From the Executive Director’s Desk

December, 2020

3Rivers Board and Staff wish you the very best this Holiday season. It has been such a challenging year, yet I continue to hear stories from staff about how well all of you are adapting through this pandemic. Your health and well-being are very important to us. It reassures me to hear how so many of you are staying home, staying safe and helping others.

A special shout out to the folks who spent their time making and donating masks. This was unexpected and much appreciated in your communities.

I know Holidays aren’t the same without family and friends around. We are especially sad to not host our annual celebrations with you. However, check the info in this newsletter about our Drive Thru celebration! Please be sure to reach out to friends and family as well as 3Rivers, just to stay in touch. It’s important.

I encourage you to be safe through the Holidays and winter. Everything we have done up to this point may just be “practice” with the real test coming this Winter.

Who would ever have thought that our Christmas stockings might include masks and hand sanitizer; but we have both available and ready to give out this Season!

Despite all that 2020 has thrown at us; we will endure. Be Safe and have a Happy Holiday.

Vaccine News

We are excited about a COVID 19 vaccine available in the coming year. There is a great deal of misinformation about the vaccines. We want to assure you that our team will stay on top of information and share with you when it might be available in your communities. While the choice of a vaccination is up the individual, it is important for all of us that the majority of people receive the vaccine. It’s the only way to address this horrible pandemic.

Through the next few months, 3Rivers staff will review available information and share it with you. We also encourage you to discuss this with your health care provider.

It’s important we get the FACTS and not the stories. Be Safe!
Memo to: Consumers and Direct Service Workers

From: Audrey Schremmer, Executive Director

Re: Change in Payroll Processing to Bi-Weekly Paychecks

Effective January 1, 2021, Payroll will be processed bi-weekly. This makes it easier to track your weekly hours and stay in compliance with your plan of care. **Direct service workers will be paid every other Friday.**

To get us to this point, you have TWO shortened pay periods this month. **Hours worked within the plan of care AND clocked in/out thru AuthentiCare between Dec 16th and 26th will get paid December 31st.** Any paper timesheets submitted for this timeframe will be processed with the January 8th payroll.

Please review the information below:

<table>
<thead>
<tr>
<th>Special Pay Periods</th>
<th>Timesheets Due</th>
<th>Pay Date</th>
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</thead>
<tbody>
<tr>
<td>December 16 thru 26 Hours clocked in/out thru AuthentiCare phone sys-</td>
<td>(Paper timesheets for Dec 16th thru 26th will be processed with the January 8th payroll)</td>
<td>Thursday December 31</td>
</tr>
<tr>
<td>December 27 thru Saturday Jan 2</td>
<td>Monday Jan 4 Noon</td>
<td>Friday January 8 2021</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular Pay Periods</th>
<th>Timesheets Due</th>
<th>Pay Date</th>
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<tbody>
<tr>
<td>Sun – Sat.</td>
<td></td>
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<tr>
<td>January 3 thru Jan 9th</td>
<td>Thursday Jan 14 Noon</td>
<td>Friday January 22 2021</td>
</tr>
<tr>
<td>January 10 thru 23</td>
<td>Thursday Jan 28 Noon</td>
<td>Friday February 5 2021</td>
</tr>
<tr>
<td>January 24 – Feb 6</td>
<td>Thursday Feb 11 Noon</td>
<td>Friday February 19 2021</td>
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The remainder of 2021 will follow the same schedule.
Santa on the Go!

Drive thru gift bag pick-up from our friendly staff of cheerful elves!!

December 17th 2pm-4pm
504 Miller Dr, Wamego

Call Clay Center, PBPN, or Atchison offices to arrange for a pick-up
Do you need PPE (gloves, masks, face shields, or hand sanitizer)??

Call the Wamego office and we will arrange delivery/pick-up.

Wear your mask, wash your hands, stay away from crowds...

Your health is important to us!

Clay Center Office  785-777-2499
Atchison Office  785-456-9915 x 117
Prairie Band Office  785-966-8344