



Self-Direction Notice of Employment Form

Employee Name: _____ Participant Name: _____

For initial employment this form should be completed prior to hiring and returned with the New Hire Packet. Once employed the Notice of Employment form needs to be completed if an employee's pay rate, scheduled hours or status changes. Please note the Notice of Employment Form must be completed for each person the employee is supporting.

To begin the change of pay process AIM Services requires a completed Notice of Employment Form and a New York State approved Self-Direction budget that incorporates a rate equal to or higher than the employee's payrate indicated below.

Employee Payrate: Employee payrate you indicate below must be included in your approved Self-Direction Budget.

Employee Payrate		
Community Habilitation (CH) AIM Rate Cap: \$32.50	Respite AIM Rate Cap: \$20	Supported Employment (SEMP) AIM Rate Cap: \$34
\$	\$	\$
Average hours per Week:	Average hours per week:	Average hours per week:

AIM Services is able to assist you by supporting one differential per service provided. A differential is a change (greater or less) in the rate of pay that you have contracted for that specific support. Differentials can be used to support an increased rate of pay for the weekends or overnights to encourage staffing hours. Reasoning and use of the differential is your choice and should be discussed with your support team.

Differential Payrate	
Community Habilitation (CH)	Respite
\$	\$

Employee Schedule: Employees must have a set schedule to be eligible for part-time or full-time employment. Please identify a general schedule of supports agreed upon below (include a start and end time for each scheduled day).

- The proposed schedule cannot overlap with the employee's pre-existing schedule of supports at AIM Services
- Employee cannot be routinely scheduled over 40 hours a week
- Employee should have one scheduled day off within a work week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Employee Status: Indicate employee's status at AIM Services; this includes all hours of staff support provided (including with other individuals). If a new employee status is not indicated it will be assumed the employee is remaining at their current status.

Per Diem (1-19 hours) Part-time (20-34 hours) Full-time (35-40 hours)

Authorization: Both signatures are required to being processing the Notice of Employment Form

Employee Signature: _____ Date: _____

Participant/Representative Signature: _____ Date: _____

Benefit Information will be offered to all eligible employees