<u>**$S^D$ Associates – NVT Office Hours Protocol**</u>

## Location(s)

Office hours can be done out of the following offices – Williston (Avenue C), Colchester, and Georgia.

Staff that are adding office hours before or after a shift should go to the office closest to their student. If staff are not scheduled for direct service and are coming in solely for office hours, they can go to the office closest to their home.

## Hours

Office Hours will be available daily from 8:00-3:00pm for staff that are not scheduled and would like to add additional hours to their work week. Staff can come in at any point during this time frame as long as they work a minimum of 1 hour at the office.

Afternoon office hours (3:00-5:00pm) will only be available on Mondays, Wednesdays and Fridays for staff that are not scheduled otherwise for meetings or with students; on Tuesdays and Thursdays, office hours will end at 3:00.

Staff that would like extra hours on Tuesdays or Thursdays can request to work with a student during this time through their supervisor. These hours are subject to change and are based on client availability.

Upon arrival for office hours, staff will message the Office Hours Cliq channel with the following information – Name, Office (Williston, Colchester, or Georgia), and hours you plan to work.

Staff will message the Cliq channel if any alterations are made to the hours they have requested to work.

## Projects

Staff on office hours should prioritize RBT if they have not yet completed the 40hr training. If the course has been completed, see below.

If you have been assigned client specific tasks by your BA, please let the Office/Program Manager know before beginning to work on your project(s).

A Daily Task List will be posted at each of our offices for staff on office hours to work through. This will be the first project to work on if you do not already have a task assigned to you by your supervisor or BA.

Staff that have completed the Daily Task List and any assigned student specific work should then reach out to the Office/Program Manager onsite for additional tasks.

If you are waiting for an asssignment, please check with direct service staff to see if they need anything. You can also check your time card, review emails, or focus on other "housekeeping" tasks.

## Work Materials and Computers

Materials needed for projects, such as laminators, construction paper, scissors, markers, etc. will be available at each of our offices.

Each location will have a desktop computer that is available to staff, in addition to laptops that can be requested through the support staff on site. Priority will be given to staff that are working on RBT.

## Breaks

Brief breaks (under 15 minutes) can occur throughout the day, but if they are longer or you leave the premises, you must clock out and check in with the office hours point person. Please check in with the Office/Program Manager on site if you leave.

## School Breaks/Vacation Weeks

During the weeks in which schools are on break, the office hours protocol may be subject to slight changes. There may be sign ups for particular hours and days during those weeks, and the tasks assigned may be of varying degrees given the more extensive period while our students are away. Please pay close attention to any details about these weeks and the sign-ups accompanying them, as the information will differ from what is normally given. Our goal is provide people with meaningful taks during this time while maximizng their hours, and we appreciate those who sign up to take on extra work during these times.

**Resources and Support for Office Hours Staff**

There is a binder of how-to information on how to construct a project or create a particular material located at each of our offices. Staff are encouraged to use this binder if they are unsure how to work on the project that is assigned to them.

Any questions can be directed to Conor Simmons, Anthony Carace, or Wendy Bronner. Please use Cliq Chat or a phone call in that order and allow for 15 minutes for a response.