

Owakihi, Inc.

### Training Summary Form

Russell Reed

I. Employee:

Topic: PERSONNEL POLICIES AND PROCEDURES 108

Credit Hours: 1

### II. Description of Training Content

Review and instruction on the employee job description and standards pertaining to the performance of job duties, including ethical responsibilities. Emphasis on quality service, accurate and thorough documentation of services provided and billed, and timeliness in fulfilling job responsibilities. Review of expectations and contact numbers for employee communication. Importance of integrity and stewardship in use of resources including service billing, expense reimbursement, and payroll practices. Review of policies and procedures in the Employee Handbook with explanation of applicability to employee job responsibilities. Discussion of driving conditions related to the position. Opportunity for discussion and response to employee questions.

### III. Training Procedures

#### Training Format

- Self Study
- Individualized Training
- Supervisory Meeting
- Team Meeting
- Owakihi Inservice

#### Instructional Methods

- Written: Job Description
- Video Tape:
- Oral Presentation and Dialogue
- Guided Observation

#### Competency Measure\*

- Quiz
- Training Competency Form
- Other: \_\_\_\_\_

\*Attached documentation required

IV. Date(s):

08/24/2020 (M/D/Y)

Trainer/Position:

DM

Time(s):

Nashkota

Trainer Signature:

[Signature]

Location(s):

Employee Signature:

[Signature]

**Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.**

**Training Module 108 Quiz**  
**Personnel Policies and Procedures**

Employee Name: RANDALL REED Date of Quiz: 8/24

**Directions:** Upon completion, return the quiz and attached Training Summary Form to your trainer for review and signature.

**Fill in the blanks or circle the correct answer(s) below, as applicable**

1. Each employee has two employment files at Owakihi, Inc. that store different types of information. What are they?

a. Personal file b. Training file

2. Identify two methods to access Owakihi, Inc's personnel policies and procedures:

a. New employees hire Orientation  
 b. Supervisor

3. The primary function of the Direct Support Professional's job is to: is to outline the duties  
essential functions and qualifications of ~~the~~ <sup>these</sup> position

4. The name of the Designated Coordinator to whom I report is:

~~essential functions and qualifications of that position~~

5. According to the Owakihi, Inc. Handbook, a full-time employee is regularly scheduled for an average of 20 hours or more per week per pay period.

6. Please identify the activities of misconduct that warrant immediate dismissal from Owakihi, Inc, according to the Employee Handbook:

a. Intentional Maltreatment of Individuals Supported  
 b. Theft  
 c. Falsification of Records  
 d. Intentional breach of Confidentiality  
 e. Insubordination.

7. All work-related injuries **no matter how minor** must be reported to a supervisor within 24 hours of occurrence.

8. As stated in "Contact and Communication Expectations": Dependability is imperative in the implementation of job responsibilities as a Direct Support Professional. If an employee is unable to fulfill his/her scheduled work time, the following steps must be taken by the employee:

Contact a supervisor and the consumer as soon as possible to that alternate arrangements can be made in a timely manner.

9. Which of the following statements are TRUE regarding documenting and reporting work time?

- a. Employees must submit timely documentation that accurately records services provided.
- b. Employees are paid for hours worked, which may or may not be the same as hours scheduled or hours billed.
- c. Overtime hours (over 40 hours per week) require prior approval from a Supervisor.
- d. Owakihi, Inc. uses an electronic system for employees to record their work hours and billing.
- e. If complete, accurate documentation is not submitted by payroll due dates, your paycheck may be delayed.

10. Who is responsible to assure that your paycheck is accurate? Supervisor You

11. Employees are eligible for reimbursement for travel-related expenses in which of the following situations:

- a. Travel time and mileage reimbursement between consumers
- b. Travel time and mileage reimbursement between employee's home and work
- c. Mileage that is linked to the consumer's outcome-based goals and the employee's job description
- d. Mileage that exceeds 20 miles without obtaining Supervisor approval
- e. Parking costs while performing company business
- f. Travel expense claims that are documented and submitted to the office on the back of a grocery list

12. After reviewing the Personnel Policies and Procedures training module, please identify any questions that you have about the module material and/or your employment at Owakihi, Inc.

None

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**KNOWLEDGE TESTING BY THE TRAINER**

➤ Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s) \_\_\_\_\_

➤ The employee identified above has demonstrated competency in completion of the quiz questions. (If not, refer employee to Supervisor.)

[Signature]

[Signature]

Signature of Trainer

Date