your timesheet must be completed to training standards before payment will be made to you.
 - An example of fraudulent reporting would be if you were scheduled to work and arrived late but still write your scheduled start time on your timesheet. If you arrive late then you document that time and adjust your leave time to the nearest half hour increment.
 - A second form of fraud would be “gifting” this is where a family tells you to put down hours as a bonus, payback or other reasons. You did not work those hours thus it is fraud.
 - A final example of fraud would be if you were going into the community with a client and you took him/her to a venue not approved by management and the family or you went to an approved venue but participated in active not geared to address the needs of your client.

ENDLESS OPTIONS LLC

Technicians and Respite Care Service Providers:

Please read and initial on each line of this document to indicate you have read and understood all information on your job description. This document will serve as a policy and procedural agreement between yourself and the hiring agency Endless Options LLC.

____ You are an employee and will be assigned to an individual case based on the needs of the family, your schedule and the needs of Endless Options LLC.

____ You will be required to participate in all orientation trainings and all other mandatory training that occurs during the year. In addition to the training obligation you must pass a criminal justice fingerprinting investigation. The cost for fingerprinting is approximately \$54.50; Endless Options pays for the fingerprinting cost. You have two options: you can be reimbursed in your first paycheck or you can stop by the office to pick up a check that is made out directly to CJIS which you will take with you when you get fingerprinted

____ You will be paid between \$12.00 and \$15.00 per hour for direct care services provided to the child and their family. Your starting rate will be based on your role and experience.

*** Direct care hours are the time you spend with the child/family working on program goals. They do not cover mandatory training and commuting to and from the job site.

____ Once a schedule for services has been agreed upon, you will make every effort to provide those service hours including but not limited to rescheduling for vacations, illness, or acts of nature. A pattern of lost hours will be seen as a violation of our agreement and will be grounds for disciplinary actions that may include termination. An attendance rate of at least 90% should be maintained from month to month.

____ If changes in scheduling become necessary you will provide written notice to the family, your supervisor and Endless Options LLC in a timely matter (at least 3 weeks) before the change is to occur. Changes in schedules are a part of life and Endless Options LLC will do everything in their power to accommodate your change with minimal disruption to service.

____ Transporting a child in your vehicle is only allowed after the parents have completed a release form, you have reviewed the form with the manager of Endless Options LLC, and you have given Endless Options LLC a up to date copy of your driver's license and proof of auto insurance. Then transporting a child will be limited to activities directly related to the IISS Community Treatment plan.

____ You are required to send Endless Options up to date copies of your driver's license and auto insurance throughout your employment, we cannot have any expired documentation

____ In addition to you having a right to terminate services the family also has the right to

terminate your service. If the reason for leaving one family is not a result of termination every effort will be made to place you with another family.

____ You will be paid once a month through direct deposit or paper check. Every effort will be made by Endless Options LLC to have your pay deposited in your account by the 28th of each month. Your pay will be based on time sheet entries made by you and verified by the child's family and your supervisor. **All entries must be for actual hours worked per week not on contracted hours.**

____ In order to be paid by the 28th you must get your paperwork into the office by the 21st of each month, in cases that the 28th falls on a weekend or a holiday you may be asked to submit your paper work by the 19th, please be sure to check your email for reminders of when payroll is due.

____ I have read the termination policy and understand the reasons for a written warning and have initialed the line to the left to indicate my understanding and compliance to those polices

____ I have read the following reasons for automatic termination and have initialed the line to the left to indicate my understanding with and compliance to the following:

- a. You make and/or submit fraudulent or materially incorrect time sheets and or data forms.
- b. Abuse or Neglect allegations are made against you in regards to your work with the client.
- c. Any incidences come back from your Federal or State fingerprinting report.
- d. You involve friends or family in your work and/or take the client to your home or any other personal location.
- e. There is a 90 day probationary period in your employment with Endless Options. If any more than two violations of company or Autism Waiver policy occur within the first 90 days of employment, this will be means for termination.

signature of employee

completed

date

ENDLESS OPTIONS

Employee Employment Agreement / Job Description and Service Implementation Policies and Procedures

1. **Relationship.** Subject to the provisions hereof, you will be hired as an **Employee** of **ENDLESS OPTIONS** to work with one or more autistic individuals. Your being hired by Endless Options is not intended to be exclusive as you may work with such other individuals as you desire.

2. **Hiring Requirements.** Endless Options will place you with one or more autistic individuals (hereinafter "client" or "clients") upon completion and/or satisfaction of the following:

a. **Criminal Background.** You will be required to prove and maintain a clean background check throughout your employment. This will be done through Maryland's criminal justice fingerprinting investigation

b. **Training.** You must participate in and complete all orientation training required by Endless Options (approximately 10 hours). Endless Options will require continued training after you are hired and you agree to participate and complete any such additional training at no cost to the company.

c. **References.** You must provide Endless Options with references. Two personal and one professional reference must be submitted to us for verification before your employment is official with Endless Options.

3. **Your Responsibilities.** Once hired by Endless Options, your responsibilities will include the following:

a. You are responsible for contacting the client's family and scheduling the dates and times that you will work. In addition, you must coordinate with the client's family how you and/or they can contact each other if a scheduled time is missed. If you are going to be late for a scheduled appointment it is Endless Options policy that you call your family to let them know you will be late at least 30 minutes before your appointed start time. If you cannot reach them by phone then you will need to call the program manager, Joe Lindemon at 443-801-9501. You are required to keep a 90% attendance rate for times you have agreed to work. Failure to keep at least a 90% attendance rate for the hours agreed upon will affect possible raises and repeated absences and/or lateness will lead to termination. You will be provided written notice to violations to this contract in writing and provided an opportunity to meet your responsibility; failure to do so will result in your termination.

b. You will conduct individual sessions with the client as agreed upon by you and the family. Due to the nature of our clients it is critical that you keep your scheduled times, We do not offer a flex schedule we require adherence to a start and stop time. Any questions related to your schedule can be addressed by your family trainer or the program manager, Joseph Lindemon. Your work with the client will be in accordance with instructional goals developed by management of Endless Options, in conjunction with the client's family and/or other agencies involved with the care of the client. You will be assigned a supervisor, to whom you may address any questions or concerns you have with regard to the client. The supervisor will supervise your work in-person with the client as outlined by COMAR requirements and will be on call during working hours and/or evenings. If you cannot reach your supervisor call the program director, Joseph Lindemon at 443-801-9501

c. You are responsible for working directly with the client on a variety of skill outlined in the IISS Treatment plan located in the client's binder. Such work will be carried out in the client's home, on the family grounds or in the community as determined by management and the client's family. If your job requires you to complete goals in the clients community you must provide us with proof of insurance, you must complete at least 5 to 6 visits in the clients home to establish a routine and you must obtain a signed, written release form, provided to you by Endless Options, that indicates the family agrees and consents to your transporting of their child into his/her community. Your transporting of our clients is limited to venues directly related to the instructional goals for the client.

d. As part of your work with the client, you must complete data on a daily bases that summarizes your interaction with your client for each individual session documented on your time sheet. You will be trained on completing data to company standards. Upon submission and review of your data, the data that conforms to training standards will be paid to you. It is your responsibility to keep track of billable hours and ensure you do not go over; we do not pay for overages. You will be paid by the 28th of each month for all time submitted to training standards. Failure to provide training standard documentation of services will result in a delay of payment for any hours in question.

e. If during your work with the client, the client becomes distressed or non-compliant, it will be your responsibility to implement appropriate behavior controls as instructed in your training, or in accordance with a Crisis Plan which is to be kept on-site in a client binder provided to you by your supervisor. **AT NO TIME ARE YOU TO PLACE YOUR HANDS ON THE CLIENT IN A WAY THAT HAS NOT BEEN TAUGHT TO YOU BY ENDLESS OPTIONS IN YOUR ORIENTATION TRAINING OR BY YOUR SUPERVISOR.**

f. As an employee, you will be responsible for keeping a time sheet for the actual hours you work with the client. You can only bill for time you actually worked directly with the client. Billing must be reported in at least half hour increments and the client is limited on the amount of hours that can be billed weekly, monthly etc. It is your job to be aware of these limits; this information can be obtained by calling the office at 410-526-3637. If you are called by our office please be sure to return our call within 48 hours. Fraudulently documenting time on a time sheet that you did not work directly with your client will result in termination and criminal charges. Your time sheet must be completed to training standards before payment will be made to you.

An example of fraudulent reporting would be if you were scheduled to work and arrived late but still write your scheduled start time on your time sheet. If you arrive late then you document that time and adjust your leave time to the nearest half hour increment. A second form of fraud would be “gifting” this is where a family tells you to put down hours as a bonus, payback or other reason. You did not work those hours thus it is fraud.

g. You must be on-time for your scheduled sessions with the client. Once you have agreed on a schedule for services with a client’s family, you must make every reasonable effort to provide those service hours, including, but not limited to illness and/or acts of nature. A pattern of missed hours and or lateness of service by you may result in your termination. If significant changes in scheduling become necessary due to your vacation or other interests, you should provide written notice to each client’s family, your supervisor and Endless Options approximately three (3) weeks prior to the scheduling change.

h. When leaving your employment with Endless Options or one of your families your must complete a **Summary of Goals Status Form** that will be provided to you. Failure to accurately complete this form will delay your final payment of hours owed to you.

i. If you receive a call from the Endless Options office regarding scheduling, data, or documentation you must call back within 48 hours. Failure to do so may result in a delay of payment.

4. **Placement.** You are being hired as a technician, as per the Offer Letter given to you upon hire.

General Autism Waiver Technicians:

You will be assigned to such client or clients based on the needs of each client’s family, your schedule and the needs of Endless Options. As a part-time employee you will be offered at least 5 hours of work monthly. You may be able to work more hours but you are only offered 5 hours per month as employment. If more time is available to you, you are able to work additional hours, however, as a part-time employee, you are not able to work over 40 hours per week. If hours are not available with your client, other opportunities will be provided to you if you reach out to Endless Options and make this known.

Respite Only Autism Waiver Technicians:

At times, families may want to hire their own technician to complete a respite only service. At hire with Endless Options, we are able to offer these conditional, part-time employees with a minimum of 3 respite visits with our client or clients over a 12 month period of time for a minimum total of 10 hours and no more than 40 hours in one week. Further training by Endless Options management would be required of any respite only technicians before they would be able to complete any other service.

Seasonally Hired Autism Waiver Technicians:

You will be hired to work with a client for given period of employment. This means you will have a defined start and end date to your employment with Endless Options and at no time during this period can you work more than 40 hours in one week. At the end of your defined/seasonal employment you will be placed as an Inactive Employee. By no means is this seasonal agreement to be misconstrued as continuous part-time employment. If, however, at the end of this designated time period the technician remains in good standing with Endless Options the seasonal technician may apply for General Autism Waiver Technician positions.

5. Your Compensation.

- a. You will be paid between \$12.00 to \$16.00 per hour for "Direct Care Services" actually provided to the client and their family. Your starting compensation will be determined by Endless Options based upon your skill and experience. For purposes hereof, "Direct Care Hours" means the hours you spend with the client/family working on program goals and or respite and does not include the mandatory training referenced herein and/or commuting to and from the scheduled work location. You will be paid once per month through direct deposit to your checking account. Endless Options will make every reasonable effort to have your compensation deposited into your checking account no later than the twenty-eighth day of the month, provided you have turned in your time sheet, IISS daily data forms, 5th day data forms, community data forms and respite forms completed to training standards.

6. Termination.

Due to the nature of Endless Options Autism Waiver services being in individual homes, there are strict government regulations. Violation of five specific violations is grounds for automatic termination from employment with Endless Options.

- a. You make and/or submit fraudulent or materially incorrect time sheets and or data forms.
- b. Abuse or Neglect allegations are made against you in regards to your work with the client.
- c. Any incidences come back from your Federal or State fingerprinting report.
- d. You involve friends or family in your work and/or take the client to your home or any other personal location.
- e. There is a 90 day probationary period in your employment with Endless Options. If any more than 2 violations of company or Autism Waiver policy occur within the first 90 days of employment, this will be means for termination.

The following are some of the reasons you may be terminated from further work with a client and/or any existing placement by Endless Options:

- a. You are repeatedly late or miss scheduled sessions; you must keep a 90% attendance rate. Please note a written warning will be issued if you fail to contact a client's parent or guardian at your earliest opportunity (which must be no later than thirty (30) minutes prior to the scheduled session).
- b. You act in an unprofessional or inappropriate manner towards a client, a client's family, your supervisor or representatives of Endless Options, which may include (but is not limited to) inappropriate speech, written correspondence, gestures and/or other acts, as determined by Endless Options in its sole discretion.

- c. You fail to follow all safety and/or crisis intervention guidelines for the client as provided in the client's binder
- d. You act in any manner that is unlawful.
- e. You try to seek payment from your family for any services associated with your employment with Endless Options. Your compensation for services comes exclusively through your hourly wage.
- f. You fail to keep accurate data in the client binder for inspection by management at their discretion.
- g. Conducting personal business on company time, which includes but is not limited to running personal errands while the technician is to be doing IISS community goal work or while in community, the technician is found to be in a location other than those agreed upon between the technician and family.
- h. Using cell phone or electronic communication that is not work related, as reported by client, family, community members or Endless Options staff.

7. Miscellaneous.

- a. Endless Options is not responsible for supplying you with any materials, supplies or equipment in connection with your instruction of a client, except for an initial client binder. Additional and/or ongoing materials, equipment or supplies are to be provided by the client's family.
- b. This document is not intended to create an indefinite relationship between you and Endless Options.
- c. This agreement may not be modified in any way without the signed written consent of all parties. This agreement will be governed in accordance with the laws of the State of Maryland. Failure to insist on strict performance of any covenant or obligation arising hereunder shall not constitute a waiver of covenant or obligation. Any rights, duties and/or obligations you have hereunder may not be assigned to any other person or entity without Endless Options' signed written consent, which consent may be withheld in Endless Options' sole and absolute discretion.

The parties have read and reviewed the foregoing Employee Description of Services, and by signing below, do hereby indicate their consent to be bound by all of the terms, provisions and conditions contained herein.

By: _____ date:
Joseph Lindemon, Program Manager

By: _____ date:
Employee signature

Pay Periods for 2021

Timesheets are due in the office **no later** than the 21st of each month and can be sent in any time prior to the 21st through fax or email.

You will be paid on the 28th of each month, unless the 28th falls on a Saturday or Sunday.

******When the 28th falls on a Saturday or Sunday, you will get paid on the preceding Friday. This occurs in: February, March, August, and November

Payroll dates for November and December are subject to change due to the holidays. Notices will be sent out before these two payroll periods with further instructions.

The following dates are when you will be paid in 2021

Thursday, January 28th

*******Friday, February 26th

*******Friday, March 26th

Wednesday, April 28th

Friday, May 28th

Monday, June 28th

Wednesday, July 28th

*******Friday, August 27th

Tuesday, September 28th

Thursday, October 28th

*******Friday, November 26th (data and timesheets due on the 19th)

*******Tuesday, December 28th (data and timesheets due on the 20th)

Auto Insurance & Driving Record

As a home and community based Autism Waiver provider, Endless Options offers local transporting to the families we serve. During the hiring process, technicians are required to provide proof of Auto Insurance and a Driving record. This information is used to prove insurability and on case by case basis the technicians' ability to transport the client. It is the responsibility of the technician to provide updated auto insurance, prove that they are paying for this insurance and report any issues to their driving record once hired with the company.

Obtaining a copy of the non-certified driving record may be completed in one of three ways:

- 1- At an M.V.A. self-service kiosk in the following locations:
 - Baltimore City
 - Bel Air
 - Columbia
 - Elkton
 - Essex
 - Frederick
 - Glen Burnie
 - Loch Raven/Parkville
 - Westminster
- 2- Online at www.mva.maryland.gov OR through your respective States website
- 3- During the Endless Options office meeting, we can walk you through ordering online if this hasn't been completed before this time. You will need to come prepared with a credit card to cover the cost or the payment will be deducted from your first pay.
- 4- Give Endless Options authorization to obtain a copy of your behalf by initialing this line:
_____ and signing below.

As part of the hiring process I must supply Endless Options with a copy of my driving record. I'm choosing option 4 from above as my form of obtaining this document and I request that the cost of non-certified driving record \$10 be deducted from my pay.

Name/Signature:

Date: