



Exceptional Expressions

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EXTRA! EXTRA! READ ALL ABOUT IT! MILEAGE SHEET



DID YOU KNOW? The Accounting Department makes over 100 edits monthly to your direct mileage sheets? Please be sure to double check your mileage sheet.

The 5 most common mileage sheet mishaps.

1. Putting the wrong department number on your mileage sheet.

- You **MUST** make sure you are putting the correct department number on your mileage sheets. Do you know your department number? If you are working in a different house, are you asking a supervisor or co-worker what the department number is?

- This is the biggest mistake we have on mileage sheets. What can you do to ensure your department number is correct?

2. Missing person supported's name.

- Who are you transporting? We need their name on the mileage sheet - did you know, there is even a column for it.

3. Mileage sheets are older than 60 days

- Don't forget per EPI Policy, you can not turn in mileage older than 60 days. And each month runs from the 15th to the 15th. Check your dates.

4. Missing beginning or ending odometer reading.

- This is essential for all mileage sheets.

5. Missing destination.

- Where did you take the people you are supporting? You need to include all destinations and **BE SPECIFIC!**

Holiday Stress



The holidays are here....you know what that means....stress, worrying, anxiety. But there are many ways you can help yourself and make these anxiety filled times a little less stressful.

1. Positivism -Look at the positive side of things. Try looking at the glass as half full. Acknowledging the fact that there is a problem with how you look at things can help you treat anxiety.

2. Talk about it - It could be a friend, your partner or your parents. It doesn't matter as long as you relive yourself emotionally of the burden. Being pro-active can shift all that worry and concentration to a more productive activity. And don't forget about EPI's Employee Assistance Program.

3. Engage in physical activities - Hit the gym, go on camping trips with your family or join the local volleyball or soccer team. These activities can help you ease your mind over the problems at hand. You can focus all that nervous energy into something more constructive. How you manage anxiety will only be a matter of mind over matter.

MISSION STATEMENT: Exceptional Persons, Inc. (EPI) makes a positive difference for people living with disabilities, enhances community child care, and strengthens families.

VALUES: Stewardship—Teamwork—Integrity—Quality

REMINDER FOR W-4 's.

If there is a change in your filing status or change in marital status or for dependents (birth, adoption, child turning 21), you may want to file a new W-4 for 2010.

If you claim exempt on your federal income tax withholding, you will need to complete and submit a new W-4 for 2010. You will need to do this each year if you claim exempt.



Pay Checks During the Holiday

This year the Christmas holiday falls on payroll week.



Deadlines for the pay period December 5-18th (Christmas week)

- All leave requests are due to Stacey Peyton by noon on Friday December 18th.
- All possible E-time editing to be done Friday, December 18th (editing will only be allowed until 9am on Monday December 21st).

Christmas payday is going to fall on Thursday December 24th. If you currently receive a paper check, you will be able to pick up your check on Thursday December 24th until 3pm.

If you are interested in direct deposit, contact Stacey Peyton or Julie Page and complete a direct deposit form.

CHECKS CAN BE PICKED UP UNTIL 3PM ON THURSDAY DECEMBER 24th!!!!

EPI JOB FAIR DECEMBER 10th!!!!!!

Earn \$\$ For Employee Recruitment & Referrals!

If you know or meet someone who you believe would be a quality employee, have the person you refer apply online at www.episervice.org or stop in and fill out an application.

If that person gets hired, have them put your name down as their referral during New Hire Orientation. After the new employee has been with EPI for 3 months, you will receive \$100 and you will receive \$100 again when the new employee's 6 month anniversary has passed.

Always be alert to the opportunities to recruit and refer good people. Everyone will benefit.

The components of happiness are quite simple. Happiness is gentleness, peace, concentration, simplicity, forgiveness, humor, fearlessness, trust, and now. In its true form each quality includes all the rest, for happiness is whole, and one feels whole when genuinely happy.

~ Hugh Prather



Years of Service

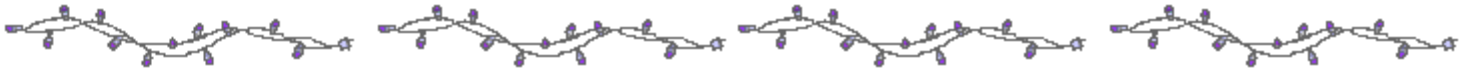
Congratulations to **Alan Long** for **15 wonderful years** of service at EPI!!! Al started in 1994 as part-time staff at Paige Group Home, and has worked primarily in the RCF-MR Program as Supported Living Staff. He has spent time at Heartland Hills, Emerson, and West 4th, but moved to Lark in December 2007. He is an invaluable asset to the team at Lark Lane—never failing to properly advocate for the persons served. Al consistently goes above and beyond for the people that he supports as well as his team. Al is an employee dedicated to providing quality care and works to fulfill EPI's mission. He comes to work with a positive attitude and leaves the same way. **Thank you Al, for 15 great years!!** ~Becky White

Congratulations **Tammy Buck**, on **10 Years** with EPI!!! Tammy has been working as a part time relief staff member since she was hired in 1999. While working at EPI Tammy has shown her ability to adapt to new situations by working in the HCBS, RCFMR, MI/BI, CHOICE, Employment and SCL programs. It is with her warm, caring heart and dedication to the highest quality care that Tammy has developed wonderful rapport with the people she supports, coworkers and supervisors. Tammy always takes the time to listen to the people she supports and strives to meet their needs. Tammy has been with EPI through years of change and displayed a positive attitude with each new challenge. Tammy goes above and beyond in her work and throughout her ten years, it is evident to all that Tammy loves the work she does and genuinely cares for all. EPI is blessed to count Tammy as an employee. **Please take the time to congratulate Tammy on her 10 Year Anniversary!!** ~Rachel Zeien

John Buck began his employment with EPI in December 1999 as a part time relief staff. John recently transferred to a day support staff at Kirkwood. John has formed good relationships with several persons served throughout the agency. During the past **10 years** John has often taken new staff under his wing and been a positive role model. John has taken the initiative on several occasions to plan fun day trips such as fishing at Hickory Hills. The people he supports really enjoy it when John is working and he has made a positive difference in their lives! **Thank you, John for you ten years of exceptional service!** ~Tami Moody

When you see **Rick Day** at the garage congratulate him on **10 years** of service with EPI! Rick started with EPI December 6, 1999 as a substitute bus driver. He learned all the routes and in 2003 started full time at the bus garage as a dispatcher. Rich does a excellent job planning every route and making it the most efficient it can be. He is a very dependable employee and an asset to the transportation department. Rick never forgets when he wins at Pepper because it doesn't happen very often. For 25 years Rick and his wife did foster care. In his free time Rick enjoys Polka and is the head of the Iowa Polka Club. **Thanks Rick for 10 years of dedicated service.** ~Ron Statterlee

Congratulations to **Becky Grimm** for **5 years** of service with EPI! Becky started with the CHOICE Program in December of 2004. During her first position with the program Becky floated between the Waterloo site on 9th and Southbrooke, and the Cedar Falls site on Main Street, proving she was a very flexible staff person! Later Becky took a regular Group Leader position at the Waterloo site, then moved with the program to the Deery Center. Becky is a real asset to the CHOICE team. We feel very lucky to have her here! She is a role model to the individuals she serves. Becky has gone above and beyond numerous times over the last five years. Becky has brought volunteer opportunities to the individuals at CHOICE, so many have a chance to contribute back to their community. Becky often times takes the lead when planning special events. In Becky's spare time, she enjoys spending time with her family, camping, and going to garage sales -where of course she is always looking for bargains for the CHOICE Program. **Thanks Becky for all you have done and for your dedication, not only to CHOICE, but to the whole agency!** ~Andie Hirsch



December Birthdays

Mitch Tyler	1
Kathy McDonell	3
Erin Jeffries	3
Marge Johnson	3
Martha Stephens	8
Tanya Gamerding	8
Becky White	8
Rae VanArsdale	9
Jasmina Salkic	9
Holly Lolagne	9
Linsey Shultz	10
Sharon Vickery	10
Jaclym Schmit	10
Sherie Ernst	11
Patrice Mayo	15
Shannon Hames	16
Kiara Sime	18
Lori Westcott	19
Holly Ryan	19
Audrey Frost	21
Chariss Johnson	21
Lynette Miller	23
Tori Knoll	23
Sheena Wendel	23
Haley Wiggins	23
Dawn Lammers	25
Judy Townsend	27
Deb O'Neil	29
Emily Walters	30
Milka Panic	30



NEW EMPLOYEES

Community Living

- Kara Beatty
- Laura Berger
- Alyssa Hager
- Kelsey Kohlmeyer
- Harisa Kubic
- Don McCraney
- Milka Panic
- Caleb Potratz
- Holly Ryan
- Sandy Shankle
- Brooklyn Taylor
- Kim VanLengen
- Haley Wiggins



Central Office

- Kim Ackerson
- Bill Payton



ON CALL BEEPER WEEKEND:
12/4: Ben Bigler, Kim Bumgardner
12/11: Kris Reints, Kay Wentz
12/18: Steph Freeland, Besima Osmicevic
12/25: Marlene Gerling, Sharon Spring,
 Sharon Vickery (Xmas Day)

The Central Office/Deery Center will be closing at 3pm on December 24th and December 31st and will be closed on December 25th and January 1st in observation of the holidays.

