

AIM Differential Supports Information

Differential Rates are not required; AIM provides this as an additional support for teams if they are interested in offering different rates to staff under the Self-Direction budget

What is a 'Differential Support':

- A change (greater or less) in the rate of pay that has been contracted for that specific support
- Individual/Rep chooses differential payrate for staff and why it is utilized
- Differential Rates can be offered for Community Habilitation/ Respite staff

Why does AIM offer a 'Differential Support':

- This can be used to support an increased rate of pay for the weekends or overnights to encourage staffing hours

How teams can send requests:

- If a differential payrate is anticipated for Community Habilitation or Respite this must be provided on the Notice of Employment (NOE) under 'Differential Payrate'
 - o This form must be signed by Individual/Representative and staff
 - o Sent to: AIM Self-Direction Team (Self-Direction Coordinator (SDC) and/or HR Coordinator (HRC) for processing
- The differential rate must be encompassed in the rates in the Self-Hired Staff section of your Self-Direction Budget

When (Timelines for Change of Pay Process):

Once all documents are received AIM completes a change of pay to finalize the Notice of Employment request
The following documents are required for a change of pay (processed within 24-48 hours of receipt):

- AIM Notice of Employment Form (NOE)
- An approved Self-Direction Budget (encompassing the rate of pay on NOE)

The AIM team will process the Notice of Employment/SD Budget via a change of pay process to be effective the first of the following pay period

Additional Tips-

- All submissions should align with person-centered planning and be supported with appropriate justification in additional supporting documents (Notice of Employment, Life Plan, Staff Action Plan (if applicable) and the Self-Direction Budget line is open)

Staff Clock-In Note-

- Please see below example of the department staff should be selecting when clocking in to provide Self-Hired Com Hab or Respite Differential supports



Department	Cancel
Self-Hired Comm-Hab	
Self-Hired Comm-Hab Differential	
Department	Cancel
Self-Hired Respite	
Self-Hired Respite Differential	