

# Behavioral Management & Therapeutic Services, LLC

Welcome to Blueprint. We offer you the part-time role of a Direct Support Professional, working as a Participant in Assistance and care under the Family Supports Waiver of Indiana. The Employment Offer is contingent upon a background check and tuberculosis screening. No provision of this letter, Employee Handbook, policy, or procedure is intended to create employment for a term or otherwise limit Blueprint's termination rights. Signing this letter confirms your acceptance of the offer.

Your starting rate for this position is \$ 20.00 per billable hour to be paid on a biweekly schedule. The position of DSP (Direct Support Professional) is non-exempt from overtime under the Fair Labor Standards Act (FLSA), which means you will receive overtime pay any week you work more than 40 hours. Any pay increase will be effective on the employees' review dates. Overtime must be approved through email to secure a paper trail.

BluePrint requires every employee to complete all assigned training and certification within the first 90 days (3 months) of employment. BluePrint will give you all the training and resources needed to complete certification. Failure to complete training may result in termination of employment.

BluePrint employees begin with a 90-day introductory period. This introductory period assesses whether an employee is fit and qualified for the position. During and after the 90-day introductory period, your employment with BluePrint will be on an "at-will" basis. This means you and the company are free to terminate the employment relationship at any time for any legal reason without incurring legal liability. This letter is not a contract or guarantee of employment for a definitive time.

## Confidentiality

During the contractual agreement with the company, employees may become privy to personal, medical information, records, unusual behavior patterns, privileged conversations, and correspondence concerning our clients. At all times, this information must be considered confidential and should not be shared, even among fellow contractors, unless the information is necessary to provide appropriate support to the clients.

The employee shall not give out any information, either verbally or in writing to people external to the company unless special permission has been granted by a guardian, legally competent client, or a court order. Noncompliance with this policy may result in disciplinary action (written warning) up to and including contract termination.

# Behavioral Management & Therapeutic Services, LLC

Please confirm your acceptance of this offer by signing below.  
By signing below, I accept the position and agree to a background check and tuberculosis screening before my start date.

\_\_\_\_\_  
Employee signature Date \_\_\_\_\_

\_\_\_\_\_  
Owner Date \_\_\_\_\_  
Stevi Huguenard-Davis, MA, MFT, RBC  
BluePrint Behavioral Management & Therapeutic Services, LLC