

Our Mission:

To empower people to make choices that result in a life of dignity and increased independence.

AbSSLC News

Week of July 9th, 2018

YOUR Safety

We continue to have significant issues with staff choosing to drive around traffic cones/barriers that have been setup to block off areas of campus. Cones are put out for your safety and going around, through (and over) them can place you at significant risk of harm. Please plan an alternate route if you see the cones out. You can also lose your campus driving privileges by not obeying campus traffic rules.



HIPPA Reminders

A few tips to remember:

- Do not openly discuss information about an Individual (be sure you are in a secure location with the door closed)
- Do not leave an Individual's records laying around unattended
- Do not use a speaker phone to discuss an individual unless you are in an office with the door closed
- Do not leave documents with identifying information laying around
- Do not leave identifying information on your computer screen where others can view the information (be careful if your computer is near a hallway door)
- Be sure you do not use an Individual's identifying information on the Subject line of an E-Mail.

Have specific questions about HIPPA? You can contact Kalana Allen at x3464 or via email.

AbSSLC Job Club

Monday, July 16th - 6:30pm
Lone Star Coffee & Tea House

Find your Co-Worker!

YOU are the best advertisement for the next great employee at @AbSSLC

LSC Tip of the Week:

Illuminated exit signs are properly lit & not burned out. Submit a WO if repair is needed!

Scent Free Campus

AbSSLC is a "Scent Free" campus. This means that no perfume, cologne, scented soap or scented body spray can be worn.

Staff found to have on a fragrance of any kind will be sent home to change. This also includes times you may be here for classes – even if it's your day off.

Special Leave – July 3rd, 2018

If you did not work on **Tuesday, July 3rd** you will need to make an entry of SPECT 8.0 for that day. If you worked part of the day, you will enter SPECT and the # of hours taken. For example, if you work 6 hours, you will enter SPECT 2.0. Please contact your supervisor if you have any questions.

Donation Drive for Glenda's Second Edition

Friday, July 13th, 2018
8am-Noon



We accept clean, good condition clothes, toys, books, games, dishes, linens, knick knacks, etc. Sorry, we cannot accept television sets, computer equipment and non-working appliances.