



Long-Term Care Foundation

of Washington State

Introducing

An Employee Handbook For Adult Family Homes

Presented by:

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The Long-Term Care Foundation: Your Partner in Workforce Development

- We **strengthen workforce development** by providing you ongoing human resources education, guidance, and support, as well as assistance in recruiting and training additional caregivers.
- We **provide** you **funding** to pay for the training required to become certified as a long-term care worker and the time it takes to complete the training and certification process.
- We **develop a path to facility-based training** to empower you to train your staff in your homes where they work.

<https://www.longtermcarefoundationwa.org>



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An Employee Handbook For Adult Family Homes

- The Employee Handbook will serve as a template for Adult Family Homes throughout Washington State.
- You can find and download the Employee Handbook in the Resources section on our website at <https://www.longtermcarefoundationwa.org/resources>.

The Purpose of An Employee Handbook

- The handbook gives employees a detailed overview of policies that are specific to your organization.
- Sets clear expectations for your employees
- Ensures compliance with federal and state laws
- Introduces employees to your culture, mission, and values

Highlights From Employee Handbook

These are some highlights from the employee handbook that we will talk about today:

- **Welcome Letter and Company History**
- **Termination**
- **Discipline Policy**
- **Attendance**
- **Timekeeping**
- **Paid Sick Leave**
- **Medical Leave**
- **Paid Family and Medical Leave**
- **Employee Acknowledgement**
- **Cell Phone Use Policy**



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Welcome Letter and Company History

- Write your welcome letter in a way that is directed to your employees, including how they are essential and a part of a great team.
- Include a brief company history mentioning how your organization started, what sets it apart, its goals and how your employees impact your future success.



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Termination Policy

- Employees who resign should provide at least fourteen calendar day's written notice.
- Upon termination, employees must return any company property.

- **Employment At Will**

The employer can terminate an employee for cause (policy violation), documented performance, position elimination, or any other reason.



Discipline Policy

Progressive discipline refers to an increasing level of punitive action if an employee fails to meet requirements for improvement.

Verbal Warning- A verbal warning may be appropriate for minor infractions or where performance needs only minimal improvement to be satisfactory.

Written Warning- A written warning may be used with a more serious infraction or when it appears a verbal warning(s) did not produce a sufficient behavioral change.

Suspension- A suspension may be used after one or more written warning were given with resulting in improvement of performance.

Termination- A termination after progressive discipline has not produced desired behavioral changes.



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Attendance

- If you have an illness or personal emergency, notify your supervisor within 1 hour before the start of your shift.
- Employees who fail to provide proper notification prior to the start of their shift, or generally practice poor attendance will be subject to disciplinary action and could be subject to termination.
- Employees absent for three or more consecutive workdays without notifying the company are considered as having voluntarily resigned.



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Attendance Policy

Standards

Our success depends on teamwork. The expectation is that we maintain adequate staffing for the care of our residents and for coordination of our team. When an employee is not present for his or her shift, other employees must adjust and assume the duties. This can cause undue hardship to the team and can disrupt the quality of care we provide our residents and their families. Therefore, absenteeism must be controlled.

This Attendance policy applies to all employees. It is your responsibility to arrive on time, be ready for work when you are scheduled and perform your job duties for your entire shift. We recognize that it may be necessary to occasionally be absent from work. The following attendance policy will be in effect starting **February 8, 2021**.

Absences without prior approval will be subject to the progressive discipline process. If you have (3) or more episodes of absences, you are in violation of the attendance policy and subject to discipline. These guidelines are meant to assist you in understanding the attendance policy.

Unscheduled Absence

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Unscheduled Absence

Defined as:

- Any absence of one or more consecutive shifts
- Working less than 5 hours of your scheduled shift unless sent home by your supervisor
- Failing to provide sufficient notice of your absence (4 hours prior to the start of shift)

Corrective Action

Progressive Discipline policy is as follows:

In a 90-day period:

- 3 unscheduled absences = 1st written warning
- 4 unscheduled absences = 2nd written warning
- 5 unscheduled absences = 3rd final written warning
- 6 unscheduled absences = separation from employment

Extenuating circumstances will be reviewed.

TimeKeeping

- Federal and State laws require you to keep accurate records of the time worked by non-exempt employees who are covered by wage/hour regulations.
- Your timesheet must reflect all the hours you worked.
- All overtime work by non-exempt employees must be authorized in advance by your supervisor.



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Paid Sick Leave

- Sick leave is paid time off that employees can use to stay home to address their health needs without losing pay.
- Sick leave benefits may be used for an absence due to your own or child's illness or injury or to care for your spouse, parent, parent-in-law, or grandparent with a serious health condition.
- Unused sick leave is forfeited upon termination of employment
- <https://lni.wa.gov/workers-rights/leave/paid-sick-leave/#employers-responsibilities>



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Medical Leave

- An unpaid leave of absence may be granted for medical reasons.
- Any planned absence from work requires a written notice.
- You must present a doctor's note stating the dates of the medical leave, the reason for the leave, and the expected date you will be medically able to return to work.



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MEDICAL LEAVE

An unpaid leave of absence may be granted to full time employees for medical reasons. Leaves of absence are approved subject to LTCF operational requirements. All leaves of absence, except in emergency, must be authorized by the Executive Director.

Any planned absence from work for more than five consecutive days requires advance written approval from the Executive Director. If you take leave without advance approval, or if you fail to report to work after the expiration of an approved leave, you will be considered to have voluntarily resigned from LTCF.

Approved medical leaves may not exceed 30 days unless provided otherwise by state or federal law. In situations involving pregnancy-related leaves, the length of the leave of absence is based on the actual time period a woman is disabled because of pregnancy or childbirth. Sick leave and accrued vacation benefits must be exhausted before unpaid leave begins.

You must present a doctor's certificate stating the dates of the medical leave, the reason for the leave, and the expected date you will be medically able to return to work. You may also be required to present a fitness-for-duty verification, including any accommodation you will need, from your doctor before returning to active employment.

WASHINGTON FAMILY CARE ACT

The Washington Family Care Act permits an employee to use accrued paid time off in the following situations:

- To care for an ill child under the age of 18 who needs supervision or treatment due to a health condition

Paid Family and Medical Leave

- A state program that is available when you need time to care for yourself or a family member.
- If possible, notify employer within 30 days of needing to take a leave in writing.
- When an employee has a qualifying event, they can apply for leave directly with the state. The state will notify the employer of the employee's application.
- <https://paidleave.wa.gov/>



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Employee Acknowledgement Page

- A form employees are asked to sign to acknowledge that they have reviewed and understood the company's policies.
- Once it is signed, it should be placed in the employee's personnel file.



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Cell Phone Use Policy

- Cell Phone Use Policy for Adult Family Homes as an addendum to the employee handbook.
- This policy is intended to provide guidelines for the use of personal cell phones by staff during working hours.
- Once it is signed, it should be placed in the employee's personnel file.



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Cell Phone Use Policy

The [adult family home name] cell phone policy offers general guidelines for using personal cell phones during working hours.

Employees are expected to use discretion while using personal cell phones during working hours. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and ensure that friends and family members are aware of this policy.

Employees are advised to:

1. Use personal cell phones for all personal or non-work-related matters.
2. Talk and text on personal cell phones only when on breaks.
3. Turn down or silence any personal cell phones or devices when at work.

Employees are not allowed to:

1. Play games on personal cell phones during working hours.
2. Use personal cell phone cameras or microphones to record confidential information.
3. Take excessively long personal calls during working hours.

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Please refer to employee handbook.

Employee Acknowledgement

The undersigned employee acknowledges that he or she has read the cell phone use policy and agrees to comply with all its terms.

How to implement New Policies and Procedures

- Identify the need for certain policies
- Determine what will be in the policy
- Communicate with employees
- Update and revise



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Employee Handbook FAQs

- How many vacation days am I required to give my employees?
- Am I able to edit the employee handbook and use it for my adult family home?
- How much paid sick leave do employees get?
- What can employees use sick leave for?
- Can you explain what at-will employment means?



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Thank you for your time!

Questions?

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