

Every Individual Should Compose his or her own employee policies. Each one should be individualized. Here is one version. Yours may look very different. We suggest that participants and advocates work together to compose their policy prior to recruiting employees.

Sample Employee Policy

Lucy Carter: What My Employees Need to Know About Me and My Participation in DDA's Self-Directed Services Option

What is Important TO Me?

1. That everyone who works with me treats me with respect. Listen to me before you talk to me.
2. That my employees and family members encourage me articulate my thoughts, needs and desires—both large and small.
3. That my employees and family members provide the encouragement and practical support I need to realize those needs and desires.
4. That I have satisfying relationships with many people in my community.
5. That people understand that sometimes I feel crummy.
6. That I ride and volunteer at Ms. Mary's as often as possible.
7. That I see my friends at Earth Treks a couple of times a week.
8. That I get to visit my Dad at least once a week.
9. That people recognize me as a contributing member of my family and community.

What's Important FOR Me?

1. That my staff and family members help me to remain safe by becoming familiar with my seizure patterns and observe fall precautions when they are with me.
2. That I receive my medication first thing in the morning, at 5p.m. and at bedtime, either from a family member or a CMT trained staff member, under the supervision of my delegating nurse.
3. That my mom continues to interface with my staff and all the health professionals involved in my care to keep me as healthy and safe as possible.
4. That I receive the incidental supports I need with personal care—especially safety precautions in the bathroom.
5. That I am never left alone.
6. That I have adequate supports throughout the day so I can complete my chosen activities.
7. That my team members communicate with me and each other so we all can work together to help me reach my goals.
8. That I have between two and four community activities each day so I can feel productive and integrated into my larger community.
9. That my staff members transport me safely to and from my community activities in their personal vehicles.
10. That my staff members are trained to belay me so I can climb at Earth Treks.
11. That everyone in my life encourages me to be as independent as possible.

My Current Activities

1. Riding and/or volunteering at the Retreat at Beckleysville most every day.
2. Working out at Brick Bodies in Reisterstown 3-4 times a week.
3. Climbing at Earth Treks about twice a week.
4. Assisting with family shopping as needed.
5. Working with my dog Cinderella at least once a day.
6. Volunteering at Ruth's fleece mill in Randallstown as needed.
7. Visiting my chiropractor, Dr Pat, once a week.
8. Swimming at Brick Bodies in Reisterstown.
9. Doing my own laundry and putting it away.

10. Maintaining my living space by completing light housekeeping activities.
11. Assisting with preparing family meals, holiday cookies and performing light clean up.
12. Keeping up my Facebook and Instagram accounts during down time.
13. Making gifts and cards for friends.
14. Occasionally shopping for new clothes or accessories.

Employee Expectations:

1. Be attentive to me and my program whenever you are with me.
2. Never leave me unattended.
3. Assist in implementing the supports and activities described above.
4. Please show up on time. If something unexpected happens, let my mom know.
5. Please drive safely, make sure your vehicle is safe, and maintain insurance on your vehicle.
6. Work with my mom to provide the supports I need to complete my activities as independently as possible.
7. Use your phone to enhance my well-being and my program, not to communicate with friends and family while you are working with me.
8. Contact my mom immediately in the event of any emergency, such as a minor fender bender, or if there is a significant change in the plan for my daily activities.
9. If you are unable to work on a scheduled day, please let my mom know at least a week in advance.
10. Get trained to belay me at Earth Treks. (Mom will help with this.)
11. Submit time sheets and mileage requests honestly and in a timely manner (Mom will help with this.)
12. Help me clean up from any craft or cooking activities.

What Employees Can Expect from Me and My Mom

1. That my mom and I will help with scheduling daily activities.
2. That my mom will make sure you have the training you need so you can provide the supports I need.
3. That you can always approach my mom if you have a question or encounter a problem.
4. That my mom will make sure you are able to leave at your scheduled departure time.
5. That my mom will be available by phone throughout the day and that she will be available to take over my care when I am obviously ill.
6. That you will be paid for all of the hours you work at the agreed wage and will be reimbursed for all of the miles you drive.

Additional Notes

1. There are no health benefits available with this job. Please see the attached Paid Time Off Policy for times when I am not available during your scheduled work hours.
2. If you work over 40 hours during the week, you will be paid overtime.
3. I am your employer—not the ARC of the Central Chesapeake. However, the ARCCCR will act as Lucy's fiscal agent, ensuring that all state and federal deductions are made and that you will receive a W-2 statement by the required date.