

**Policy:**

**New Employees:**

All new employees begin with a 90-day probationary period of employment so that Administration/ Management can evaluate the new employee's ability to work as a part of the Palmer's Home Care, LLC team to meet the supported individuals' needs successfully. The quality of our employees is what makes us able to provide great care to our individuals. During this time, call-ins and requests for time off will not be accepted. Transfers from the location of hire are not permitted during the 90-day probationary period, except at the discretion of the director/owner. During the 90-day probationary period employees may be terminated without cause.

**Current Employees:**

All employees transferring or promoting to new positions are subject to a 90-day probationary period of employment. During this time, call-ins and requests for time off will not be accepted. Please reference Policy 110 – Time and Attendance.

**Comments:**

All staff are expected to be cooperative with Palmer's Home Care, LLC in making themselves available for general and individual/plan specific trainings. Training time is paid, but only the time spent in the actual training. Staff will be notified when they need to participate in trainings and are expected to arrive at the time and place scheduled and agreed upon, ready to learn and participate. Failure to do so may result in corrective action including suspension until the training is completed successfully or termination for failure to participate and/or abide by DMH required trainings. It is the responsibility of staff to make Palmer's Home Care, LLC Administration aware of any need for further training or clarification needed in order to provide quality care to the individuals we support.

Prevention, Detection, and Reporting of Abuse and Neglect-Prior to Providing Direct Care and Annually

- Human Rights, Person Centered Strategies and Planning- Within 60 Days of Hire and Annually
- Missouri Quality Outcomes-Within 60 Days of Hire
- Positive Behavior Supports- Within 60 Days of Hire
- Competency Based CPR/First Aid Certification- within 60 Days of Hire and/or biannually
- Level I Medication Aide Certification- within 60 Days of Hire, BEFORE administering medications, and biannually
- Individual Support Plan training for individuals supported-BEFORE providing direct care to the individual supported and annually with implementation of new plans, or more often for addendums to the plans.
- Other training courses as recommended and/or required by Administration.