

Subject: PERSONNEL POLICY #5**EMPLOYMENT RELATIONS POLICY STATEMENT**

It is the policy of Choices In Community Living, Inc., that all employees be treated with respect and in a consistent manner at all times. The Agency has been built on teamwork, cooperation and series. Managers and Employees must understand that commitment in their daily communications with each other.

Management Responsibilities and Employees Relations

- A. Interviewing Job Applicants (Review Policy #3)
 - 1. Set standards for selection which are realistic and related to the requirements of the job.
 - 2. Create the best possible surroundings for the interview and attempt to keep it free from unnecessary interruptions.
 - 3. Learn from the applicant – his/her background, work history, and work aptitudes.
 - 4. Go over the written job description. Describe the duties and responsibilities of the job clearly to the applicant. Show the job sites to the appliance whenever possible.

Applicants will be given a written release to have their police and driving record checked for criminal convictions and/or guilty pleas. Employment reference checks follow the interview and proceed the tendering of a job offer. The applicants immediate past supervisor should be contacted and questioned about applicant's performance, reliability, attendance, and attitude about work. Do not contact the present employer unless you have reviewed the written release and requested permission from the applicant. Review the physical exam requirement with each applicant.

B. New Employee Information

All new employees are to receive introductory information and training, During this time use an employee checklist. Be sure you cover all items, including:

- 1. Standards of conduct and other Employee handbook topics.
 - 2. Timekeeping procedures – when, where, how to record time.
 - 3. Pay practices.
 - 4. Personal appearance standards, if appropriate and employee safety including injury reporting.
 - 5. Employee benefits as they apply.
 - 6. Program and Services Policies and Procedures, including safety procedures for equipment and buildings
 - 7. Performance reviews.
- C. Employment at Will

1. An employee may elect to terminate his/her employment voluntary or the manager may determine that they employee's conduct, performance or reliability or any combination of problems in these areas is not conducive to continue employment
2. Manager are encouraged not to procrastinate by waiting too long to correct or reverse any negative trend set by the employee or to notify the employee that additional evaluation time will be required when the employee is not learning his/her job duties and or responsibilities. Managers are always to commend employee throughout their employment whenever "good" things occur.

D. Training of Employees – In-Service Program

On the job training is an essential requirement. Effective training must be done systematically, using a logical, well thought out process; simply telling an employee to watch another employee in order to learn a job is not an effective training system. Some meetings may be mandatory as part of in-service training requirements. Off duty employees called in for these meetings are paid for their time in attendance.

- E. The manager must remain objective during the entire disciplinary process. It is essential for the manager to thoroughly investigate and review all relevant facts, and permit the employee the opportunity to explain his/her conduct. The decision to discipline must be made on an investigation of the facts. The employee must be given an opportunity to be heard. The disciplinary action taken should be consistent with policy. The manager must keep an accurate and complete record of any disciplinary action.

DISCIPLINARY ACTION SHOULD NE TAKEN AS SOON AS REASONALY POSSIBLE after the event which made it necessary. This requires the manager to investigate the situation promptly after he/she learns of it.

ANY DISCIPLINARY ACTION SHOULDE BE TAKEN AS PRIVATELY AS POSSIBLE with the individual involved. There should be no discussion of an individual's performance, nor should disciplinary action be taken with an individual when other employees are present. Call another management employee to witness sensitive disciplinary conversations. Should the employee who is being disciplined request the presence of his/her witness, honor this request.

DISCIPLINARY ACTION SHOULD BE CONDUCTED WITH DISCRETION AND WITH CONFIDENTIALITY to avoid misinformation to other employees. A proper statement to other employees, when someone is discharged, should be a statement like "he/she violated policy". Any detailed discussion with other employees about another employee's conduct or job performance is a judgement call. Use discretion. Avoid whenever possible.

F. Manager Availability to Employees

Managers availability to employees means much more than simply stating the existence of an open door policy. Managers must make the effort to be aware of the employee problems and make the solution of their problems a part of their everyday activity. To put off resolving an employee's problems a part of their everyday