

Day Three

Human Resources

BASECAMP

Personnel Policies

Employee Handbook

Benefit Information

- Benefits Informational Virtual Session are held every Tuesday. If you were unable to attend one, please reach out to your Beacon Operations Trainer for an invite.
- Newly hired full and part-time employees have 30 days from their hire date to enroll or waive benefits via ADP. Failure to elect or waive benefits within that timeframe will constitute a waiver of all benefits.
- Questions? Benefits@BeaconSpecialized.org

Employer Required Notices

Bullard-Plawecki Act "Right to Know" Act

- Employee Handbook: Written Request to HR for Copy of Employee File
- Third Party Agencies Right to Information

Training Requirements & Annual Refresher Training

LEAP Program

Payroll/Timecard/Verify ADP Login

Directory of all Employees

Scheduling

Staff Meetings

"Call Off" Procedure

Absence/Tardy

Leave of Absence & FMLA

Paid Holidays

- On-Call Policy
- Workers Compensation
 - Injury Reporting/Drug Testing/Clarity
- Substance Abuse
- Progressive Action (PA) Procedure
- Transportation Policy
- Criminal Convictions & Criminal Charges
 - Reporting Misdemeanor, Felony, and Vehicular Violations
- Sleeping on Duty
- Personal Care/CLS Log
- Shift Duties and Cleaning Schedule Review
- Resident Assignment Sheet and Transfer Protocol
- Visitor Protocol and Logbook
- Employee Phone/Cellphone Use
- Social Media and the Workplace
- Smoking Policy

Nutrition & Food Safety

- Food Safety
 - Refrigeration & Freezer Temperature Logs
 - Labeling & Dating Food
 - Safe Food Handling Practices & Storage
 - Hair Net, Gloves, and Handwashing
 - Food Handling and Storage Policy
- Resident Diets
 - My25

- Menu Planning and Documentation
- Consumption Logs
- Allergy & High Alert Board
- Food Preparation, Substitutions, & Documentation

Vehicle Orientation

- Weekly Vehicle Inspection
- Vehicle First Aid Kit and Fire Extinguisher
- Emergency Vehicle Tote
- Mileage Log
- Insurance and Registration Location
- Vehicle Cell Phone Policy
- In-House Outing Log
- Vehicle Accident Reporting
- Food, Drinks, and Smoking Prohibited
- Posted Speed Limit
- Driving Requirements/Obeying the Law
- Valid Driver's License
- Report Speeding/Driving Violations
- Turning Corners and Wheelchairs
- Seatbelt Usage
- Usage of Orange Cones
- Vehicle Service

- Driver Test with Home Manager
 - Date Scheduled:
 - Date Completed:

Doctor's Appointment Activity

- Learner will shadow other DSPs and Residents during a doctor's appointment. During the appointment they will learn how to document visits and medical instructions, as well as being an advocate for the Resident.

Day Three Assessment

Training Acknowledgement

- Toolbox Trainings
- CPR/FA Skills
- CPI Skills
- Recipient Rights Classroom Training
- DMA Virtual Classroom Training
- Medical Training
- DMA In-Service Training
- Shadow Shift Daily Assessments
- Competency Assessment
- Competency Assessment Uploaded into LMS/Star Services

In signing this document, I acknowledge that I have completed Beacon Specialized Living's Onboarding requirement, including Beacon's Toolbox Training, CPI and CPR/First Aid In-Person Skill Sessions, DMA Virtual Training, Recipient Rights Classroom Training, In-Home Orientation Checklist, and Competency Assessments.

I agree to abide by the policies and procedures that were explained in this training. I understand that if I have any questions about the training, materials presented, or information not addressed in the training, or if I encounter any problems, it is my responsibility to seek clarification from my Home Manager and/or District Director.

[Signature]
Learner

2-8-22
Date

Assigned In-Home Trainer
Steve Bailey
Home Manager

Date
2-8-22
Date

- In-Home Orientation Checklist Uploaded into LMS/Star Services by HM
- Training was completed within 30 days from Learner's Hire Date.
- Training was not completed within 30 days from Learner's Hire Date.