



To: All staff  
From: Jim Zache, CEO  
Subject: COVID-19 #15  
Date: June 22, 2020

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### Very Important Direction for Each Program

Attached you will find **two** charts developed by the CCLS COVID Task Force, entitled *Coronavirus Safety Measures*. One chart for CCS, CSL and EM SIL programs and the other for AFH, CBRF and remaining SIL's.

The chart has different "levels", 1 through 5. Your RDO and AD **have assigned your program a level**. Please read and familiarize yourself with the information and action on the chart.

Refer to this chart to help you with the status for clients, staff, family and outside professionals. There may be updates as more information come forward. This chart is version 6-10-20.

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### Direct Care Workers Stipends

For those that qualified, last week you received a stipend from the State of Wisconsin's Direct Care Worker (DCW) initiative. The idea of this multi-year initiative is to get more money to the state's Direct Care Workers. The 6/19 payment was for Direct Care Staff hours worked in July, August, and September of 2019. Your payment was based on the number of hours you worked and the payer source of your clients (My Choice, Includa, etc.).

Here's the State of Wisconsin's Direct Care Worker stipend schedule. You can see below the schedule of stipends has changed. You will still receive a stipend for hours worked as long as you are still employed with CCLS on the distribution date. You will note the State has scheduled fewer payment dates.

- July 2020 (More details to come).
  - January or February 2021 (more details to come).
  - July 2021 (more details to come).
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### PTO Maximum Accrual

Also noted in the prior UPDATE, we temporarily lifted the maximum PTO accrual levels which would have frozen the accrual of hours once you reached the maximum accrual as outlined in the Paid Time Off policy. This notice is informing you that we will continue with this practice until 9/27/2020. On that date, the maximum PTO accrual will revert to the levels outlined in the Paid Time Off policy. If your PTO balance is at or above the maximum level on 9/27/2020, you will not accrue PTO hours until your balance is reduced. Here are a couple of suggestions to reduce your PTO balance:

- Starting 6/7/2020, plan to request time off to reduce your PTO balance.
  - If eligible, you can submit a PTO Cash Out form by 9/15/2020 to reduce your PTO up to 32 hours (this cash out will be paid at 50% on 10.9.2020 as outlined in the Paid Time Off policy).
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### Payroll reminder

Your next paycheck is Friday July 3rd.