

Attendance and Reporting Policy

Expectation

Our clients expect the highest level of professionalism when receiving services from Legacy Empowerment Services (Legacy). Consequently, we must make every effort to adhere to the scheduled sessions. Your reliability along with your communication skills will be evaluated at the end of your probationary period and will be monitored regularly.

Timeliness is a key factor in the ongoing success of Legacy. It is important that staff are on time for sessions with clients as well as staff meetings. This includes both in person and virtual sessions. As a member of the Legacy team you are expected to review and sign this attendance policy before you sign your offer letter.

Missed Sessions or Staff Meetings

You must provide your Supervisor with 24 hour notification if you anticipate to miss a session with a client or a staff meeting. In the event of an emergency, where you have to miss a session, or a mandatory meeting, you must inform your Supervisor immediately. Whenever possible, Legacy will offer your client a substitute. If a substitute is unavailable or if the client and/or family chooses to not accept a substitute, you will be expected to make up the session at a later time. Please keep in mind that two sessions within the same week may be necessary in order to accommodate the missed session. The determination of excessive absenteeism, will be made at the discretion of the executive team.

Absences from two consecutive scheduled staff meetings without properly notifying your Supervisor will be considered a voluntary resignation. Additionally, frequent tardiness, or late submissions of documentation may lead to a limited or reduction in cases, effect promotions, and can lead to termination per our

Activity Reports

After services are rendered an Activity Report should be submitted within 24 hours of the service(s) provided. Late reports will be processed for the next pay period-No exceptions!

Activity Reports should be clear and should include the following: Staff Action, Member Response, Intervention, Continuation of Service and Method of Service Delivery (Refer to Writing Effective Notes). This will assist Legacy with maintaining measurable progression and reporting accountability.

Medical Appointments

Medical and dental appointments should be scheduled around your assigned work hours.

ATTENDANCE AND REPORTING ACKNOWLEDGEMENT

I, _____, (PRINT NAME) hereby acknowledges I have read, understand, and received a copy of LEGACY's Attendance & Reporting Policy.

Signature

Date

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Cell Phone Policy

The Legacy Empowerment Services cell phone policy offers guidelines for using personal and company cell phones during client visits. This policy applies to all Legacy employees.

The purpose of this policy is to help us all get the most out of the advantages cell phones while minimizing distractions, accidents and frustrations that improper cell phone use can cause the families we are working with and the clients that we serve.

Cell Phone Restrictions During Client Visits -

1. Employees are not permitted to use cell phones during client visits unless it is part of the curriculum. Please remember that cell phones can be distracting to our clients.
2. Texting during client visits is not permitted.
3. Surfing the internet or gaming and conducting personal tasks is strictly prohibited .

Cell Phone as a Teaching Tool -

1. Whenever possible teaching should take place on the client's laptop, computer or tablet.
2. Please alert your Supervisor if your client does not have or is in the need of equipment.

Cell Phone as a Safety Tool -

1. In the event of an emergency or to call 911 while working with a client, employees are asked to follow-up with a Supervisor.
2. Safety is important and thus cell phones should not be used while operating a vehicle.

Personal Emergencies

We understand there are times when emergencies take place. If you must take a call during a client visit and need to leave please alert your Supervisor immediately.

CELL PHONE POLICY ACKNOWLEDGEMENT

I, _____, (PRINT NAME) hereby acknowledges I have read, understand, and received a copy of LEGACY"s Cell Phone Policy.

Signature

Date

Supervisor Name: _____

Supervisor Signature: _____

Date: _____