



Progressive Action Form

Name of Facility/Home: Mount Pleasant Date: 2-16-2021

Employee Name: Ashlee McEwen Position: DSP

Person Filling Out Form: ☐ Department Head/Director ☐ ROD ☒ Home Manager ☐ Level 6

Nature of Violation: Based on the seriousness of the offense indicated below, any of the following could result in immediate suspension.

Recipient Rights / Licensing Investigation # _____

- | | |
|---|--|
| ☐ Absenteeism | ☐ Refusing work assignment |
| ☐ Tardiness | ☐ Not following work schedule |
| ☐ Insubordination | ☐ Insubordination to management |
| ☐ Violation of time sheet procedures | ☐ Failure to assist resident/agency |
| ☐ Disregard of company policies | ☐ Misuse or abuse of company property |
| ☒ Sleeping on the job | ☐ Theft of any kind |
| ☐ Leaving work without approval | ☐ Violation of drug and substance policy |
| ☐ Not following safety procedures | ☐ Violation of data processing security agreement |
| ☐ Inappropriate dress for job | ☐ Other: _____ |

Details of Incident: Briefly describe what happened below.

Date: 2-16-2021 Time: 3:50am Place: Living Room

People Involved: Ashlee McEwen

If Medical Error(s): Type: _____ Level: _____ Occurrence: ☐ 1st ☐ 2nd ☐ 3rd

If Absenteeism: Occurrence: ☐ 1st ☐ 2nd ☐ 3rd in the last year

If Tardiness: Occurrence: ☐ 1st ☐ 2nd ☐ 3rd in the last year

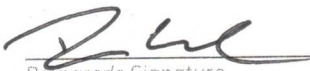
Number of Other Progressive Actions in the last year: 0

☒ Discussion Only ☐ Verbal ☐ Written ☐ Suspension

Please Explain What Occurred:

When Home Manager arrived to the home Ashlee appeared to be asleep in a chair in the living room. Policy HR-042 states "Sleeping on duty is strictly prohibited and is subject to immediate disciplinary action, including termination"

Action Taken by (if applicable): _____


Preparer's Signature

2-16-2021
Date Given to Manager



Progressive Action Form

FOR MANAGER USE ONLY:

Employee Statement:

Action Taken by Manager: ☐ Verbal ☐ Written ☐ Suspension ☐ Termination

I understand that this Disciplinary Record is part of my Employee File and may be divulged to the State of Michigan Human Services Licensing Division and/or Office of Recipient Rights at any time relative to their inquiries or investigation. I also have been notified of and supplied with information regarding the Bullard-Plawecki Right to Know Act.

Ashlee McEwen

Employee Signature

2-16-2021

Date

[Signature]

Manager Signature

2-16-2021

Date

_____ Employee's initials if employee refused to sign



Attendance and Work Schedule Policy

Policy: The Organization operates Specialized, Licensed Adult Foster Care facilities which are required to provide personal care, protection and supervision of Residents 24 hours a day, seven (7) days a week. This policy is to define work schedules and other expectations associated with employment to ensure adequate staffing at all times.

Procedure:

1. Work Schedule Policy

- Employees are expected to follow their work schedules, show up for their shift on time, and leave at the scheduled time. All employees are expected to work a reasonable amount of overtime when requested to maintain adequate staffing ratios and/or to complete projects according to deadlines.

2. Workweek and Schedules

- The workweek begins Monday morning and ends Sunday night. Start and Stop time may vary depending on respective sites. 12.5 hours per day will be scheduled.
- The standard workday for all Direct Care Staff is 12.5 hours, which all employees are expected to work in full. The standard workweek for Direct Care Staff is 37.5 hours. Any hours worked over 40 in one week will be paid time and one-half your hourly wage. A 30-minute break and three 10-minute breaks are permitted on the premises (to be available to assist in case of crisis). On-premises breaks are paid. Meals/Activities are provided by the organization to staff while they are on shift. However, staff may bring their own food, as long as they are respectful and not eat in front of the residents to prevent an incident from occurring. Off-premises 30-minute breaks may be accommodated if prearranged with your Manager. Off-premises breaks are unpaid and need to be reflected on your timesheet. These arrangements must be approved by 9:00 am on the day the break will be taken.
 - Hourly employees working in the other departments, such as Maintenance and Administration, generally are expected to work from 8:00 am – 5:00 pm. Other arrangements and schedules are at the discretion of your Manager. The standard work week for hourly Maintenance and Administration employees is 40 hours. Any time worked over 40 hours in one week will be paid time and one-half your hourly wage. Generally a 60- minute unpaid lunch break will be given. Other break arrangements may be discussed further and approved by your Manager.
 - Salaried Employees are generally expected to work from 8:00 am to 5:00 pm. Other arrangements and schedules are often flexible due to



Attendance and Work Schedule Policy

the unique positions that mandate out-of-the-ordinary work schedules. Your Manager should approve flex schedules and altered schedules. Generally, breaks are taken at the employee's discretion.

3. Overtime – All overtime must be authorized by the Home Manager.

- Management expects that all employees will work in excess of standard hours when requested. Failure to do so may result in disciplinary action, including termination. In the event of any such failure, the validity of the reason for refusal and the amount of advance notice of overtime shall be taken into consideration. Your supervisor will endeavor to give at least twenty-four (24) hours' notice whenever possible. Due to the nature of our services, employees are expected to take a temporary or permanent reduction in work hours if requested by your supervisor. Overtime hours will be paid time and one-half your hourly wage as described above. Vacation, personal, sick and bereavement time will not be used in determining overtime hours. There shall be no pyramiding of overtime.
- Work Until Relieved – All staff are required to stay in the home until the next staff comes on shift and relieves them. THIS IS A MUST. Leaving your shift without coverage will result in immediate disciplinary action up to termination. Recipient Rights complaint will be initiated by the manager for leaving the home unsupervised.

4. Sleeping on Duty

- Sleeping on duty is strictly prohibited and is subject to immediate disciplinary action, including termination.

5. Attendance and Absenteeism Policy

- All employees are responsible for working the schedule assigned to you. Fluctuations and changes to your assigned schedule should be anticipated. These changes will be based on specific and related Resident needs. Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in termination. The Organization also reserves the right to terminate any employee who does not show up for a scheduled work day and does not notify the Manager. A Last Chance Agreement may be offered, but first must be approved by the Human Resources Department.
 - Employees are considered absent if he or she is not present for work as scheduled, regardless of cause. Absences resulting from jury duty, approved participation in professional development and military leave are exceptions.



Attendance and Work Schedule Policy

- Employees who are absent two or more days are required to return to work with a return-to-work release from your physician (See Return to Work Policy).
- Employees who are absent due to their own serious health condition or to care for a family member with serious health condition must notify employer immediately by completing the FMLA Event Notification form found on employee website. Absences that meet FMLA criteria must be approved by FMLA Administrator to be excused. Refer to Policy HR 019.
- Managers will give special attention to absence patterns, such as:
 - Absences on scheduled weekends.
 - Absences the day before and/or the day after a scheduled holiday or day off (Holiday pay may be withheld in such cases).
 - Absences the day after payday.
 - Calling in such as rapidly as sick time accrues (Administrative and Salaried Staff).
 - Coincidence of absence with desirable days off.
- Direct Care Staff (DCS) may accrue no more than three (3) unexcused tardies or three (3) unexcused absences in a calendar year. Tardies are considered any time after five (5) minutes late. Mandatory trainings or meetings will NOT be excused unless there is an emergency. Documentation should be provided if at all possible. DCS have four (4) days available to schedule appointments unless an urgent situation arises.
- Procedure for Direct Care Staff when you can't work your scheduled workday:
 - You should call your Manager as soon as you are aware that you are unable to work.
 - You are responsible for calling co-workers and securing a replacement for your scheduled workday, with the approval of your supervisor.
 - If you are unable to find a replacement for your call-off, you will be subject to disciplinary action.
 - In the event of a death in the family or severe family emergency, you will need to call your supervisor prior to your shift, and reasonable coverage assistance and length of time off will be discussed.



Attendance and Work Schedule Policy

- No Call/No Show may result in disciplinary action, including termination.
- If an Organization's employee becomes ill due to an infectious disease (posted in common areas), they WILL NOT report for work. If the employee is too sick to find a replacement, please notify your Manager. You will be required to provide medical documentation to cover the illness.
- Options to cover scheduled workday that you are unable to work:
 - Switch shifts with a coworker.
 - Switching shifts with another employee is acceptable if received two weeks in advance and approved by your Manager.
 - The shift that is switched and filled should be within the same workweek. If it is not within the same workweek (but approved), it would still be considered an absence. A Switch/Fill Form should be filled out and signed by both employees involved, and signed by your Manager.
 - Employees are not permitted to switch more than three (3) days per month.
 - Secure a co-worker to fill your shift.
 - This option should be utilized in the rare case of an emergency or sudden onset of an illness – a four-hour notice is required.
 - A Switch/Fill Form should be filled out and signed by both employees involved and signed by your Manager when appropriate. When time constraints are an issue, call your Manager for approval and turn in the Form the next workday.
 - This will be considered an absence.
- Attendance is required at all mandatory staff meetings.

6. Time and Attendance

- All employees are expected to be at their work area and ready and able to start work at the scheduled time, and are expected to remain at their work area until their scheduled shift has ended. Employees may not clock in sooner than ten (10) minutes early and no more than five (5) minutes after your scheduled shift. In order for you to receive correct payment of wages, you are personally responsible for clocking/signing in.

7. Overtime



Attendance and Work Schedule Policy

- Please refer to the Overtime section on page 2 of this policy. All other sections of this Attendance and Work Schedule Policy apply.

8. Badges

- All employees are required to have an agency identification badge. The employees will wear their badge when on shift, conducting business off-site, and when visiting sites other than the employee's normal work site.
- For all persons who are not employees of the Organization, access to and exit from the building will be the main entrance. A person who is not an employee may only use an alternate entrance/exit if with an employee. Refer to Visitor Policy.

9. Timesheets

- Timesheets should always reflect actual time worked, with staff signature.
- The purpose of the time card is to insure an accurate record of all hours that you work. It is the Organization's policy that all work performed is to be documented on your timesheet. In order for you to receive correct payment of wages, you are required to sign in and out on your own timesheet, according to your schedule. All employees are expected to be at their work areas ready and able to start work at the scheduled time, and are expected to remain at their work area until their scheduled departure time. All employees will be paid for the time they actually work. Any time worked beyond the work schedule must be authorized and approved by your Manager.
- All employees are required to fill out their own timesheet and must sign their own timesheet. An employee's signature on his/her timesheet indicates that (s)he has worked all hours documented on the timesheet, including overtime. It is not permissible to write in the hours of your shift before you have completed your shift.
- Falsifying a timesheet is considered fraud and will be subject to disciplinary action, including termination. Examples of falsifying would include arriving at 8:15 am when your shift began at 8:00 am, and documenting that you started work at 8:00 am; or leaving your shift 10 minutes early and documenting that you left at your scheduled time; and not recording off-premises lunches or other time away from work.
- Failure of employees to note any discrepancies in hours worked or amount of pay within two (2) weeks of receiving their pay shall be deemed an accurate statement, without objection, that the hours and pay are correct.
- Timesheets missing hours worked and/or signature may cause a delay in receiving your paycheck. Timesheets not turned in by 9:00 am on Monday of pay week may cause a delay in receiving a paycheck.