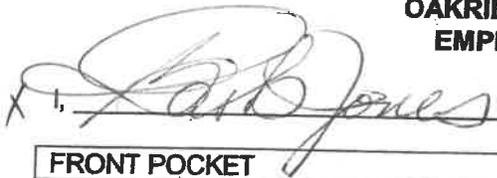


**OAKRIDGE HOMES/WOODVIEW SUPPORT SERVICES
EMPLOYEE POLICY MANUAL - Table of Contents**



have been provided with Version 2015.1 of the following policies or statements

FRONT POCKET

- A. Copy of Initial Background Study (NET Study) sent to the State
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I. PERSONNEL INFORMATION

- A. Staff Checklist
- B. Table of Contents
- C. Acknowledgement Page
- D. Orientation Checklist
- E. Copies of CPR, First Aid Cards and Medication Administration Certificate, Med Pass Sheet and Proofs of Competencies

II. JOB RELATED FORMS

- A. Job Description

III. VULNERABLE ADULT and SERVICE RECIPIENT RIGHTS

- A. Vulnerable Adult Reporting Policy and Procedures
- B. Initial Written Report
- C. Internal Review Report
- D. Notice of Report of Suspected Maltreatment
- E. Fax Cover Sheet
- F. Reporting on Maltreatment of Minors (if applicable)
- G. Online VA Training Certificate
- H. Service Recipient Rights

IV. PROFESSIONAL GROWTH

- A. Inservice List
- B. Inservice Back Up Documentation

V. PERSONNEL POLICIES (available in Master Training Book at each location)

- A. Pg 1-50 Personnel Policies specifically:
- B. Pg 11 Misconduct and Corrective Action
- C. Pg 42-47 Leaves of Absence
- D. Pg 24 Dress Code
- E. Pg 26 Visitors in the Workplace
- F. Pg 39 Paid Time Off
- G. Pg 38 Holidays and EILP
- H. Pg 42-47 Family and Medical Leave
- I. Pg 49-50 Pregnancy
- J. Pg 3 Anti-Harassment
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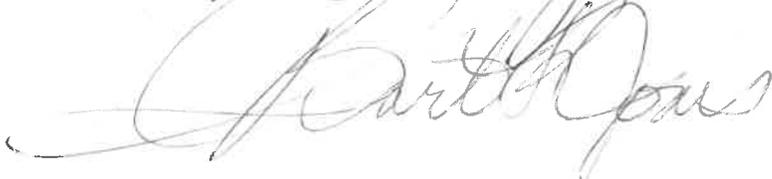
V. PERSONNEL POLICIES (continued)

P.	Pg 16	Safety Rules and Standard Operating Procedures
Q.	Pg 26	Employee Use of Company Equipment and Other Business Machines
R.	Pg 27	Cell Phone and Other Electronic Devices
S.	Pg 28	Computer, Internet and E-Mail Usage
T.	Pg 31-32	Social Media
U.	Pg 18	Weapons

VI. PROGRAM POLICIES		
A.	Pg 2-3	Admission Criteria Policy
B.	Pg 4-7	Data Privacy Policy
C.	Pg 5-11	Incident Response, Reporting and Review Policy
D.	Pg 12-14	Safe Transportation Policy
E.	Pg 15-21	Emergency Use of Manual Restraint Policy (EUMR)
F.	Pg 22-23	Behavior Intervention Reporting Form Sample
G.	Pg 24-25	Client Grievance Policy
H.	Pg 26	Grievance Policy Complaint Review Form Sample
I.	Pg 27-38	Emergency Reporting Policy and Procedure
J.	Pg 39	Vehicle Accident Procedures
K.	Pg 40-41	Temporary Service Suspension and Termination Policy (TSST)
L.	Pg 42-45	Fiscal Policy and Procedures for Persons Receiving Services
M.	Pg 46-47	Food Service Policy
N.	Pg 48-51	Staff Orientation, Training and Mandatory Inservice Plan
O.	Pg 51-56	Safe Medication Assistance and Administration
P.	Pg 57	Health Service Coordination and Care
O.	Pg 58	Plan for Transfer of Clients and Records Upon Closure

BACK POCKET – Employee Evaluations

I have received a copy of the personnel policies and reviewed the remaining items on this list. I have received instruction on them and I understand my responsibilities on the implementation of these policies and procedures.

X EMPLOYEE SIGNATURE  DATE 12.23.16
 DATE 1.17
8.23.18

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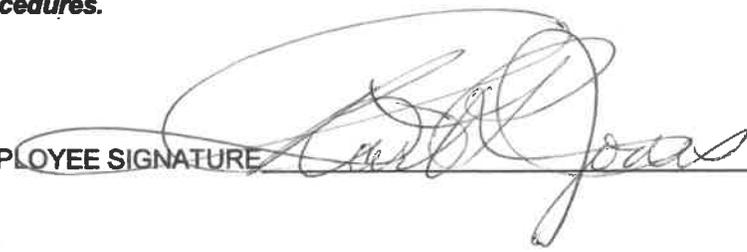
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X EMPLOYEE SIGNATURE  DATE 12-23-14