PERSONNEL POLICIES

FALKIRK ASSISTED LIVING written personnel policies and procedures shall be given to employee(s) and volunteer(s) at the time of employment.

Verification of receipt of the policies and procedures shall be kept in personnel records. Policies and Procedures shall include all of the following:

1. Mandatory reporting, including reporting that is required by law.
2. Resident care related to prohibited practices required by law.
3. Confidential requirements, including requirements specified by law.
4. Training requirements
5. Resident rights

Note: See R400.14209, R400.15204, Rule 209(i), R400.14207, R400.15207, and Rule 207 (1)-(3) of the Licensing Rules for AFC Small and Large Group Homes.
PERSONNEL POLICY

1. Policy and Procedures shall include all of the following:
   a. Mandatory reporting, including reporting required by law.
      i. In the event of the death of a resident
      ii. Accident or illness that requires hospitalization
      iii. Incidents that involve serious hostility
      iv. Any hospitalization
      v. Any attempt of self-inflicted harm or harm to others
      vi. Any instances of destruction to property
      vii. Any incidents that involves the arrest or conviction of a resident for:
          1. Rape
          2. Arson
          3. Murder
          4. Burglary
          5. Robbery
          6. Larceny
          7. Motor vehicle accident
          8. Theft
          9. Aggravated assault
   b. Immediately inform the Licensee or home manager. Then complete a written incident/accident report. The Licensee or home manager shall make a reasonable attempt to contact the resident's designated person and the responsible agency guardian by phone. If a message is left, write the time and date the message was left and the name of the person you left the message with.
   c. The Licensee or home manager shall send a copy of the incident/accident within forty-eight (48) hours to the following:
      i. The responsible designated person or guardian
      ii. The responsible agency
      iii. AFC licensing consultant.
   d. The Licensee shall immediately investigate the cause of the incident/accident.

2. If a resident is absent without notice, the Licensee or the home manager shall do the following:
   a. Make a reasonable attempt to contact the resident's designated representative and responsible agency or guardian.
   b. Contact the local police authorities
   c. Make a reasonable attempt to locate the resident by making appropriate telephone calls to determine the resident's location and searching the immediate area; thus keeping in mind the staffing requirements of the home.
   d. A direct care staff worker shall immediately call the Licensee.
   e. The Licensee shall submit a copy of the written report to the resident's designated representative and the responsible agency or guardian within
twenty-four (24) hours of each occurrence

3. All suspected abuse shall be reported orally and in writing by the Licensee or home manager immediately. **NOTE: If you are a mental health worker, a person employed by or under contract to the Department of Mental Health, a facility or Community Mental Health Board, or a person employed by an entity under contract to the Department of Mental Health, a facility or a Community Mental Health Board, the following must be done:**
   a. As an entity under contract with___________________, if you have a reasonable cause to suspect the abuse of a recipient or resident, you shall immediately make or cause to be made, by telephone or otherwise, an oral report of the suspected abuse to the law enforcement agency of the county or city in which the abuse is suspected to have occurred or to the State Police.
   b. Within seventy-two (72) hours a written report shall be filed with the law enforcement agency and Licensee.
   c. A person who makes the report of abuse will not be dismissed or otherwise penalized for making the report unless he/she is the cause for the abuse.
   d. The report of the abuse shall be kept confidential and subject to disclosure only with the consent of that person or by the judicial process.
   e. The report of abuse is not required if the person has knowledge that the incident of suspected abuse has been reported to the appropriate law enforcement agency.

4. Abuse that is required to be reported to appropriate agencies are as followed:
   a. Assault
   b. Assault and battery
   c. Sexual intercourse under pretext of medical treatment
   d. Murder
   e. Criminal sexual conduct including sexual penetration
   f. Criminal sexual contact
   g. Assault with intent to commit criminal conduct including penetration.

**NOTE:** All of the above must be reported by the Licensee to the Department of Social Services and the appropriate governmental agency.

See R311(3), R207(la) of the Licensing Rules for AFC Group Homes.
TRAINING REQUIREMENTS

Licensee shall complete one of the following educational requirements:

1. Participate in and successfully complete sixteen (16) hours of training designated or approved by the Department that is relevant to the Administrator's admission policy and program statement. OR

2. Have completed six (6) credit hours at an accredited college or university in an area that is relevant to the Licensee's admission policy and program statement as approved by the Department.

Administrator shall complete one of the following educational requirements:

1. Participate in and successfully complete sixteen (16) hours of training designated or approved by the Department that is relevant to the Administrator's admission policy and program statement. OR

2. Have completed six (6) credit hours at an accredited college or university in an area that is relevant to the Licensee's admission policy and program statement as approved by the Department.

Direct care staff and volunteers shall possess all of the following qualifications:

1. Shall not be less than eighteen (18) years old.
2. Shall be suitable to meet the physical, emotional, intellectual, and social needs of each resident.
3. Shall be capable of appropriately handling emergency situations.

FALKIRK ASSISTED LIVING shall provide in-service training or make training available through other sources to direct care staff and the Licensee.

Administrator and direct care staff shall be competent before performing assigned tasks, which shall include being competent in all of the following areas:

1. Reporting requirements
2. First Aid
3. CPR
4. Personal care, supervision, and protection
5. Resident Rights
6. Safety and fire prevention
7. Prevention and containment of communicable diseases

NOTE: See Rule 400.14207 and R400.15207; Rule 207(d), R400.14203 and R400.15203 Rule (1-2), R400.14204 and R400.15204 Rule (1-3) of the Licensing Rules for AFC Home.
TRAINING PROCEDURES

It is the procedure of FALKIRK ASSISTED LIVING to assure that each employee successfully completes all mandatory training that is required by the State of Michigan.

The Licensee and Administrator shall successfully complete the required close hours or credit hour that is required by the State of Michigan annually.

The staff including the Licensee shall receive training from other sources. All times and training/workshop dates shall be posted for all to view.

Quizzes are given on all training done at FALKIRK ASSISTED LIVING and away from FALKIRK ASSISTED LIVING.

Any training that the Licensee receives must be pre-approved if it is to be incorporated into FALKIRK ASSISTED LIVING Training Manual and plans.
BEHAVIOR INTERVENTIONS RESIDENT CARE RELATED PROHIBITED PRACTICES

1. A Licensee shall not mistreat a resident and shall not permit the direct care staff, and volunteers, who are under the direction of the Licensee, visitor(s), or other occupants of the home to mistreat residents.

2. Mistreatment includes any intentional action or omission which exposes a resident to a serious risk or physical or emotional harm or the deliberate infliction of pain by any means.

3. Direct care staff and volunteers who are under the direction of the Licensee; employees, or any other person who lives in the home shall not do any of the following:
   a. Use of any form of punishment
   b. Use any form of physical force other than physical restraints as defined in these rules.
   c. Restraining a resident's movement by binding, tying, or through the use of medication, paraphernalia, contraptions, or equipment for the purpose of immobilizing a resident.
   d. Confine a resident in an area, such as a room where egress is prevented, in a closet, in a bed, box, chair, or restrict a resident in a similar manner.
   e. Withhold food, water, clothing, rest, or toilet use.
   f. Subject a resident to any of the following:
      i. mental or emotional cruelty
      ii. verbal abuse
      iii. derogatory remarks about the resident or members of his or her family
      iv. threats
   g. Refuse the resident entrance to the home
   h. Isolation of a resident as defined above
   i. Any electrical shock device
ISOLATION OF A RESIDENT

"Isolation" means the complete and unattended separation of a resident from staff and other residents.

Direct care staff and volunteers under the direction of the Licensee, employees, and/or any person who lives in the FALKIRK ASSISTED LIVING shall not isolate a resident as defined above.
CONFIDENTIALITY

Each resident has a right to confidentiality. In accepting employment at Falkirk Assisted Living, you are placed in a position of trust in regard to information regarding the residents of the home. Employees must constantly be aware of the confidential nature of all information regarding the residents.

All reports, records, and data are confidential which pertain to testing, care, treatment, reporting, and research associated with the serious communicable diseases or infection of HIV virus, Acquired Immunodeficiency Syndrome related complex. Any employee who releases information in any form about a resident pertaining to the resident's HIV status, may be guilty of a misdemeanor, punishable by imprisonment for not more than one year or a fine of not more than $5000.00 or both, and is liable in a civil action to actual damages or $1000.00 whichever is greater, and cost and reasonable attorney fees. If anyone contacts you about a resident for which this section may be applicable, immediately direct this person to the Licensee. The employee should also advise the Licensee of the contact.

Information concerning the residents or staff person is not to be discussed outside the home. Information concerning the residents or staff person should not be released, whether written, orally, or over the phone to any individual or agency without the approval of the employer.

All resident records and information of Falkirk Assisted Living shall be kept confidential.

No resident's information shall be given without prior approval from the resident or designated representative or responsible agency first.

NOTE: See R400.14207 and R400.15207 Rule 207(c) of the Licensing Rules for Adult Foster Care Homes.
RESIDENT PROTECTION

A resident of FALKIRK ASSISTED LIVING shall be assured privacy and protection from moral, social, and financial exploitation.

If any work is done by a resident it shall be in accordance with their written assessment plan.

The Licensee of FALKIRK ASSISTED LIVING shall respect and safeguard all residents' rights.
MANDATORY REPORTING

Written personnel policies and procedures shall be given to employee(s) and volunteer(s) at the time of employment.

Verification of receipt of the policies and procedures shall be kept in personnel records.

Policies and Procedures shall include all of the following:

1. Mandatory reporting, including reporting that is required by law.
2. Resident care related prohibited practices required by law.
3. Confidential requirements, including requirements specified by law.
4. Training requirements
5. Residents rights

NOTE: See R400.14209, Rule 209(i), R400.14207, and Rule 207 (1-3) of the Licensing Rules for AFC.
PROCESS FOR REVIEWING LICENSING STATUTE AND ADMINISTRATIVE RULES

A yearly oral review is given by the Licensee to the Administrator on the following areas:
1. Oral review of the residents' rights
2. Standards of the home
3. Standard procedures
4. Staffing responsibilities

This oral review is given to assure that the responsibility for the daily operation and management of the FALKIRK ASSISTED LIVING group home is maintained. Also it is to assure that FALKIRK ASSISTED LIVING is in compliance with the department and the State of Michigan.

A yearly oral review is given by the Licensee to the Volunteers and Direct Care Staff on the following areas:
1. Oral review of the residents' rights
2. Standards of the home
3. Standard responsibilities
4. Personnel policies

This oral review is given to assure that the personal care, protection, and supervision is provided to all residents of FALKIRK ASSISTED LIVING.

NOTE: See R400.14207 Rule 207 (f) of the Licensing Rules for AFC Small Group Homes. See R400.15207 Rule 207 (f) of the Licensing Rules for AFC Large Group Homes.
RESIDENT RIGHTS

Upon admission, the Licensee shall inform and give a copy of Resident Rights to the Resident and the designated representative.

1. The resident shall be free from discrimination on basis of race, religion, color, national origin, sex, age, handicap, marital status, or source of payment in provision of services and care.
2. The resident may exercise constitutional rights, including right to vote, practice religion of choice, freedom of movement, freedom of association.
3. The resident has the right to refuse participating in religious practices.
4. The resident has the right to write, receive uncensored/unopened mail at their own expense.
5. The resident has the right to reasonable access to telephone for private communication. Similar access to long distance collect and calls paid for by the resident. Home Proprietor may charge for long distance and toll calls.
6. The resident has the right to voice grievances and present recommendations and consultation with physicians, attorney, or other persons without fear of retaliation.
7. The resident has the right to associate and have private communication and consultation with physicians, attorneys, and/or persons of choice.
8. The resident has the right to participate in activities of social, religious, community groups at own discretion.
9. The resident has the right to use services of advocacy agencies and to attend community services of choice.
10. The resident has the right to reasonable access to use personal clothing and belongings.
11. The resident has the right to contact relatives and friends and receive visitors in the home at reasonable hours.
12. The resident has the right to employ physicians, psychiatrists, dentists of choice for obtaining medical, psychiatric, and dental services.
13. The resident has the right to request and receive assistance from responsible agency including the taking of medication, and to be made aware of the consequences of refusing to take medications.
14. The resident has the right to request and received assistance from responsible agency in relocating to another living situation.
15. The resident has the right to be treated with consideration and respect with due recognition of personal dignity, individuality, and the need for privacy.
16. The resident has the right to access a room at own discretion.
17. The resident has the right to confidentiality of all records.

FALKIRK ASSISTED LIVING shall respect and safeguard the residents’ rights.

NOTE: See R400.14207 Rule (e) and R400.14304 Rule 304 (1-2) of the Licensing Rules for Small Group Homes (12 or less). See R400.15207 Rule (e) and R400.15304 Rule 304 (1-2) of the Licensing Rules for Large Group Homes (13-20).
EMPLOYERS RIGHTS

FALKIRK ASSISTED LIVING has the right to determine the job classifications and duties of each employee, subject to change without written notice to the employee.

FALKIRK ASSISTED LIVING has the right to manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of equipment to be used, and discontinuance of any services or methods of operation.

FALKIRK ASSISTED LIVING has the right to produce new equipment, methods, or processes, change or eliminate existing equipment, and institute technological changes, decide on supplies and equipment to be purchased.

FALKIRK ASSISTED LIVING has the right to sub-contract or purchase the construction of new facilities, or the improvement of existing equipment, and institute technological changes, decide on supplies and equipment to be purchased.

FALKIRK ASSISTED LIVING has the right to determine the number, location, and type of facilities, to direct the work force, to assign the type and location of work assignments, and determine the number of employees assigned to operations. FALKIRK ASSISTED LIVING has the right to close or otherwise reduce the scope of operation of any or all facilities.

FALKIRK ASSISTED LIVING has the right to determine starting and quitting times, and the number of hours to be worked by employees.

FALKIRK ASSISTED LIVING has the right to establish and change work schedules, work standards, and the methods or processes and procedures by which such work is performed by employees.

FALKIRK ASSISTED LIVING has the right to select employees for promotion or transfer to other supervisory positions and to determine the qualifications and competencies of the employees to perform the available work.
DRESS CODE

Employees of FALKIRK ASSISTED LIVING are expected to maintain high standards of neatness, cleanliness and personal hygiene.

All employees of FALKIRK ASSISTED LIVING should arrive for work in a neat and clean uniform. All employees should be constantly aware that they act as role models for the residents and as a reflection of our organization. The following are not considered appropriate: sandals, shorts, jeans, sweat pants, bare feet, swim suits, tube tops, braless tops, sleep-ware, short shorts, and overly revealing outfits.
QUALIFICATIONS

The actual hiring of any employee is based on the qualifications of the applicant as determined in the sole discretion of the employer. The following qualifications and requirements are not all inclusive. Please see the actual job description. Any employee hired must be at least 18 years of age.

A Licensee of FALKIRK ASSISTED LIVING shall meet all of the following qualifications:

1. A Licensee shall have the financial and administrative capability to operate a home to provide the level of care and program stipulated in the application.
2. A high school diploma or general education diploma or equivalent.
3. At least one year of experience working with the resident population identified in the home's program statement and admission policy.
4. Must be suitable to meet the physical, emotional, social, and intellectual needs of each resident.
5. Must be capable of appropriately handling emergency situations.
6. Must be capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the resident's assessment plan and care agreement.
7. Must be competent in all of the following areas:
   a. Nutrition
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Foster care
   e. Safety and fire prevention
   f. Financial and administrative management
   g. Knowledge of the needs of the population being served
   h. Resident Rights
   i. Prevention and containment of communicable diseases
8. Must be in such physical or mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
9. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
10. As a condition of continued employment, the administrator must participate in, and successfully complete on an annual basis 16 hours of training designated or approved by Department of Human Services or complete six credit hours at an accredited college or university. Training or education under this section must be related to the home's admission policy and program statement.
11. Pass a criminal background check
An Administrator of FALKIRK ASSISTED LIVING shall meet all of the following qualifications:

1. An Administrator shall not be less than 18 years of age.
2. Not a resident of the home.
3. A high school diploma or general education diploma or equivalent.
4. At least one year of experience working with the resident population identified in the home's program statement and admission policy. This includes working with persons who are mentally ill, developmentally disabled, physically handicapped, or aged.
5. Must be suitable to meet the physical, emotional, social, and intellectual needs of each resident.
6. Must be capable of appropriately handling emergency situations.
7. Must be capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the resident's assessment plan and care agreement.
8. Must be competent in all of the following areas:
   a. Nutrition
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Foster care
   e. Safety and fire prevention
   f. Financial and administrative management
   g. Knowledge of the needs of the population being served
   h. Resident Rights
   i. Prevention and containment of communicable diseases
9. Must be in such physical or mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
10. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
11. As a condition of continued employment, the administrator must participate in, and successfully complete on an annual basis 16 hours of training designated or approved by Department of Human Services or complete six credit hours at an accredited college or university. Training or education under this section must be related to the home's admission policy and program statement.
12. Pass a criminal background check
13. Good moral character
Direct Care Staff of FALKIRK ASSISTED LIVING shall meet all of the following qualifications:

1. Direct Care Staff shall not be less than 18 years of age.
2. Not a resident of the home.
3. Must be able to complete required reports and follow written and oral instructions that are related to the care and supervision of the residents.
4. Must be suitable to meet the physical, emotional, intellectual, and social needs of each resident.
5. Must be capable of handling emergency situations.
6. Before performing assigned tasks, must be competent in all of the following areas:
   a. Reporting requirements
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Personal care, supervision, and protection
   e. Resident Rights
   f. Safety and fire prevention
   g. Prevention and containment of communicable disease
7. Must be in such physical and mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
8. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
9. Pass a criminal background check
10. Good moral character
EMPLOYMENT REQUIREMENTS AND CONDITIONS
(ALL EMPLOYEES)

The State of Michigan - Department of Human Services regulations, other state laws and federal laws require that each and every employee has the following forms and file with the employer:

1. Application
2. Employee Medical Release Form (Physical), signed by a licensed physician or his or her designee attesting to the physician's knowledge of the employee's physical health.
3. Tuberculosis Test (repeated every three years) must be obtained before working in the home.
5. I-9 Employment Immigration Eligibility Form. Must be completed within three (3) days of hire.
6. Two (2) letters of recommendation (can be written by relatives, friends, and/or past employers). (Please note under the Bullar-Plawecki Employee Right to Know Act that these recommendations are not be included in the employee's personnel file/record.)
7. Signature acknowledging receipt of this Personnel Manual.
8. Optional: Certificate of Vehicle Insurance (if employees transport residents in their automobile or use their automobile for employer business when on duty.)
9. Driver's License (copy of) only if employee will drive as part of job functions. The license can also be used to verify age.
10. All of this information must be turned in to the office within three (1) week of the hiring of the employee unless a shorter period of time is noted.
11. This information except for reference letters will be kept in the employee's personnel file.
12. Employee records shall contain all of the following employee information:
   a. Name, address, telephone number, and social security number
   b. The professional or vocational license, certification, or registration number, if applicable
   c. A copy of the employee’s driver license if a direct care staff member or employee provides transportation to residents
   d. Verification of the age requirement
   e. Verification of experience, education, and training
   f. Verification of reference checks
   g. Beginning and ending dates of employment
   h. Medical information, as required
   i. Required verification of receipt of personnel policies and job descriptions
JOB DESCRIPTIONS

Upon application, each employee will be received a written job description that describes the following:
- Qualifications necessary for the position
- Essential functions of the position applied for (if the ADA applies).
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by the employer is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change orally and the employer need not provide a newly written job description.

The job description shall be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed description shall be placed in the employee's personnel file at the office with a copy provided to the employee.

WORK SCHEDULES

Licensed adult foster care facilities are required to provide personal care, protection, and supervision of residents 24 hours a day, 7 days a week.

Our work period for overtime calculations is based upon a 14-day work period beginning Sunday and ending Saturday.

All hours worked over 80 in this work period will be compensated at time-and-a-half (1.5x) their regular rate of 52 weeks per year.

Each employee is expected to work overtime when scheduled or requested by the employer or supervisors. This is a condition of employment. The employer will endeavor to give at least twenty-four (24) hours notice whenever possible.

Due to the nature of our employment, employees are expected to take a temporary or permanent reduction in work works if requested by the employer.

All employees of FALKIRK ASSISTED LIVING are expected to work a reasonable amount of overtime on less than twenty-four (24) hour notice when the situation warrants and when requested as a condition of employment.

TRAINING

All necessary training required by the State, any governmental agency, or the employer must be completed, and any and all test must be successfully completed.

All employees must satisfactorily attend all in-service training provided by each home's
contracting agency or as may be required by the employer. Documentation of in-service attendance will be kept in each employee's personnel file. Employees must complete all training so required to the satisfaction of the State, its agencies, and the employer.

During the orientation period of employment, new employees will receive intense on-the-job training from experienced members of the staff. All employees will be required to review the licensing statute and administrative rules, and sign a statement that they have reviewed the statute and rules. This statement shall be signed on a yearly basis.

All employees will be required to attend all regular and special staff meetings and special in-service training sessions that may be held at the home. Documentation of in-home, in-service attendance will also be kept on file.

SLEEPING ON DUTY

Sleeping on duty is strictly prohibited unless the Licensee has given express consent.

TIME CARD ADMINISTRATION

The purpose of the time book is to insure an accurate record of all hours that you work. It is the employer's policy that all work performed by you will be while you are "on the clock". In order for you to receive correct payment of wages, you are required to sign in and out in the time book, according to your schedule.

All employees are expected to be at the work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting times. Employees must stay at the facility until the relief person arrives. Anyone leaving the facility before the relief person arrives is subject to dismissal.

All employees will be paid for the time they actually worked according to their work schedule. Any time worked beyond the work schedule must be authorized and approved by your employer or supervisor in writing.

All employees should total their hours and record them in the time book. If there are any discrepancies, the employee will be contacted for confirmation.

ABSENCE AND TARDINESS

Upon accepting employment with the employer, you assumed the personal responsibility of being on the job each scheduled day. You should strive for perfect attendance.

Absenteeism is defined as a failure to meet a scheduled shift exclusive of approved leaves. Tardiness is defined as the failure to report to work at the time scheduled.

We recognize that occasional absence and lateness are unavoidable; however, absenteeism and tardiness always causes lost wage to you and difficulty in meeting your
staffing requirements.

Being that the residents of the home require round the clock attention, the tardiness of an employee will necessarily force the other employees to continue working for the health, welfare, and safety of the residents.

Employees are expected to inform their supervisor or the home manager that they will be late or absent as soon as it becomes evident. You must call each day that you are going to be late or absent.

Failure to do so will result in the employee being recorded as "Late/No Call." Asking a friend, another employee, or a relative to give notifications is not considered acceptable.

Excessive tardiness will result in termination. Excessive tardiness is defined as being late more than two (2) times per every 30 days. If an employee is more than one hour late, the employer may at its sole discretion remove the employee from the schedule for the rest of the shift.

Excessive absenteeism will result in termination. Excessive absenteeism is defined as being absent more than one (1) day a month for any reason. Any employee who is absent without reporting their absent to their supervisor will be considered a "Voluntary Quit."

When an employee does not notify the supervisor and does not report to work, these instances are termed "No Call., No Show" incidents through good attendance.

Absences for more than two (2) days because of illness will require a statement from your doctor covering days absent, diagnosis and ability to return to work.

**ACCEPTANCE OF GIFTS AND LOANS**

FALKIRK ASSISTED LIVING are strongly opposed to having employees accept gifts of any kind from firms, individuals, family members or residents from whom we provide care or who have a direct business relationship with us. It must be made clear that our business decisions are made entirely on the basis of merit, as accurately as can be determined. If you receive a gift or are asked to accept a gift, promptly contact your supervisor.

FALKIRK ASSISTED LIVING employees are not permitted to borrow money from residents or family members of residents under any circumstances. Employees are also strictly prohibited from borrowing money from other employees.

FALKIRK ASSISTED LIVING employees are not to commingle, borrow, or pledge funds to a resident. Michigan law makes it a misdemeanor, with the possibility of 2 years in jail, a $25,000 fine, or both if convicted.
TELEPHONES

FALKIRK ASSISTED LIVING employees are to use the telephone for business purposes only or in cases of emergency.

No personal calls are to be received or made during work hours. Long distance calls must be reported to the administrator and paid for upon received bills.

VISITORS

No visitors other than governmental authorized visitors are allowed in the home without the permission of the employer. Visitation will be permitted during normal waking hours. Visitors other than family, guardians, or friends of the residents must be prior authorization to visit. Stall shall maintain a log book of visits to be signed by all visitors. This applies to former employees as well as strangers. It is the responsibility of each supervisor to refer unauthorized visitors to the employer.

NO SOLICITATION POLICY

In the interest of efficiency and for the protection of our employees, the employer has adopted the following policy concerning solicitation and distribution of materials by employees and non-employees. There shall be no solicitation or distribution of literature or conduction of personal business of any kind by any employee of FALKIRK ASSISTED LIVING during the actual working time of the employee or the actual working time of the person being solicited. This does not include break and lunch periods. Solicitation distribution of materials or literature by non-employees on employer premises is expressly prohibited at all times. Should this occur, please contact the administrator of any unauthorized person on the premises.

OTHER EMPLOYMENT

FALKIRK ASSISTED LIVING employees are not permitted to perform any services or have any interest or involvement, either directly or indirectly, in any other business which resembles or competes with ours. If an employee violates this policy, he or she will be terminated. If you already have or are considering an outside business involvement or employment that would appear to violate this rule, you should advise the employer immediately.

MEDIA RELEASES

Information is not to be given to the media. If a contact is made by the media directly to the home, the staff on duty should request the name of the caller, the telephone number where the person can be reached and the name of the media represented.

Inform the media representative that the employer or executive director will return the call. The employee shall advise the employer of any such call at once.
FALKIRK ASSISTED LIVING staff shall never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the home without the express approval of the employer or administrator.

INSPECTION OF CONTAINERS AND PACKAGES

The employer of FALKIRK ASSISTED LIVING reserves the right to inspect all containers and packages entering or leaving the premises such as boxes, bags, lunch buckets, brief cases, etc. at all locations of employer's premises.

EMPLOYEE HONESTY AND INTEGRITY

As a new employee of FALKIRK ASSISTED LIVING you were accepted by the employer with the fact in mind that your honesty and integrity are of the highest level. We are certain that these traits will greatly increase your chances of success if you continue them through your lifetime.

In case employees observe another employee of FALKIRK ASSISTED LIVING taking any property of the employer without authorization, or misusing it, it becomes their responsibility to advise the employer through their supervisor of this fact.

Property, equipment, or supplies of the employer are not to be removed from the employer's premises by any employee without express permission to do so from your employer or supervisor.

Those employees of FALKIRK ASSISTED LIVING who are exposed to confidential information about our business are expected to keep such information confidential.

CRIMINAL CONVICTIONS AND CRIMINAL CHARGES

Employees of FALKIRK ASSISTED LIVING, who are convicted of a felony, a serious misdemeanor or any other serious crime, the nature of which the employee is incapable of performing his or her job with honesty, are subject to termination. Employees, who are convicted of a crime that shows a lack of good moral character, as determined by the Department of Social Services Rules of Good Moral Character, are subject to termination.

An employee of FALKIRK ASSISTED LIVING who is under investigation or is charged with a crime may be subject to suspension without pay or reassignment until the investigation or charges is resolved. If the charge is not conclusively resolved in the court system, the employer reserves the right to determine the employee's continuation of employment with the employer.

In addition, if the employee is determined not to be guilty but trial publicity and knowledge among co-workers is such as to create a negative atmosphere, the employer
reserves the right to terminate the employee's employment.

HEALTH AND SAFETY

The employer of FALKIRK ASSISTED LIVING makes every effort to maintain safety and safety is the responsibility of every individual. Always use your best judgment and avoid carelessness and risky situations. If an accident should occur, report it immediately to your supervisor, who will then make certain that all necessary steps are taken. Home Managers must provide information to the office about all such injuries within one working day after they occur.

All employees of FALKIRK ASSISTED LIVING are expected to practice excellent hygiene when visiting and working in the homes. Our residents are susceptible to diseases and may even be carriers of various diseases which are easily transmitted when poor hygiene is practiced. We urge you to become aware of the safety procedures necessary to avoid either contracting or spreading disease.

If you have special medical risks or problems yourself, you must eradicate yourself to deal with the special risks of the homes.

It is not the responsibility of FALKIRK ASSISTED LIVING to transfer employees or to relieve the employees of their duties for resident care based on the medical risks of the employees. The primary responsibility of the employer is the care and protection of the residents. We make every effort to provide adequate training and information for the employees, and we urge that employees make every effort to practice safe procedures and good hygiene.

All incidents and accidents involving a resident, visitor, or staff must be reported. If you are aware of any medical or health problems which pose a direct threat and result in a significant risk of substantial harm to you or someone else, it is necessary that the matter be discussed with your supervisors.

The employer of FALKIRK ASSISTED LIVING reserves the right to request medical evaluations including drug screens at the employer's expense to employees when it appears, in the employer's judgment that an employee has a condition that is potentially dangerous to residents or self.

Should you be injured or otherwise hurt on the job, immediately report it to your supervisor.

You have a right to know about the chemicals and materials found in your workplace. The employer will identify hazardous chemical/materials, label containers secure Material Safety Data Sheets and train all employees with regard to the safe utilization of all hazardous chemicals/materials in the workplace.

When your injury requires a doctor's attention, your employer will arrange to send you
to a doctor of their choice. Your supervisor will sign your time card, note time of departure, and indicate the nature of your injury. If, according to a doctor, an injured employee can return to work during that same shift, the employer expects that employee to return to work as soon as possible.

If according to a doctor, an employee cannot return to work, that employee will suffer no loss in pay for the balance of any eight hour shift.

Employees of FALKIRK ASSISTED LIVING are expected to follow all rules and regulations as set forth in this manual, as well as any other manual, directions, guidelines or other such documents that the employer may, at its sole discretion, issue in the future.

Any violation of any statue, rule or regulation (including health and safety violations) must be, if possible, corrected immediately and under any circumstances be reported to the supervisor.

**MEDICAL EVALUATIONS**

The employer of FALKIRK ASSISTED LIVING reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense.

The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.

**RESIDENT RIGHTS**

The following resident rights must be adhered to by all employees. Any staff observing any person violating these Resident Rights must report it to the Licensee immediately and in writing.

1. The right to be free from discrimination on the basis of race, religion, color, national origin, sex, age, handicap, marital status, or source of payment in the provision of services and care.
2. The right to exercise his or her constitutional rights, including the right to vote, the right to practice religion of his or her choice, the right to freedom of movement, and the right of freedom of association.
3. The right to refuse participation in religious practices.
4. The rights to write, send, and receive uncensored and unopened mail at his or her own expense.
5. The right of reasonable access to a telephone for private communications. Similar access shall be granted for long distance collect calls and calls which otherwise are paid for by the resident. A licensee may charge a resident for long distance and toll telephone calls. When pay telephones are provided in group homes, a
reasonable amount of change shall be available in the group home to enable residents to make change for call purposes.

6. The right to voice grievances and present recommendations pertaining to the policies, services, and house rules of the home without fear of retaliation.

7. The right to associate and have private communications and consultations with his or her own physician, attorney, or any other persons of his or her choice.

8. The right to participate in the activities of social, religious, and community groups at his or her own discretion.

9. The right to use the services of advocacy agencies and to attend other community services of his or her choice.

10. The right of reasonable access to and use of his or her personal clothing and belongings.

11. The right to have contact with relatives and friends and receive visitors in the home at a reasonable time. Exceptions shall be covered in the Resident's Assessment Plan, and special consideration shall be given to visitors coming from out of town or whose hours of employment warrant deviation from usual visiting hours.

12. The right to employ the services of a physician, psychiatrist, or dentist of his or her choice for obtaining medical, psychiatric, or dental services.

13. The right to refuse treatment and services, including the taking of medication, and to be aware of the consequences of that refusal.

14. The right to request and receive assistance from the responsible agency in relocating to another living situation.

15. The right to be treated with consideration and respect, with due recognition of personal dignity, individuality, and the need for privacy.

16. The right of access to his or her room at his or her own discretion.

17. The records of the resident that are required to be kept by the licensee under the Adult Foster Care Facility Licensing Act or rules shall be confidential and properly safeguarded as required by the Licensing Act, Section 12(3).

INCIDENTS AND ACCIDENTS

In the event of the death of a resident: any accident or illness that required hospitalization; incidents that involve serious hostility; any hospitalization; any attempts at self-inflicted harm or harm to others; any instances of destruction to property; any incidents that involve arrest or conviction of a resident for arson, rape, misuse, burglary, robbery, larceny, motor vehicle theft and aggravated assault; staff shall do the following:

1. Immediately inform the administrator/home manager.

2. Complete a written incident and accident report, date and sign the report.

3. The Licensee or Staff if requested shall make a reasonable attempt to contact the resident's designated representative and responsible agency by telephone. If a message is left, write down the time and name of the person who received the message.

4. Within 48 hours the Licensee must send a copy of the incident and accident report to:
   a. The resident's designated representative
   b. Responsible agency
c. AFC licensing consultant

5. The Licensee shall immediately investigate the cause of an accident or incident that involves a resident, employee or visitor.

6. For purposes of this policy, "Incident" means a seizure or a highly unusual behavior episode, including a period of absence without prior notice.

**RESIDENT ABSENT WITHOUT NOTICE**

If a resident is absent without notice, the Licensee or direct care staff shall do the following:

1. Make a responsible attempt to contact the resident's designated representative and responsible agency.
2. Contact the local police authority.
3. Make a reasonable attempt to locate the resident by making appropriate telephone calls to determine the resident's location and searching the immediate area, keeping in mind staffing requirements of the home. A direct care staff shall also immediately call the Licensee.
4. The Licensee shall submit a copy of the written report to the resident's designated representative and responsible agency within 24 hours of each occurrence.

**ABUSE REPORTING**

All suspected abuse shall be reported orally and in writing to the Licensee immediately.

Abuse that is required to be reported to appropriate agency is as follow:

1. Assault
2. Assault and battery
3. Sexual intercourse under pretext of medical treatment
4. Murder
5. Manslaughter
6. Criminal sexual conduct including sexual penetration
7. Criminal sexual conduct
8. Assault with intent to commit criminal sexual conduct including penetration

Abuse for reporting to appropriate law enforcement agencies does not include an assault or assault and battery which is committed by a recipient or resident against another recipient or resident. This type of incident must still be reported to the licensee or administrator/home manager.

All of the above must be reported by the licensee to the Department of Social Services or other appropriate government agency. We will investigate the abuse and take appropriate action.
MISTREATMENT

Employees shall not mistreat a resident. Mistreatment as defined in adult foster care administrative R.400.14308(1), R.400.15308(1) includes any intentional action or omission which exposes a resident to a serious risk of physical or emotional harm or the deliberate infliction of pain by any means. Staff shall not:

1. Use any form of punishment.
2. Use any form of physical force other than physical restraint. Physical restraint means the bodily holding of a resident with no more force than necessary to limit the resident's movement.
3. Restrain a resident's movement by binding or tying or through the use of medication, paraphernalia contraptions, material, or equipment for the purpose of immobilizing a resident.
4. Confine a resident in an area, such as a room where egress is prevented, in a closet, or in a bed, box or chair or restrict a resident in a similar manner.
5. Withhold food, water, clothing, rest or toilet use.
6. Subject a resident to any of the following:
   - Mental or emotional cruelty
   - Verbal abuse
   - Derogatory remarks about the resident or members of his or her family
   - Threats
7. Refuse the resident entrance to the home
8. Isolate a resident by complete and unattended separation from staff and other residents.
9. Use any electrical shock device

VOLUNTEERS

It is the policy of FALKIRK ASSISTED LIVING to encourage volunteers to work in the home and with residents.

Each volunteer working in the home must certify in writing that he or she is free from communicable disease and the volunteer's physical and mental health will not negatively affect either the health of the resident or the quality of the resident's care before volunteering in the home.

A volunteer under the direction of the FALKIRK ASSISTED LIVING shall sign a statement indicating whether he or she is on court-supervised probation or parole or has been convicted of a crime. We may also require a criminal history record check.

The volunteer under the direction of the licensee shall be in such physical and mental health so as not to negatively affect either the health of the resident or quality of his or her care and must be suitable to assure the welfare of residents.

A volunteer under the direction of FALKIRK ASSISTED LIVING will be required to review and familiarize himself or herself with the policies and procedures of the
FALKIRK ASSISTED LIVING.

The volunteer's name, address, and telephone number must be submitted to the home.

A volunteer of FALKIRK ASSISTED LIVING will not be considered in determining staffing requirements unless the volunteer meets the qualifications of a direct care staff member.

MILITARY LEAVE

If you are inducted or enlist in the armed forces of the United States, you are to notify your supervisor so that arrangements can be made to authorize a leave of absence. The leave shall be for a maximum period of four (4) years, except when the employee's period of military service may be involuntarily extended due to an act or war or a declared state of national emergency. In that event the period of military leave shall be extended, in accordance with federal law, until the end of the involuntary extension of the employee's military service. You must apply for a reinstatement within ninety (90) days of your date of discharge or lose your seniority and forfeit your right of return. Members of the Armed Forces Reserve or National Guard Units who are required to participate in two (2) weeks of annual training will be granted a leave of absence provided proper documentation is provided.

VACATIONS

Vacations may be taken any time during the year. Employer of FALKIRK ASSISTED LIVING reserves the right to deny a specific vacation period based on scheduling needs. Vacation time will be approved on a first come, first serve basis. Thirty (30) days prior notice must be given in writing to the administrator.

JURY DUTY

As a good citizen, FALKIRK ASSISTED LIVING encourages all employees, whenever they are requested to do so, to participate as an active member of a jury. Any regular employee who is called to, and reports for, jury duty shall be compensated by the employer for the difference between their regular pay and the jury fee received for each day of jury duty performed on which the employee otherwise would have been scheduled to work, not to exceed eight (8) hours at straight time on any given day or of thirty (30) days in any calendar year. Such compensation shall be payable only if the employee (1) gives the employer prior notice of such jury duty call, and (2) presents the proper evidence of performance of jury duty and the amount paid by the court.

Employees who are excused from jury duty and who can work a minimum of two (2) hours of their regular shift on that day are expected to come in and do so. Time thus paid under this benefit for performance of jury duty will not be calculated as hours worked for the purpose of paying overtime wages.
WORKERS' COMPENSATION

All employees of FALKIRK ASSISTED LIVING, full-time and part-time, are protected while on the job by Workers' Compensation Insurance. This insurance will provide coverage for you if you are injured, suffer an occupational illness at work or have a prolonged absence due to such injury. In case of an accident, no matter how slight, notify the supervisor and fill out an accident report immediately. Payments for medical expenses and lost time at work are determined by state law. This insurance also provides death benefits to your dependents (if any) in case of death caused at work. Your employer pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

Upon return to work the employee will be reinstated to his former position or to a comparable position.

SOCIAL SECURITY

Social Security (FICA) taxes are deducted from wages earned as required by federal law. This program protects you financially when you reach old age and provides disability income for various categories of employed and dependent persons. Your employer matches the amount deducted from your pay check for this program.

COMMUNICATIONS

If something is troubling you, or if you feel you are not being treated fairly, you should express your feelings to your supervisor. When a group of people are working together closely, some misunderstandings are bound to occur. If something is bothering you, if you are discouraged, worried or upset, either about your work or some outside problem, you are not at your peak or efficiency. Please feel free to discuss those matters with your supervisor. Supervisors are sincerely interested in your welfare and will do all they can to help you. It is part of their job to assist in keeping every employee in top condition.

Suggestions: We welcome and encourage suggestions. You may have suggestions, problems or complaints which, when expressed, can offer an improved workplace for everyone. It may be a method to improve productivity, a solution to reduce scrap or a clarification of a policy. We hope that each employee feels free to offer ideas that could help us improve our operation.

CONFIDENTIALITY

Each resident of FALKIRK ASSISTED LIVING has a right to confidentiality. In accepting employment at this facility, you are placed in a position of trust in regard to information regarding the residents of the home. Employees must constantly be aware of the confidential nature of all information regarding the residents.
All reports, records and data are confidential which pertain to testing, care, treatment, reporting, and research associated with the serious communicable diseases or infection of HIV infection, acquired immunodeficiency syndrome, and acquired immunodeficiency syndrome related complex. Any employee who releases information in any form about a resident pertaining to the residents HIV status, may be guilty of a misdemeanor, punishable by imprisonment for not more than one year or a fine of not more than $5,000 or both, and is liable in a civil action for actual damages or $1,000 whichever is greater, and costs and reasonable attorney fees. If anyone contacts you about a resident for which this section may be applicable, immediately direct the person to the Executive Director. The employee should also advise the Executive Director of the contact.

SEXUAL HARASSMENT POLICY

1. Policy Prohibiting Sexual Harassment
   a. Sexual Harassment Prohibited
   b. Sexual harassment at FALKIRK ASSISTED LIVING is unlawful discrimination. This policy and the law prohibit sexual harassment and retaliation for having brought a complaint of or having opposed sexual harassment and/or for having participated in the complaint process.
   c. Sexual Harassment Defined

2. Basic Definition:
   a. For purposes of this policy, the term "sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature when:
   b. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual's employment: or
   c. Submission to or rejection of such conduct or communication by and individual is used as a basis for employment decisions affecting such individual; or
   d. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

3. Examples:
   a. Examples of unwelcome sexual harassment include, but are not limited to, threatening adverse employment actions if sexual favors are not granted: promising preferential treatment in return for sexual favors; unwanted physical contact; and/or sexually offensive remarks, including the following kinds of prohibited behavior:
   b. Verbal: sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome: sexual innuendoes; suggestive or insulting comments or sounds, including whistling; sexual jokes or teasing of a sexual nature; commentary about an individual's body, including whistling; sexual jokes or teasing of a sexual nature; commentary about an individual's body, sexual prowess or sexual
deficiencies; and any other abuse of a sexual nature.

c. Visual: display of sexually suggestive objects, pictures, or letters; leering; obscene gestures: sexually suggestive or offensive graffiti.

d. Physical: unwanted physical contact, including offensive touching, pinching, brushing the body, impeding or blocking movement; unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

e. The above list is not meant to be exhaustive, but is included to provide examples of prohibited action.

4. Persons and Settings covered:
   a. The employer of FALKIRK ASSISTED LIVING does not condone either explicitly or implicitly, sexual harassment by anyone in the organization, clients, vendors, independent contractors, applicants for employment, or visitors to the workplace.

5. COMPLAINT PROCEDURES
   a. The Employer of FALKIRK ASSISTED LIVING is responsible for fostering a workplace free from sexual harassment, for discouraging employment-related sexual harassment and for implementing and enforcing this policy. The responsibility is continuing, whether or not complaints of sexual harassment have been brought to the attention of the employer.

   b. Any person who feels that she or he has been subjected to sexual harassment, who is aware of conduct prohibited under this policy, or who feels that she or he has been retaliated against for having brought a complaint of or having opposed sexual harassment and/or having participated in the complaint process is encouraged to bring the matter to the attention of either the supervisor or executive director.

   c. The employer will investigate all allegations of sexual harassment promptly. To protect the interest of the complainant, the person complained against, witnesses, any other who may report incidents of sexual harassment, and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

The employer will conduct a prompt, thorough, and impartial investigation using the following procedures:

1. Interviewing the complainant, both at the time the complaint is initially presented and at the time the complaint is reduced to writing.

2. Interviewing all witnesses identified by the complainant and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statements to writing to be signed or otherwise acknowledged by the witnesses.

3. Reviewing any documentary or other evidence submitted by the complainant.

4. Interviewing the alleged violator and reducing her/his statement to writing.

5. Interviewing all witnesses identified by the alleged violator and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statements to writing to be signed or otherwise acknowledged by the witnesses.

6. Interviewing other potential witnesses or who may have observed the conduct
alleged or who may possess knowledge regarding the allegation under investigation and reducing their statement to writing; either by requesting that the witnesses do so or by reducing their statements to writing to be acknowledged by the witnesses.

7. Reviewing any documentary or other evidence submitted by the alleged violator.

8. Informing all witnesses including the complainant and the alleged violator of the confidentiality of the investigation.

9. Completing a written determination of the validity of the complaint. III.

10. RESOLVING COMPLAINTS
   a. If A Violation Is Found:
      i. If as a result of an investigation, the employer determines that a violation of the policy has occurred, the employer shall take prompt and appropriate remedial action to eliminate the policy violation and to insure that it does not reoccur.
   b. Such remedial action may include:
      i. Disciplinary action of the violator up to and including termination of employment.
      ii. Restoration to an employee of any employment benefits or employment status impaired as a result of the unfair work practices or the exercise of the right to make a complaint of unfair work practices, to oppose unfair work practices, or to participate in an investigation under this policy.
      iii. Removal from the employee personnel record or other records of the employer of any documents containing adverse or negative references to the complainant flowing from the policy violation.
      iv. Take appropriate measures to assure that this policy and the employer's commitment to enforcing this policy, is reiterated in the workplace, such as republication of the policy and in-housing training relating to the policy.
   c. Retaliation
      i. The employer shall assure that no individual shall be retaliated against for making a complaint of an unfair workplace, opposing an unfair work place, or participating in an investigation regarding violations of this policy.

RESIGNATION

Should you decide to terminate your employment with FALKIRK ASSISTED LIVING please notify your supervisor so that proper arrangements may be made in regard to your final paycheck.

EXIT INTERVIEW

Each employee of FALKIRK ASSISTED LIVING upon termination or resignation shall engage in an exit interview. At the time of this interview, the employee may be asked to fill out an exit interview form. He will also be required to return all home property presently in his or her possession, including, but not limited to, keys, gasoline credit cards, etc.
TRANSPORTING RESIDENTS: POLICY FOR STAFF AND DRIVERS

It is the policy of FALKIRK ASSISTED LIVING that all staff and drivers of the employer's vehicles, or when using their own vehicle to conduct business for FALKIRK ASSISTED LIVING shall have a valid Michigan operator's license or chauffeur's license as required by law, be insurable under the employer's automobile insurance policy, or when using their own vehicle, have proper and adequate automobile insurance, and meet other criteria defined below. All occupants in any vehicle shall be properly restrained as required by law.

Staff is defined to mean any individual who may be required to transport a resident in an employer's vehicle, including emergency situations, or who uses their own vehicle to conduct business for FALKIRK ASSISTED LIVING. An employee of whose driving record reveals any of the following will not be permitted to drive employer vehicles, or use their own to conduct business for FALKIRK ASSISTED LIVING.

1. Currently suspended license
2. Three (3) "At Fault" accidents within three years not resulting in a conviction
3. Accumulation of 9 or more points in two years.
4. A single conviction of a 6 point violation or any of the following infractions:
   a. "At Fault" accident resulting in a conviction
   b. Felonious use of vehicle
   c. Operating vehicle while under the influence of alcohol and/or drugs
   d. Operating a vehicle while impaired
   e. Fleeing accident
   f. Reckless Driving
   g. Fleeing an officer
5. An employee who becomes incompetent to drive or is inflicted with a mental or physical infirmity will not be permitted to drive the employer's vehicles, provided such disability constitutes a threat to public safety. Evaluation of competency or ability will be determined by appropriate medical opinion.
6. Employees not categorized above will be permitted to operate the employer's vehicles, or use their own vehicle, and will be required to sign the Statement of Drive Responsibility.
7. Staff and drivers agree to advise the employer of any traffic tickets or other citations involving and automobile in which staff or drivers are found to be responsible, at fault, or guilty.
8. Motor vehicle driving records will remain as part of the personnel file.
9. The employer reserves the rights to modify, add, or delete from this policy as determined solely by the employer.
STATEMENT OF DRIVER RESPONSIBILITY

As an employee of FALKIRK ASSISTED LIVING, I understand that I will be required to drive the employer's vehicles while on duty, or may need to use my own vehicle to conduct business for FALKIRK ASSISTED LIVING, and that I must maintain a safe driving record for satisfactory job performance.

If not in compliance, state why

By signing this statement I verify that I have read and understand the Uniform Policy for Staff and Drivers of FALKIRK ASSISTED LIVING, I certify that I am in compliance with the policy and consent to allow the employer to verify this statement. If not in compliance with the Uniform Policy for Staff and Drivers, I will disclose my driving record to the employer and I understand that I may not be hired, or if employed by the employer my employment may be terminated upon verification of my driving record.

I understand that determination of safe driving will include annual or periodic reviews of my Master Driving Record on file with the Michigan Department of State.

I agree to advise the employer of FALKIRK ASSISTED LIVING of any traffic tickets or other citations involving an automobile for which I am bound to be responsible, at fault, or guilty. I understand that this policy may be altered, modified, or deleted at the sole option of the employer and I agree to follow any changes made upon notice from the employer.

Signed: ______________________________________

Dated: ______________________________________

Position: ____________________________________
GOOD MORAL CHARACTER STATEMENT

An employee under the direction of FALKIRK ASSISTED LIVING shall sign a statement indicating whether he/she is on court-supervised probation or parole and who has been convicted of a crime.

FALKIRK ASSISTED LIVING may also require a character background history record check.

FALKIRK ASSISTED LIVING may also require a character check from past employers.

I ____ am/____ am not on a court-supervised probation or parole, and____ have/____ have not been convicted of a crime.

In the event the licensee and/or the Department of Human Services determines that the circumstances surrounding parole or conviction make me unsuitable to work in FALKIRK ASSISTED LIVING, I understand my employment will be terminated immediately.

_________________________________  ______________________________
Employee                                    Date

_________________________________
Licensee                                     Date
GOOD MORAL CHARACTER CERTIFICATION STATEMENT

Michigan Department of Human Services

APPLICANT/ LICENSEE INFORMATION:

HOME/ FACILITY INFORMATION:

I certify that the employees of this home/facility are of good moral character as required by administrative rules.

____________________________________
Applicant / Licensee Signature and Date

________________________________________(FOLD HERE)---------------------------------------------------

AUTHORITY: PA 116 of 1973, as amended PA 218 of 1979, as amended COMPLETION: Mandatory PENALTY: License may not be issued.

DISTRIBUTION: Return the original copy to your licensing consultant and retain a copy for your records.

The Department of Social Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

SEND THIS FORM TO:  
DSS-2085 (REV.6/9)

CONSULTANT
LICENSEE JOB DESCRIPTION

Work Hours: N/A

Days off: N/A

QUALIFICATIONS:

2. A Licensee shall not be less than 18 years of age.
3. A Licensee shall have the financial and administrative capability to operate a home to provide the level of care and program stipulated in the application.
4. A high school diploma or general education diploma or equivalent.
5. At least one year of experience working with the resident population identified in the home's program statement and admission policy.
6. Must be suitable to meet the physical, emotional, social, and intellectual needs of each resident.
7. Must be capable of appropriately handling emergency situations.
8. Must be capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the resident's assessment plan and care agreement.
9. Must be competent in all of the following areas:
   a. Nutrition
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Foster care
   e. Safety and fire prevention
   f. Financial and administrative management
   g. Knowledge of the needs of the population being served
   h. Resident Rights
   i. Prevention and containment of communicable diseases
10. Must be in such physical or mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
11. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
12. As a condition of continued employment, the administrator must participate in, and successfully complete on an annual basis 16 hours of training designated or approved by Department of Human Services or complete six credit hours at an accredited college or university. Training or education under this section must be related to the home's admission policy and program statement.
13. Pass a criminal background check

ACCOUNTABILITY

The Licensee is immediately responsible Department of Human Services.
HEALTH

Tested for communicable tuberculosis within 30 days of employment and every 3 years thereafter with written documentation from a license health care provider of results.

A statement that is signed by a licensed physician attesting to the physician’s knowledge of the physical health of the Licensee. This statement shall be signed within 6 months before the issuance of a temporary license and at any other time requested by the department.

JOB FUNCTIONS

The Licensee is responsible for daily home operations.

The three (3) major areas of responsibilities are as follows: client/resident care; facility management; and staff manager.

1. CLIENT / RESIDENT CARE:
   a. Assure client/resident safety in all respects
   b. Coordinate the delivery of all resident services including: medical, psychological, programs, social, and direct care.
   c. Serve as resident advocate.
   d. Manage clients accounts
   e. Assure accurate documentation of all resident services.
   f. Maintain positive professional relationships with the case manager, Medical Support Service providers, schools, workshops, guardians, and designated representatives in an effort to ensure continuity of care and quality of service.

2. FACILITY MANAGEMENT:
   a. Coordinate, manage and monitor all facility functions.
   b. Assure environmental safety.
   c. Maintain compliance with all DMH, DSS, ICF, Fire Safety and PSCLI standards and regulations.
   d. Procure necessary facility maintenance and repair with approval of area supervisor. Follow facility maintenance schedules.
   e. Manage facility petty cash fund and maintain appropriate records.
   f. Assure facility cleanliness by means of prescribed cleaning schedules.

3. STAFF MANAGEMENT:
   a. Coordinate and monitor all staff activities and functions.
   b. Serve as model for staff behavior and performance.
   c. Participate in hiring of direct care staff. Make recommendations to licensee.
   d. Continuously monitor staff performance and perform all scheduled staff evaluations. Make recommendations to licensee concerning promotions, wage increases and disciplinary actions.
   e. Obtain, schedule and assure all necessary staff training.
   f. Promote harmony by striving for fairness and consistency in all management and staff interactions. Each staff person is to be treated with dignity and respect.
g. Conduct staff meetings every-other-week.

h. Maintain personnel records as required by DMH, SDD, ICF, and PSCLI.

i. Schedule and maintain record of all staff work hours.

4. TRAINING REQUIREMENTS
   a. An licensee shall complete the following educational requirements below or a combination thereof, on an annual basis:
   b. Participate in, and successfully complete, 16 hours of training designated or approved by the department that is relevant to the licensee’s admission policy and program statement.
   c. Have completed 6 credit hours at an accredited college or university in an area that is relevance to the licensee’s admissions policy and program statement as approved by the department of human services

Additional responsibilities may be added by the Licensee as needed.

EVALUATION
Evaluation will be given every six (6) months by Licensee.
ADMINISTRATOR JOB DESCRIPTION

Work Hours: N/A

Days off: N/A

QUALIFICATIONS:

1. An Administrator shall not be less than 18 years of age.
2. Not a resident of the home.
3. A high school diploma or general education diploma or equivalent.
4. At least one year of experience working with the resident population identified in the home's program statement and admission policy. This includes working with persons who are mentally ill, developmentally disabled, physically handicapped, or aged.
5. Must be suitable to meet the physical, emotional, social, and intellectual needs of each resident.
6. Must be capable of appropriately handling emergency situations.
7. Must be capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the resident's assessment plan and care agreement.
8. Must be competent in all of the following areas:
   a. Nutrition
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Foster care
   e. Safety and fire prevention
   f. Financial and administrative management
   g. Knowledge of the needs of the population being served
   h. Resident Rights
   i. Prevention and containment of communicable diseases
9. Must be in such physical or mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
10. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
11. As a condition of continued employment, the administrator must participate in, and successfully complete on an annual basis 16 hours of training designated or approved by Department of Human Services or complete six credit hours at an accredited college or university. Training or education under this section must be related to the home's admission policy and program statement.
12. Pass a criminal background check
13. Good moral character

ACCOUNTABILITY

The Administrator is immediately responsible Licensee and Department of Human
Services.

HEALTH

Tested for communicable tuberculosis within 30 days of employment and every 3 years thereafter with written documentation from a license health care provider of results.

A statement that is signed by a licensed physician attesting to the physician’s knowledge of the physical health of the Administrator. The statement shall be obtained within 30 days of an individual’s employment, assumption of duties, or occupancy in the home.

The Licensee shall annually review the health status of the Administrator.

JOB FUNCTIONS

The Administrator is responsible for daily home operations.

The three (3) major areas of responsibilities are as follows: client/resident care; facility management; and staff manager.

1. CLIENT / RESIDENT CARE:
   a. Assure client/resident safety in all respects
   b. Coordinate the delivery of all resident services including: medical, psychological, programs, social, and direct care.
   c. Serve as resident advocate.
   d. Manage clients accounts
   e. Assure accurate documentation of all resident services.
   f. Maintain positive professional relationships with the case manager, Medical Support Service providers, schools, workshops, guardians, and designated representatives in an effort to ensure continuity of care and quality of service.

2. FACILITY MANAGEMENT:
   a. Coordinate, manage and monitor all facility functions.
   b. Assure environmental safety.
   c. Maintain compliance with all DMH, DSS, ICF, Fire Safety and PSCLI standards and regulations.
   d. Procure necessary facility maintenance and repair with approval of area supervisor. Follow facility maintenance schedules.
   e. Manage facility petty cash fund and maintain appropriate records.
   f. Assure facility cleanliness by means of prescribed cleaning schedules.

3. STAFF MANAGEMENT:
   a. Coordinate and monitor all staff activities and functions.
   b. Serve as model for staff behavior and performance.
   c. Participate in hiring of direct care staff. Make recommendations to licensee.
   d. Continuously monitor staff performance and perform all scheduled staff evaluations. Make recommendations to licensee concerning promotions, wage increases and disciplinary actions.
   e. Obtain, schedule and assure all necessary staff training.
f. Promote harmony by striving for fairness and consistency in all management and staff interactions. Each staff person is to be treated with dignity and respect.
g. Conduct staff meetings every-other-week.
h. Maintain personnel records as required by DMH, SDD, ICF, and PSCLI.
i. Schedule and maintain record of all staff work hours.

4. TRAINING REQUIREMENTS
   a. A licensee shall complete the following educational requirements below or a combination thereof, on an annual basis:
   b. Participate in, and successfully complete, 16 hours of training designated or approved by the department that is relevant to the licensee’s admission policy and program statement.
   c. Have completed 6 credit hours at an accredited college or university in an area that is relevance to the licensee’s admissions policy and program statement as approved by the department of human services

Additional responsibilities may be added by the Licensee as needed.

EVALUATION
Evaluation will be given every six (6) months by Licensee.
DIRECT CARE WORKER JOB DESCRIPTION

Work Hours: 40

Days off: N/A

QUALIFICATIONS:

1. Direct Care Staff shall not be less than 18 years of age.
2. Not a resident of the home.
3. Must be able to complete required reports and follow written and oral instructions that are related to the care and supervision of the residents.
4. Must be suitable to meet the physical, emotional, intellectual, and social needs of each resident.
5. Must be capable of handling emergency situations.
6. Before performing assigned tasks, must be competent in all of the following areas:
   a. Reporting requirements
   b. First Aid
   c. Cardiopulmonary resuscitation
   d. Personal care, supervision, and protection
   e. Resident Rights
   f. Safety and fire prevention
   g. Prevention and containment of communicable disease
7. Must be in such physical and mental health so as not to negatively affect either the health of the resident or the quality of his or her care.
8. Willing to cooperate fully with a resident, the resident’s family, a designated representative of the resident and the responsible agency.
9. Pass a criminal background check
10. Good moral character

HEALTH

Tested for communicable tuberculosis within 30 days of employment and every 3 years thereafter with written documentation from a license health care provider of results.

A statement that is signed by a licensed physician attesting to the physician’s knowledge of the physical health of the direct care staff. The statement shall be obtained within 30 days of an individual’s employment, assumption of duties, or occupancy in the home.

The Licensee shall annually review the health status of the direct care staff.

ACCOUNTABILITY

The Direct Care Worker is immediately responsible to the home Administrator, for carrying out all job responsibilities associated with direct care to the residents and direct care of the physical plan on a daily basis, as well as responsibilities that may be delegated.
to them by the Administrator.

**JOB FUNCTIONS**

1. To implement all policies, procedures, and/or legal commitments to residents as required by the State of Michigan, Department FOR RESIDENT CARE.
2. Participate with all staff formulating and implementing all matters pertaining to the operations of the home and resident program.
3. Actively participate in staff meetings, workshops, and all special meetings on such duties as may be required.
4. Discharge delegated responsibilities and report at staff meetings on such duties as may be required.
5. Be an advocate for all residents.
6. Document on proper forms all activity pertaining to the welfare of the home or resident in the following areas:
   a. Unusual incidents involving residents, staff, visitors or persons affecting the home.
   b. Seizures, accidents, incidents or other medical emergencies.
   c. Noticeable changes in residents conduct, either positive or negative, in the daily log.
   d. Promote harmony by striving for fairness and consistency with all residents and co-workers.
7. Additional responsibilities may be added by the Licensee as needed.

**TRAINING REQUIREMENTS**

The administrator will provide in-service training or make training available through other sources to direct care staff. Direct care staff shall be competent before performing assigned tasks, which shall include being competent in all of the following areas:

1. First Aid
2. Cardiopulmonary resuscitation
3. Resident Rights
4. Prevention and containment of communicable diseases
5. Reporting requirements
6. Personal care, supervision, and protection
7. Safety and fire prevention

**EVALUATION**

Evaluation will be given every six (6) months by the Licensee or Administrator.
VOLUNTEER DESCRIPTION

Work Hours: N/A

Days off: N/A

QUALIFICATIONS:

1. Minimum of a High School Diploma or GED
2. 18 years or older
3. Good physical health
4. Good moral character
5. Pass a criminal background check
6. Competent in working with the developmentally disabled, mentally ill, physically handicapped, aged, alzheimer’s, wheelchair, and mild behavioral problems.
7. Able to complete required reports and follow written and oral instructions that are related to the care and supervision of residents.
8. Suitable to meet the physical, emotional, intellectual, and social needs of each resident.
9. Capable of appropriately handling emergency situations
10. Tested for communicable tuberculosis within 30 days of employment and every 3 years thereafter with written documentation from a license health care provider of results.

HEALTH

Tested for communicable tuberculosis within 30 days of employment and every 3 years thereafter with written documentation from a license health care provider of results.

A statement that is signed by a licensed physician attesting to the physician’s knowledge of the physical health of the Volunteer. The statement shall be obtained within 30 days of an individual’s employment, assumption of duties, or occupancy in the home.

The Licensee shall annually review the health status of the Volunteer.

ACCOUNTABILITY

The volunteer is immediately responsible to the home Licensee, for carrying out all job responsibilities associated with direct care to the residents and direct care of the physical plan on a daily basis, as well as responsibilities that may be delegated to them by the Licensee.

JOB FUNCTIONS

1. To implement all policies, procedures, and/or legal commitments to residents as required by the State of Michigan for resident care.
2. Participate with all staff formulating and implementing all matters pertaining to the operations of the home and resident program.
3. Actively participate in staff meetings, workshops, and all special meetings on such duties as may be required.
4. Discharge delegated responsibilities and report at staff meetings on such duties as may be required.
5. Be an advocate for all residents.
6. Document on proper forms all activity pertaining to the welfare of the home or resident in the following areas:
   a. Unusual incidents involving residents, staff, visitors or persons affecting the home.
   b. Seizures, accidents, incidents or other medical emergencies.
   c. Noticeable changes in residents conduct, either positive or negative, in the daily log.
   d. Promote harmony by striving for fairness and consistency with all residents and co-workers.
7. Additional responsibilities may be added by the Licensee as needed.

EVALUATION

Evaluation will be given every six (6) months by the Licensee.