

I. WAGES

- The position will receive an entry rate of \$13.75 per hour for all hours actually worked.
- The position is not eligible for overtime pay for any hours worked on a holiday, unless those actual hours worked exceeds 40 hours in a standard workweek.
- The position is eligible for holiday pay for working a holiday.
- Holiday payment is made for all hours worked for the holiday.
- The position may elect to work additional weekday and weekend available coverage needs. The additional hours are pre-scheduled following the current scheduling guidelines. Election of weekday hours will be available prior to assignment of overtime hours to non-weekend PCA/HHA staff and external agency coverage. Assignment of weekday hours will be on a first come, first serve basis. Agency assigned personnel may be removed from the schedule up to 24 hours prior to assignment, if a Weekend PCA elects to work the shift assigned to the agency personnel. Payment for additional coverage assignments, beyond the normally scheduled assignments, will be paid at the position weekend rate.
- The position is eligible for the Staffing Incentive Program paid quarterly for any shifts worked in excess of the maximum work hours assigned two (2) weeks in advance.

II. WORK HOURS

- The position will be scheduled to work at least one (1) shift on Saturday and Sunday every weekend with a minimum number of hours to be twelve (12) and the maximum to be twenty (20) over the course of the two days. Additional hours may be worked at the employee's discretion.
- Schedule changes involving this position need to have the prior approval of the supervisor.
- The position will adhere to the current department procedure for requesting time off.
- The position cannot pre-schedule time off for any holiday that falls on a scheduled weekend.
- The position may pre-schedule as many days as available of weekend scheduled time off per position per calendar year, without pay, with the manager's prior approval. See attached policy.
- The position is subject to the attendance guidelines for this specific program. See attached policy.
- This position is permitted to carry-over days from one program year to another year.
- Any absence, prescheduled or call-off occurrence, after the four (4) allotted per year could result in disciplinary action up to and including termination.
- The position normally should work 50 out of 52 weekends. Working less than 50 weekends annually can result in termination of the position.
- Any call offs that occur per position will be applied as pre-scheduled time off; excluding bereavement leave following the current policy and jury duty fulfillments. Employees may be required to furnish documentation for these events.
- The Weekend PCA will receive a warning letter when he/she has reached three (3) days off of time within the year.
- Two (2) No Call/No Show occurrences during employment will be considered as job abandonment and will result in termination of employment. A No Call/No Show occurs when an employee fails to notify or contact his/her supervisor and does not report for work as scheduled.

III. BENEFITS

- Current employees that transfer to a Weekend PCA position and participate in the benefit program(s) will have those benefits adjusted accordingly. When required, those employees will be provided with the COBRA option.
- Current employees that transfer to a Weekend PCA position will meet with their supervisor to discuss PTO, FMLA, and any other circumstance that may be affected by their new status.

IV. OTHER

- All Weekend PCAs are required to attend and complete a scheduled orientation. These orientations may be conducted on weekdays.
- Orientations, continuing education and mandatory meetings will be paid at the employee's current earnings.
- Weekend PCAs who wish to transfer to other career opportunities must meet the transfer criteria and performance required for the transfer.

I HAVE RECEIVED, REVIEWED AND HAVE HAD THE OPPORTUNITY TO HAVE MY QUESTIONS ANSWERED REGARDING THESE GUIDELINES.

NAME_____
SIGNATURE_____
DATE



Personal Care Aide (PCA)
Weekend Program
Page 1 of 4

Time off schedule

Time off is allotted in full day increments. Absences, prescheduled and not prescheduled will be deducted from the available time off accrued before the attendance program is implemented. (see attendance guidelines) Days off equals six (6) hours and time can only be taken in “6-hour” days.

| Continued length of years in weekend position | Number of days available per calendar year | | Maximum Carryover of per calendar year |
|---|--|---------------|--|
| | Pre approved Unpaid | Paid Time Off | |
| 0- 1 year | 4 | 0 | 1 |
| 1 up to 3 years | 4 | 0 | 2 |
| 3 up to 4 years | 4 | 0 | 3 |
| 4 up to 5 years | 4 | 0 | 4 |
| 5 or more years | 4 | 0 | 4 |
| | | | |

Initial implementation of time off schedule:

All certified nursing assistants shall receive four (4) days at the time of employment. These four days will be available based on the above time off schedule. On the anniversary date of employment in the personal care aide weekend program, the time off allotted in the above schedule will be provided following the continued length of years in the weekend position. The time off available change will occur each anniversary year thereafter.

Absence occurrences will reduce the number of available days as outlined in the above chart.

Compensation

Follows the compensation program guidelines. See attached guidelines.

Personal Care Aide (PCA)
Weekend Program
Page 2 of 4

Attendance policy: Effective 7/1/2014

POLICY: Redstone@Home has an Attendance Policy to provide consistent application to attendance management and to provide for quality resident care. The policy defines the standards of attendance that will be used for employee attendance actions. Also, the attendance standards will be part of the employee's performance management process.

PROCEDURE:

Tardiness Failure to arrive on time and be ready to perform duties by the beginning of the scheduled start time of the shift. Tardiness cannot be offset by using accumulated Pre-approved unpaid time off or by altering his/her work schedule.

Excused absence Approved leaves of absence (medical, family medical, personal, jury duty, military, worker's compensation, bereavement, vacation, holidays and suspensions) is considered as approved and will not be used for Attendance Policy purposes.

Employees need to notify his/her supervisor, verbally and in writing, of his/her need for an excused absence. The written notice, when possible, is to be provided at least 30 calendar days in advance of the date needed.

Pre approved Employee requests change with minimum two (2) week notice. Or, if the request is less than two (2) weeks and the request can be covered.

Unscheduled absence An absence (illness, transportation, etc.) that has not been prescheduled. An unscheduled absence also includes not attending a scheduled mandatory in-service training or meeting. A physician's certificate is applicable only for unscheduled absences covered by the Family Medical Leave Act (FMLA). Employees normally need to notify his/her supervisor at least two (2) hours before the scheduled start time of the shift if s/he is not able to fulfill his/her work schedule for the day. Absence occurrences will reduce the number of available days as outlined in the time off schedule.

Unscheduled absences of three (3) consecutive scheduled work days will require a physician's certificate. The certificate needs to be submitted to the immediate supervisor on the day returning to scheduled work.

Personal Care Aide (PCA)
Weekend Program
Page 3 of 4

Early quit Leaving the assigned work area without approval of the immediate supervisor before the end of the scheduled shift. Early quits cannot be offset by using accumulated Pre-approved unpaid time off or by altering his/her work schedule.

Weekend day An absence that occurs on a scheduled weekend day(s). Attendance Policy points will be assigned, if not preapproved, any accrued unpaid time off will be deducted.

Weekday An absence that occurs on a scheduled week day (Monday through Friday). Attendance Policy points will be assigned. Pre-approved unpaid time off will not be deducted.

No Call/No Show Occurs when an employee fails to notify or contact his/her supervisor and does not report for work as scheduled. Two (2) no call/no show occurrences during employment will be considered as job abandonment and will result in termination of employment.

Inclement weather The Attendance Policy may be temporarily suspended when the weather is so severe that a majority of employees have difficulty either arriving to or leaving from work. Inclement weather announcements affecting this policy will be made at the discretion of the President/CEO or designee.

Occurrence A point system will be used to record occurrences. The following are the points assigned to each category of occurrence.

| | |
|-------------------|----------------------|
| Tardy Occurrence: | One-half (1/2) point |
| Early quit: | One-half (1/2) point |
| Weekday: | One (1) point |
| Weekend day: | One (1) point |

Each occurrence is considered as one occurrence and is subject to the points assigned to that occurrence; i.e., three consecutive days of absence due to illness equals three (3) points for this policy. Accumulation of occurrences will result in the following action.

| | |
|----------|--------------------|
| 2 points | Pre-warning letter |
| 3 points | Written Warning |
| 4 points | Discharge |

Personal Care Aide (PCA)
Weekend Program
Page 4 of 4

The **Written Warning** action is the first step in the disciplinary action process.

For every 120-calendar days without an attendance occurrence, two (2) points will be removed from employee's attendance record. At no time shall an employee's attendance record be less than zero (0).

The supervisor will maintain attendance records. The information to record occurrences will be taken from Time and Attendance forms that are completed by supervisors.

Absences that occur before or after an approved PTO/vacation request; occur on the same scheduled day(s) during the work week, etc., will be considered as a patterned absence. Patterned absences may be subject to disciplinary action up to and including discharge from employment.

Repeated occurrences of forgetting or not using the photo identification badge may be subject to disciplinary action up to and including discharge from employment.

This policy cancels and supersedes all other verbal guidelines or written policies. Redstone@Home reserves the right to amend this policy at any time.