



# BIS Newsletter

December 2024

---

## UPCOMING EVENTS

---

### Holiday Breakfast with Santa

Please join us for holiday breakfast with Santa at the Metro Office on **Thursday, December 19th between 8 am - 11 am**. We will have breakfast, Santa, and holiday gifts for all employees. There will be an ugly sweater competition so don't forget to wear your sweater.

You must RSVP to Rebecca Kinder by emailing [rkinder@bis-stl.com](mailto:rkinder@bis-stl.com) or call the office at 314-395-9375 by **Tuesday, December 17th**.



Please join us for holiday breakfast with Santa on Thursday, December 19th between 8 am - 11 am at the Metro Office. We will have breakfast, Santa, and holiday gifts for all employees.

You must RSVP to Rebecca Kinder by emailing [rkinder@bis-stl.com](mailto:rkinder@bis-stl.com) or call the office at 314-395-9375 by Tuesday, December 17th.

If you cannot make it to breakfast that morning you can swing by the office anytime it is open until Wednesday, January 1st to pick up your holiday gifts.

---

# Happy Holidays!

# HOLIDAY HUSTLE

BEGINS MONDAY, NOV 18 2024

## HOLIDAY HUSTLE

WE'LL BE DOING A DRAWING FOR ANYONE WHO PICKS UP ISL SHIFTS DURING THIS HOLIDAY SEASON.

ANY SHIFT PICKED UP FROM MONDAYS AT 8AM-FRIDAYS AT 4PM WILL RECEIVE ONE ENTRY INTO A WEEKLY DRAWING. ANY SHIFT PICKED UP FROM 4PM ON FRIDAYS-8AM ON MONDAYS, WILL RECEIVE 2 ENTRIES INTO THE WEEKLY DRAWING. THERE WILL BE A WEEKLY WINNER OF \$100 CHOSEN EVERY MONDAY TIL THE NEW YEAR!

**AND THAT'S NOT ALL! THERE WILL BE A GRAND PRIZE DRAWING OF \$500 WHICH WILL BE HELD ON MONDAY, JAN 6, 2024! ONCE YOU HAVE PICKED UP 10 SHIFTS, YOU WILL RECEIVE ONE ENTRY INTO THE GRAND PRIZE DRAWING. ANY ADDITIONAL SHIFTS THAT ARE PICKED UP BEYOND THE FIRST 10 SHIFTS, WILL EACH EARN AN ADDITIONAL ENTRY INTO THE GRAND PRIZE DRAWING!**

WANT TO PICK UP SHIFTS, BUT DON'T KNOW HOW? VISIT THE [WHENTOWORK.COM](http://WHENTOWORK.COM) WEBSITE AND CLICK ON "TRADE BOARD" REQUESTS. OR YOU CAN REACH OUT TO YOUR SCHEDULING SUPERVISOR, BY EMAIL TO ISL SCHEDULING MANAGER LAUREN PHILLIPS AT [LPHILLIPS@BIS-STL.COM](mailto:LPHILLIPS@BIS-STL.COM) OR 314-624-8416.

- 1 SHIFT PICK UP=1 ENTRY THE MORE YOU PICK UP, THE MORE CHANCES YOU HAVE TO WIN!
- FOR EVERY 10 SHIFT PICKUPS, YOU WILL RECEIVE ONE ENTRY INTO THE GRAND PRIZE DRAWING.
- ANY ADDITIONAL SHIFT PICKUPS AFTER 10, WILL GET YOU ANOTHER ENTRY INTO THE GRAND PRIZE DRAWING.
- PICKING UP OPEN SHIFTS ARE ONLY ELIGIBLE FOR THE DRAWING (CANNOT BE PART OF YOUR REGULAR SCHEDULE)
- IF SOMEONE CALLS OFF, YOUR CONTACTED FOR COVERAGE, AND YOU COVER THE SHIFT- ALSO ENTERS YOU IN THE RAFFLE
- ANY UNEXCUSED ABSENCES OR CALL OFFS WITHIN THE SAME WEEK WILL DISQUALIFY YOU FROM THE WEEKLY DRAWING
- FTS EMPLOYEES WHO OFFER/ REQUEST TO WORK A WEEKEND SHIFT, BUT IT IS REMOVED DUE TO OVERTIME IT WILL STILL QUALIFY FOR THE DRAWING
- IF THE SHIFT YOU PICKED UP IS CANCELLED FOR ANY REASON (OTHER THAN A CALL-OFF) AND WE'RE UNABLE TO PROVIDE SIMILAR HOURS AT ANOTHER LOCATION YOU WILL STILL QUALIFY AS AN ENTRY FOR THE RAFFLE

# 2025 PAY CYCLE

DATES WORKED		PAY DAY for DATES WORKED
Start Day at 12:00am (Monday)	End Day at 11:59pm (Sunday)	Date of Pay
December 9, 2024	December 22, 2024	January 3, 2025
December 23, 2024	January 5, 2025	January 17, 2025
January 6, 2025	January 19, 2025	January 31, 2025
January 20, 2025	February 2, 2025	February 14, 2025
February 3, 2025	February 16, 2025	February 28, 2025
February 17, 2025	March 2, 2025	March 14, 2025
March 3, 2025	March 16, 2025	March 28, 2025
March 17, 2025	March 30, 2025	April 11, 2025
March 31, 2025	April 13, 2025	April 25, 2025
April 14, 2025	April 27, 2025	May 9, 2025
April 28, 2025	May 11, 2025	May 23, 2025
May 12, 2025	May 25, 2025	June 6, 2025
May 26, 2025	June 8, 2025	June 20, 2025
June 9, 2025	June 22, 2025	July 4, 2025
June 23, 2025	July 6, 2025	July 18, 2025
July 7, 2025	July 20, 2025	August 1, 2025
July 21, 2025	August 3, 2025	August 15, 2025
August 4, 2025	August 17, 2025	August 29, 2025
August 18, 2025	August 31, 2025	September 12, 2025
September 1, 2025	September 14, 2025	September 26, 2025
September 15, 2025	September 28, 2025	October 10, 2025
September 29, 2025	October 12, 2025	October 24, 2025
October 13, 2025	October 26, 2025	November 7, 2025
October 27, 2025	November 9, 2025	November 21, 2025
November 10, 2025	November 23, 2025	December 5, 2025
November 24, 2025	December 7, 2025	December 19, 2025
December 8, 2025	December 21, 2025	January 2, 2026
December 22, 2025	January 4, 2026	January 16, 2026
January 5, 2026	January 18, 2026	January 30, 2026

\* The check dates in yellow will include mileage payouts

---

# 2025 HOLIDAY SCHEDULE

---

## OFFICE

The office will be closed in 2025 in observance of the following Holidays. Salaried or hourly office employees over 30 days are not required to work holidays.

January 1/1/25

Memorial Day 5/26/25

4<sup>th</sup> of July 7/4/25

Labor Day 9/1/25

Thanksgiving 11/27/25

Christmas Day 12/25/25

Floating Holiday-Can be used for any holiday with 30-day advance approval and request.

## Full Time RBT's Clinic, Day Program or ISL

- Salaried RBT's follow office holiday schedule.
- Hourly RBT's have the option of requesting and taking PTO or picking up shifts in the ISL.

## Part time RBT's

- NH clients may request staff during the following holidays. Staff that choose to work on these days will be paid their current wages and do not qualify for holiday pay.

Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas Day  
New Years' Day

## ISL DSP

- BIS will pay a rate of time and one half for employees that work the following holidays during the specific times.

Holiday observed	Hours during which time and a half is paid	Additional PTO earned for supervisors on call/working
Memorial Day	1pm – 8 pm	8 hours to be used in May only
4 <sup>th</sup> of July (Independence Day)	12 pm – 10 pm	8 hours to be used in July only
Labor Day	1pm – 8pm	8 hours to be used in September only
Thanksgiving	11am – 6pm	8 hours to be used in Nov only
Christmas Eve	5 pm – 12 am	4 hours to be used in Dec only
Christmas Day	12 am – 12 am	8 hours to be used in Dec only
New Years' Eve	7 pm – 12 am	4 – 8 hours total between NYE/NYD to be used in Jan only
New Years' Day	12 am – 3 pm	4 – 8 hours total between NYE/NYD to be used in Jan only

- Salaried exempt ISL staff will receive additional pay in the amount of \$20 an hour** for any shift worked on a holiday during the above designated times. They are on call from 12 am the day of the holiday until 12 am of the following day. In addition, any ISL Manager who is on call on a BIS recognized holiday will receive an additional 8 hours to their PTO bank.

#### **Behavior Analysts, and other billable salaried employees**

- May bill for one day less of billable hours for the month in which the holiday falls.

#### **DHSS Staff**

- All DHSS staff will be assigned to work in ISL Shifts during their normal hours on the Holidays (including Christmas).
- DHSS staff may request PTO if available to be used during the holiday according to request off policy.
- DHSS employees will be excused from any shortage in hours during the Christmas break. Employees will be auto assigned for holiday shifts unless requested off appropriately.

---

# BIS BUCKS STAFF RECOGNITION PROGRAM

---

The BIS Bucks system is our way of allowing our staff and supervisors a quick way to say “Thank you” and “Way to Go!” for any and all deeds that coincide with our CORE Values of

## **Compassion, Honesty, Commitment and High Standards.**

Each employee can nominate up to 5 times monthly, 15 times per quarter (Supervisors have 7 / 21, respectively)

### To utilize the system:

- Choose the recipient’s name and CORE Value that you feel best defines why you are recognizing them.
- Add your words of appreciation, encouragement or just something fun. (We ❤️ funny quotes!)
- Each time you nominate, your recipient will be given 1 BIS BUCK (½ monetary value) 📄
- Accumulate BUCKs for grandiose prizes, lavish trips and outrageous fortune 🌴💰💎 (ok, ok, that is completely false...but you can turn them in for great gift cards to the store of your choice.)
- Contact Hiring Manager Lisa Arnett at [larnett@bis-stl.com](mailto:larnett@bis-stl.com) for additional information regarding your balance and available electronic gift cards.

If you would like to recognize someone, go to [behaviorinterventionservices.com/bis-bucks/](http://behaviorinterventionservices.com/bis-bucks/) and fill out the form.

---

## INCLEMENT WEATHER

---

It is that time of year when the weather is getting cold and maybe even see some snow or ice.

Follow these steps when you are out driving to stay safe:

1. Leave early and give yourself enough time to make it to your destination. Be patient.
2. Pack extra items such as food or clothes. Prepare for the unexpected!
3. Slow down. Even if you have all-wheel drive, reduce your speed about 10 miles per hour or reduce until comfortable.
4. Beware of black ice especially on overpasses and bridges. Slow down!
5. Avoid tailgating. Leave plenty of room between yourself and the car in front of you to give plenty of room to stop if someone breaks suddenly.
6. Don't brake during a turn. To avoid a spin out, gradually start turning the steering wheel and tapping the brakes lightly before the curve. Then coast through the turn with your foot off the brake and off the gas, so as not to gain speed.

---

## PAYCOR INFORMATION

---

### EMPLOYEE CONTACT INFORMATION

Employees can now update their own contact information. This includes address, phone number and email. It has been tested and confirmed! You can find the procedures on the Employee resources tab on the BIS website.

**Mary Wild**  
**Billing/Payroll Manager**



---

## EVENTS ISL CLIENTS COULD ATTEND

---

Looking for something fun to do with your client during the holiday season? Here are some free events around the area.

**Purple** = St. Charles County

**Green** = St. Louis

**Autism Support Now (ASN), Winter Wonderland Event (STL)**, FREE but please register. Event is Friday, December 20 at ASN office, 3533 Dunn Rd, Florissant, MO, 63033. Join the ASN for sensory-friendly activities, Santa photos, cookies, cocoa, and holiday music. [RSVP Here](#) for a chance to win a Christmas Present. Information about ASN at [www.autismsupportnow.com](http://www.autismsupportnow.com) or email Lexi at <mailto:lbryant@autismsupportnow.com>

**Pictures with Santa: A Holiday Experience at Westport Plaza (STL)**, December 6, 7, 13, 14, 20, & 21, Fridays from 6-8pm and Saturdays from 10am-12 noon on the second floor of the Gold Building. Step into the magic of the season with photos with Santa on his sleigh, Hot Cocoa for purchase, Holiday Music, and special balloon art and face painters. [Information](#)

**Winterfest, Meet the Princesses Days (STL)**, Sundays, December 8, 15, 22, & 29 at the Lodge at Winterfest from 12-1 PM and at strolling Winterfest from 1-1:30 PM. Join popular princesses and superheroes on the ice. Characters will also be available for photos. An additional meeting will be held on New Year's Eve, Tuesday, December 31 from 4-6 p.m. [Information](#)

**Skate with Santa (SCC)**, Saturday, December 14 from 11am-2pm at St. Charles County Kinetic Park, 7801 Town Square Avenue in Dardenne Prairie. Come get into the holiday spirit by spending the evening skating with Santa! Feel free to bring up your Christmas list and decorate your bike or scooter to show off your skills. There will be free hot chocolate and candy canes. Kinetic Park features 33,000-square foot skate course, an asphalt pump track, a bike skills course, rock climbing wall and more. Admission to the park is free. [Information](#)

**Christmas Traditions Festival in Historic St Charles (SCC)**, Wednesdays, Fridays, Saturdays, and Sundays from November 29th-December 24th: [Information](#)

**Country Line Dancing at Frankie Martins Garden (SCC)**, Every Sunday: [Information](#)



**Thursday Nights at the History Museum (STL)**, Every Thursday: [Information](#)

**Gateway Ringers Handbell Concerts (STL & SCC)**, Sundays, December 15 and 22 from 4-5pm, locations below. Join us as we present "Stories of Christmas" featuring traditional carols and holiday favorites including *Angels We Have Heard on High*, *Deck the Halls*, *Twelve Days of Christmas*, *A Charlie Brown Christmas* and many more. Concerts are free and open to the public. [Information](#)

- December 15, Holiday Concert at Holy Cross Lutheran Church, 8945 Veterans Memorial Parkway, O'Fallon, MO 63366
- December 22, Holiday Concert at Faith Des Peres Presbyterian Church, 11155 Clayton Road, St. Louis, MO 63105

**Festive Fridays at the Saint Louis Art Museum (STL)**, Fridays, December 6, 13, 20, & 27 at the Art Museum in Forest Park. Enjoy celebrating the holiday season with FREE concerts, tours, gallery activations, and art-making activities every Friday. SLAM will also have a pop-up bar in the Sculpture Hall for visitors to purchase seasonal drinks and snacks. The current ticketed exhibitions are FREE and the Museum has extended hours. [Information](#)

**"Weihnachtsmarkt" German Christmas Market (SCC)**, Saturday, December 14 from 8am-1pm at 200 North 2nd Street, St Charles, MO 63301. In partnership with the St. Charles-Ludwigsburg Sister Cities program, please join us for our monthly *Flea and Artisan Market*, along with German themed Christmas vendors and activities. [Information](#)

**Winterfest (STL), Mostly FREE**, Fridays, Saturdays, and Sundays now through December 31, in Kiener Plaza (STL). Enjoy 100,000 twinkling lights in the shadow of the Gateway Arch. This six-week winter celebration will also showcase exciting events like free visits from princesses and superheroes, and a family-friendly New Year's Eve fireworks spectacular. Ice skating is free if you bring your own skates. *Garage parking cost is \$8 for up to 12 hours or metered street parking is available.* [Information](#)

**Holiday Toy Train Display (SCC), FREE**, Wednesdays-Sundays, now through-January 5, 2025 from 10am-5pm at St. Charles County Heritage Museum, 1630 Heritage Landing, St. Peters, MO, 63376 ([map](#)). Bring your family and friends to see this small but whimsical portrayal of St. Charles County's landmark buildings in a snowy model train display. [Information](#)

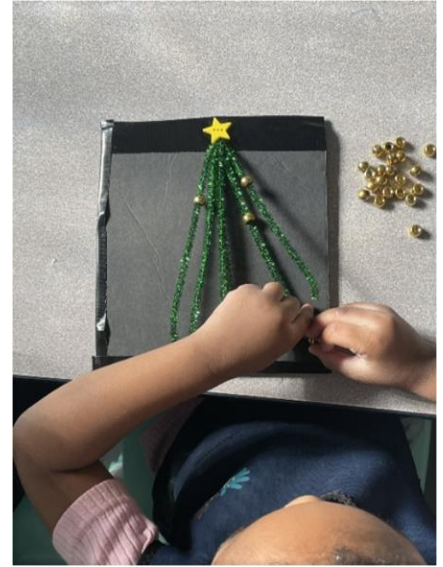
---

# SPROUTS

---

Sprout Kiddos and Staff are preparing for the cold weather and holiday season! Kids are hard at work learning new skills as they work together to decorate the clinic, create winter themed projects, and engage in play. Over the past month we have had the excitement of seeing our kid's continued growth and independence through:

- Using an AAC device to communicate
- Initiating play with peers
- Counting independently
- Engagement with toys



---

# UPCOMING HOLIDAYS

---

## Pearl Harbor Remembrance Day Saturday, December 7th

Each year Pearl Harbor survivors, veterans, and visitors come together to honor and remember the 2,403 members and civilians who were killed during the Japanese attack in 1941.

To learn more about Pearl Harbor, visit the National Park Services website:

[www.nps.gov/perl/learn/historyculture/national-pearl-harbor-remembrance-day.htm](http://www.nps.gov/perl/learn/historyculture/national-pearl-harbor-remembrance-day.htm)



---

## First Day of Winter Saturday, December 21st

The winter solstice will occur on this day at 3:19 AM. It is the shortest day and the longest night of the year in the Northern Hemisphere. It occurs when the Earth's axis tilts away from the sun as far as possible. This means that the sun is at its lowest point in the sky, and less light reaches the Northern Hemisphere. The last day is Wednesday, March 19th.



---

## Christmas Day Wednesday, December 25th

Metro office will be closed in observance of the holiday.

Christmas is celebrated to remember the birth of Jesus Christ.



# Hanukkah

Wednesday, December 25th – Thursday, January 2nd

The Hebrew word Hanukkah means dedication.

Hanukkah is a celebration of the rededication of the ancient temple in Jerusalem.



---

# Kwanzaa

Thursday, December 26th – Wednesday, January 1st

Kwanzaa is a celebration of African-American culture.

Kwanzaa means first fruits in Swahili, a language spoken in Africa, and refers to the joy and unity many Africans have when celebrating the harvest season.



---

# New Years Day

Wednesday, January 1st

Metro office will be closed in observance of the holiday.

Happy New Year!





# NOW HIRING!

## BIS is now hiring for the following positions

- RBT for the ISL Department
- RBT for the SPROUTS Clinic
- Clinic Coordinator for the SPROUTS Clinic
- BCBA for the SPROUTS Clinic
- Direct Support Professional
- Behavioral Direct Support Professional
- ISL Manager
- Day Program Coordinator
- DayHab Manager

If this sounds like something you would be interested in, go to [behaviorinterventionservices.com/employment/](http://behaviorinterventionservices.com/employment/) and apply today!

Not sure what position would best fit you? Give us a call at 314-395-9375 and our knowledgeable staff are available to answer any questions you may have about our career opportunities!

## Open Shifts Available for Full-time and Part-time

### Full-time:

- Crestwood – afternoon/evenings
- Fenton – afternoon/evenings
- Rockhill – afternoons/evenings
- O’Fallon – afternoons/evenings and overnight
- St. Charles – afternoons/evenings
- Hazelwood – male only – daytime and afternoon
- Webster – have to be ok with cats – mix of daytimes and afternoons
- Overland – overnights

### Part-time:

- Rockhill – afternoons
- Florissant – afternoons
- O’Fallon – afternoons
- Webster – overnight – has a cat

---

## NOVEMBER NEW HIRES

---

Welcome all new hires who joined BIS in November

- Tyesha Goolsby – BDSP
- Blair Harmon – DSP at Tulane
- Jessica Jones – DHSS at Grow
- Renee Caves – HR Training Coordinator
- Alexander Speer – DSP at Tulane
- Chloe Thomas – DSP at Tulane

---

## DECEMBER BIRTHDAYS AND ANNIVERSARIES

---

### Birthdays:

- Donesha Bowden
- Elena Brocksmith
- Roxanne Cooper
- Alison Fasholt
- Angel Humphries
- DeAndra Jackson
- Zacharry Jones
- Shemiko Lee
- Terri Martin
- Felisa Matlock
- Everlyne Okano
- Dyan Owens
- Eulisa Roberts
- Carmen Robinson
- Jacqueline Simon
- Ed Smith
- Charo Stovall

### Anniversaries:

- Joshua Dunlap – 1 year
- Cynthia Trotter – 1 year
- Pierre Dobbins – 2 years
- Shemiko Lee – 2 years
- Eulisa Roberts – 2 years
- Shane Wille – 2 years
- Shantae Wheeler – 7 years

# NOVEMBER NETWORKS STATISTICS

Below are the SETWorks statistics for completed and on-time notes for August, September, October, and November:

## Note Completion Rate

Location	08/2024	09/2024	10/2024	11/2024
Ballas	67%	83%	88%	94%
Canfield	97%	100%	72%	79%
Clinic	100%	100%	100%	100%
Crestwood	93%	92%	96%	98%
Fenton	92%	94%	93%	86%
Fenton - David	81%	33%	80%	80%
Florent	85%	82%	86%	83%
Fox Bridge	86%	96%	100%	96%
Gilbert	83%	73%	86%	93%
Hidden Ridge	90%	100%	84%	100%
North Lang	88%	89%	94%	78%
Ridge	92%	96%	94%	92%
St. Ann	84%	83%	83%	78%
St. Charles	99%	100%	100%	99%
St. Peters	97%	97%	89%	85%
Stone Creek	95%	95%	94%	91%
Teson	84%	80%	76%	76%
Turf	76%	95%	83%	95%
Welsh	90%	91%	89%	94%

## On-time Rate For Entered Notes

Location	08/2024	09/2024	10/2024	11/2024
Ballas	95%	100%	97%	90%
Canfield	90%	94%	90%	97%
Clinic	95%	96%	97%	97%
Crestwood	96%	96%	95%	95%
Fenton	85%	84%	93%	99%
Fenton - David	92%	93%	97%	95%
Florent	99%	98%	97%	97%
Fox Bridge	86%	96%	97%	96%
Gilbert	99%	99%	97%	92%
Hidden Ridge	100%	100%	100%	100%
North Lang	89%	86%	91%	84%
Ridge	87%	95%	93%	98%
St. Ann	99%	93%	100%	96%
St. Charles	99%	100%	99%	96%
St. Peters	92%	87%	99%	92%
Stone Creek	96%	92%	100%	98%
Teson	84%	78%	95%	98%
Turf	85%	67%	93%	87%
Welsh	97%	98%	99%	99%

## Completed Notes - ISL Average

08/2024	09/2024	10/2024	11/2024
88%	88%	88%	89%

## On-time Notes - ISL Average

08/2024	09/2024	10/2024	11/2024
93%	92%	96%	95%

Congratulations to Clinic, Crestwood, Hidden Ridge, and St. Charles for having the highest percentage of completed notes!

Congratulations to Clinic, Hidden Ridge, Stone Creek, and Welsh for having the highest percentage of on-time notes!

Keep up the good work, and be sure to turn in your notes on time!