

## New Cell Phone Laws Go Into Effect July 1, 2008



We love our cell phones! We call our families, our friends, our co-workers from everywhere: from the store, from the beach, while in traffic, to name a few! Starting on July 1, 2008, persons over the age of 18 who talk on cell phones while driving will need to use hands free, blue-tooth enabled or built-in listening and speaking devices or systems. Any means of hands free is suitable, providing the driver does not have both ears covered. The only exception under this new law is that drivers may use a hand held cell phone to make emergency calls to a law enforcement agency, a medical provider, the fire department or other emergency services. Drivers who get caught talking on a cell phone without a hands free device are subject to fines.

Police can pull drivers over just for this infraction. Whether a citation is issued is at the discretion of the police officer, taking into consideration whether they believe you were distracted and/or not operating your vehicle safely. Fines for first offenses are about \$76, including associated fees and penalties. Fines for second or more offense are about \$190, including fees and penalties. Violating this new law is a reportable offense and may affect our driving records.

Drivers under the age of 18 are prohibited from using **ANY** type of mobile communication device while driving, including wireless or hands free devices.

All employees are reminded that the use of personal cell phones during working hours is not allowed. Further, the use of **any** cell phone (personal or company) while driving during work is strictly prohibited. Violations of this policy can lead to company driving privileges being revoked and disciplinary action. More information on driving laws going into effect on July 1, 2008 is available online. Please contact HR if you have any questions.



### 401(k) OPEN ENROLLMENT IS HERE

It's that time of year...Epiphany Care is offering Open Enrollment from June 1st – 30th for employees who wish to participate in our 401(k) Retirement Savings Plan. The company contributes 25% for each dollar the employee contributes, up to 4% of the employee's pay, in a five year vesting program. To be eligible to participate in our 401(k), employees must be at least 21 years old and have worked for Epiphany Care for at least one year as of July 1, 2008. Enrollment is voluntary. This is an excellent way to save towards retirement or a rainy day and get FREE MONEY!!! Once enrolled, you will be able to review and even manage your account online. Applications for enrollment are available in the corporate office or from your QMRP/Administrators. Enrollment forms must be dated and submitted to the corporate office or your QMRP/Administrator no later than June 30, 2008. If you have any questions regarding the company's 401(k) plan, please call Sue in Human Resources, extension 123.

**SURFRIDER HOME** in Simi Valley grasped the challenge and rose to the occasion when it came to giving back to the community and "going green" on Earth Day. On Saturday, April 19, 2008, the staff and kids of Surfrider Home participated in an Earth Day Event at the Simi Valley Town Center Mall, collecting and recycling bottles. Thanks to EVERYONE at Surfrider for showing what it means to do your part and for leaving a great impression of Epiphany Care in your community!!



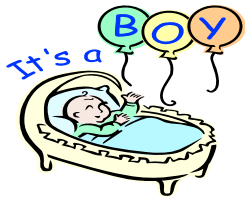
### Paid Time Off (PTO)

With summer right around the corner, we should review the policy regarding taking Paid Time Off (PTO).

The Request for PTO/Leave of Absence Form is used to request PTO. It was recently revised—be sure to use the most current version, available from your QMRP. It is YOUR responsibility to fill out the form on time, completely and correctly. This includes indicating your current PTO balance, which can be found on your most recent pay check statement. PTO will not be approved if you do not have enough PTO accrued to cover your request. PTO requests must be submitted to your QMRP at least **two weeks** in advance of desired days off. Your QMRP will verify your PTO balance, and when your request is finalized, your QMRP will return a copy of the completed Request for PTO/Leave of Absence Form to you. This is your way of knowing if your request has been approved or disapproved. If you have any questions regarding PTO requests, please see your QMRP.

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## A WORD SEARCH BY AGP FILLMORE



**CONGRATULATIONS!!!**

to

**Denise Ruiz,**

**Fillmore,**

**Who gave birth to a  
Bouncing Baby Boy this  
month!!**



### Word List

Ivywood Drive  
Rhonda Street  
Kentwood Drive  
Indigo Place  
Sophia Drive  
Phoenix Avenue  
Saratoga Avenue  
Central Avenue  
Knollhaven Street  
Texas Avenue  
Justin Avenue  
Wilmot Street  
Bolivar Court  
Doris Avenue



The Winning Homes in  
April for:

### Lowest overtime

Oxnard/Ventura- Sandpiper  
Home

Simi Valley- Surfrider Home

Fillmore- Rural Haven Home

### Best hours control:

Rural Haven Home

### Best budget control:

Coral Home

### Can You Find The TWO BONUS Phrases?



## WELCOME To Epiphany Care!!!

We welcome the following team member in  
joining us during the last month.

Maria Ruvalcaba, AGP Oxnard

Yadira Lopez, Pearl Home

Darnell McDuffie, AGP Fillmore

Abigail Morales, AGP and Seashore Home

## The Temperature is Rising and Summer is Almost Here!!

A few reminders..... Heat can kill!!

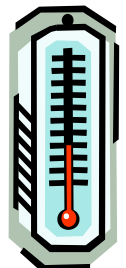
Be sure to provide clothing for clients that is weather permissible. For example, long sleeves, flannel, sweatshirts, sweatpants, jackets and other heavy apparel should be avoided. Layered clothing is advisable so that as the temperatures rise, clothing can be removed or adjusted. Sunscreen should be applied as often as necessary, providing it is prescribed by a physician.

Dehydration is always a concern. Pack plenty of water or other suitable fluids for the clients, as well as yourselves. Offer water or fluid to the clients often throughout the day, especially when outdoors. Be sure to keep yourself hydrated, too!

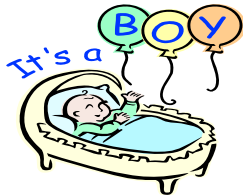
When driving clients in company or personal vehicles, the air conditioning should be on, or windows open, to allow for adequate ventilation. NEVER leave clients unattended in any vehicle!

For homes with air conditioning, it should be on, but set no lower than 74', to provide a cool environment for both clients and employees. Other homes should open windows and use fans, as needed, to circulate the air and maintain a comfortable temperature.

Remember when planning outings, bowling alleys, shopping centers, parks, beaches and many other locations are more crowded during the day because of summer youth activities and people trying to escape the heat. Plan ahead!



# The History Corner



**CONGRATULATIONS !!**

To

**Maribel Medina.**

**AGP Fillmore, who also gave  
birth to a Bouncing Baby  
Boy this month!!**

Thanks to the employees who let us know that we had a typing error in last month's AGP Word Search. For those of you who could not find the "Surfrider" Home in the word search, it was due to a typo. Sorry for any confusion!

## A REMINDER ABOUT CALL OFFS

If you are not able to work your scheduled shift, you are required to notify your supervisor no later than two hours prior to your scheduled start time for a daytime shift and no later than four hours prior to your scheduled start time for an evening or night shift. Calling off results in incremental discipline, which will have a negative effect on your evaluation.

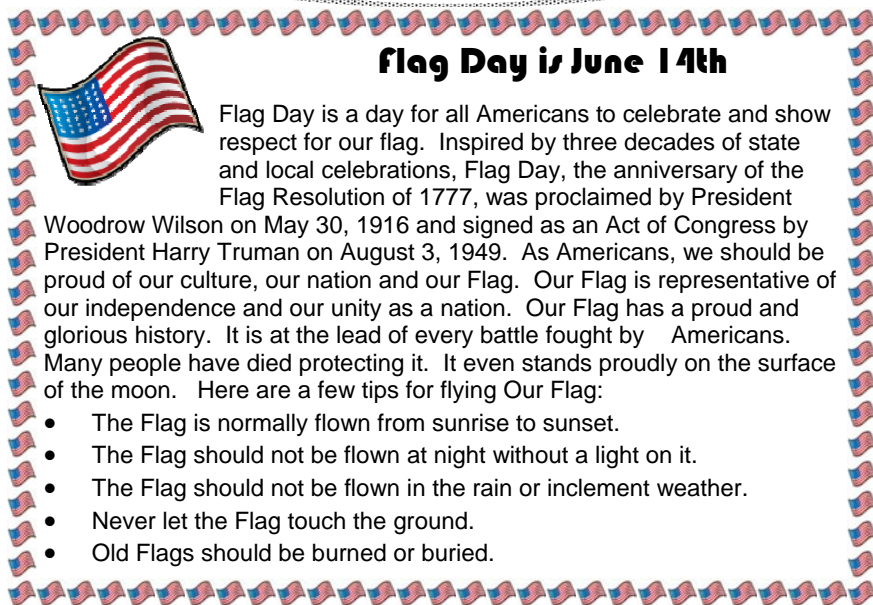
No Call No Shows are defined as when an employee fails to report to work as scheduled and also fails to notify their supervisor of their intended absence. No Call No Shows result in immediate discipline and are heavily considered during your evaluation.

If you have any questions, refer to your Employee Handbook and/or ask your QMRP/Administrator or Day Program Director.



By now we all have heard that our Economic Stimulus Payments are on the way!! Payment amounts will vary, depending on how much money we earn, our tax filing status, and how many (if any) children we declare as tax exemptions, to name a few things.

Economic Stimulus Payments are being sent to us by the same means by which we received our 2007 tax refunds. If you received your tax refund via direct deposit to a checking or savings account, your Economic Stimulus Check will go to the same account. If you received your tax refund by a check in the mail, you will receive your Economic Stimulus Payment the same way. For more information, you can call (800) 829-1040.



## Flag Day is June 14th



Flag Day is a day for all Americans to celebrate and show respect for our flag. Inspired by three decades of state and local celebrations, Flag Day, the anniversary of the Flag Resolution of 1777, was proclaimed by President Woodrow Wilson on May 30, 1916 and signed as an Act of Congress by President Harry Truman on August 3, 1949. As Americans, we should be proud of our culture, our nation and our Flag. Our Flag is representative of our independence and our unity as a nation. Our Flag has a proud and glorious history. It is at the lead of every battle fought by Americans. Many people have died protecting it. It even stands proudly on the surface of the moon. Here are a few tips for flying Our Flag:

- The Flag is normally flown from sunrise to sunset.
- The Flag should not be flown at night without a light on it.
- The Flag should not be flown in the rain or inclement weather.
- Never let the Flag touch the ground.
- Old Flags should be burned or buried.

## SUMMER IS ON THE WAY!!

■ Ah.... the Dress Code...

■ Bare midriffs, halter tops, strapless tops, spaghetti strap or tank tops, low necklines, and see through tops are not appropriate clothing for work.

■ Shorts (excluding exercise or athletic shorts) may be worn as long as they are conservative, not tight fitting and the length is no shorter than 3 inches above the knee.

■ Sandals, flip flops or any type of open toed or heeled shoes are not allowed. Socks or nylon stockings must be worn at all times.

■ All employees should take a moment to review the Employee Handbook regarding dress code and appearance.



## Workers Comp Corner



The occupational clinic serving our Oxnard/Ventura employees has changed.

Effective immediately, employees who are injured while working and desire/need medical attention will be seen at:

**Coastal Occupational Clinic  
1901 Outlet Center Drive Suite 100  
Oxnard, CA 93030  
Phone: (805) 988-3200**

24 hour emergency service is available at this clinic for all Oxnard/Ventura and Fillmore employees.

Please contact your QMRP or Human Resources if you have any questions.




Dates to Remember in:

# JUNE 2008



## Upcoming Events:

- 4th—Pay Day
- 14th— Flag Day
- 15th— Father's Day
- 18th—Pay Day
- 21st— First Day of Summer

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 ☆	5	6	7
8	9	10	11	12	13	14 ☆ 
15 ☆ 	16	17	18 ☆	19	20	21 ☆ 
22	23	24	25	26	27	28
29	30					

June is Graduation Month.  
 Congratulations to all employees who have children graduating from school, and to those who are graduating from school themselves.

# Happy Birthday!

Celebrating birthdays in June



Nelma Sacala, LVN  
 Adriana Ruiz  
 Angela Hetzel

Maria Vallarta-Lopez  
 Sandra Sanchez, LS  
 Maria Ruvalcaba



## Employee Anniversaries

The following team members are celebrating their employment anniversaries with Epiphany Care in May. Thank You all for your commitment to the homes, and, most importantly, our clients.

### Celebrating their first anniversary with us:

(and remember those that refer get paid!!!)

**Judi Flickner, QMRP** 8 Years! on 5/30  
**Maria Tabara, Simi Valley** 4 Years! on 5/5  
**Sinay Rangel, Oxnard** 3 Years! on 5/16  
**Maribel Medina, Fillmore** 2 Years! on 5/2  
**Mayra Bravo, Fillmore** 2 Years! on 5/24

**Yhanet Almanza, Simi Valley** 1 Year! on 5/3  
**Leslie Romero, Fillmore** 1 Year! on 5/18