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**Direct Support Staff Expectations**

**1. Clock in and out**- Staff are to clock in and out using the ADP system. If you have an issue with clocking in, please let the supervisor know. **Initial: \_\_\_\_\_\_\_\_\_\_\_**

**2. On time-** Staff are expected to be on time for their shift each day that they work. If you are having an issue with coming in on time, please send a text or phone call to your supervisor. **Initial: \_\_\_\_\_\_\_**

**3. Payroll-** Direct support staff are paid b-weekly either direct deposit or by check**. Initial: \_\_\_\_\_\_\_\_\_**

**4. Dress Code-** Direct support staff are to wear close toed shoes at all time while working with clients at the day center, in the community and at the group home. No dresses, or skirts can be worn by staff while working with clients.Upper management may wear a dress, skirt, heels, and a suit they may also dress down with tennis shoes and sweats and leggings. Please see staff handbook for further details.

**Initial: \_\_\_\_\_\_\_\_\_\_**

**5. Lunch Break-** for direct support staff a lunch will be paid 20 minutes or less anything over 20 minutes will be unpaid and staff will need to clock out to take a lunch at the day site. Group home staff eat with their client and do not get a lunch break. **Initial: \_\_\_\_\_\_\_\_\_\_\_**

**6. Ledgers-** If a client has petty cash, you must ask the supervisors if you can use a client’s petty cash before opening the petty cash box at the group home. Receipts must be kept for all purchases using a client’s money. **DO NOT BUY A CLIENT ANYTHING WITH YOUR PERSONAL MONEY**. **Initial: \_\_\_\_\_\_\_\_\_**

**7. Documentation**- Staff are to document all ISP, T-Log’s and time tracking within 24 hours, and medication administration at the time the medication was given. **Initial: \_\_\_\_\_\_\_\_\_**

**8. False reporting-** Staff should report any sign of abuse and neglect to the owners first, and then APS at **1-800-652-1999 and press option #2.** Then the owners will conduct a full investigation, Remedy Road LLC has the right to hire an outside agency to conduct private investigations on each claim. False, vindictive, reporting will lead to termination and a lawsuit. Make sure that when you report, you report in good faith with as much factual detail as possible so we can investigate the matter properly.

**Initial: \_\_\_\_\_\_\_\_\_\_**

**9. Issues-** If you have issues with the owners of the company you will need to set a 1:1 appointment to speak with the owners about your concerns. If you have an issue with another staff, we encourage you to speak with the staff member in a respectful manner If possible. If you do not feel it would be wise to speak to that staff member about your issues, please follow the chain of command. **Initial\_\_\_\_\_\_\_\_\_\_**

**10. Visitors-** Staff cannot have personal visitors around clients when they are working. No outside visitors are allowed at the day site unless it has been approved by the director. No staff shall be at the day site or group home hanging out. You must be clocked in and working to be at the day site or group home. **Initial\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. Day site and group home client**- When you are on the clock you are always to stay with your client unless you are on a break. Make sure your client is covered if you need to step away, you must communicate with other staff to cover your client while you are away. **Initial: \_\_\_\_\_\_\_\_\_\_\_**

**12. Random Drug test-** We do not have a policy about drug test, but if we suspect that you are under the influence or your smell like a drug, you will be tested randomly. We reserve the right to do so even if you do not smell like a drug **Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**13.At Will Employer-** We are and at will employer and reserve the right to terminate anyone for any reason at any time. **Initial: \_\_\_\_\_\_\_\_\_\_\_\_**

**14. Cell Phone-** Unless it is an emergency or you are answering a phone call from your children or doing your Therap documentation, you should not be on your phone. All social media can not be used while working on the clock. Your number one priority is always your client. **Initial: \_\_\_\_\_\_\_\_\_\_\_**

**15. Engaging-** Staff should always be engaging with clients while learning. Your job as a learning coach is to teach skills that will help them in life. **Initial: \_\_\_\_\_\_\_\_\_\_**

**Staff Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**