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 Mid-Missouri Supported Living, 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 of HR/CEO/owner. During the 90-day probationary period employees may be terminated without cause. Probationary periods may be extended at the discretion of the Director of HR/CEO/owner.

At time of hire, employees must provide proof of education as dictated by their job description, or the necessary documentation required for an education exemption. Additionally at time of hire, employees will complete a Form I-9 and have three (3) business days to present acceptable forms of identification (as outlined on the Form I-9). Failure to complete this requirement will result in immediate termination of employment. Mid-Missouri Supported Living participates in E-Verify and will complete a case on all new hires within three (3) business days.

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 Mid-Missouri Supported Living, 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 Mid-Missouri Supported Living, LLC Administration aware of any need for further training or clarification needed in order to provide quality care to the individuals we support. All trainings will be kept in personnel records for a minimum of five years after completion.

Required Trainings

- Competency-based CPR/First Aid certification – within 60 days of hire, BEFORE administering CPR or First Aid, and every two years (must be completed with Division-approved curriculum) Cannot work alone without certification or a CPR/FA-certified staff present
- Abuse and Neglect – at time of hire (must be completed prior to contact with individuals supported) and every year
- Level I Medication Aide – within 60 days of hire, BEFORE administering medications, and every two years (must have DMH certificate or letter from Division) Cannot work alone without certification or a LIMA-certified staff present
- Safety Care/Mandt/CPI - within 60 days of hire and every year to two years, depending on curriculum
- Positive Behavior Supports – within 90 days of hire (Gentle Teachings curriculum by Dr. John McGee or Relias' Principles of Positive Behavior Supports Pt. 1: Overview)
- ISP Training – within 30 days of hire and within 30 days of each ISP implementation and addendums

- Confidentiality/HIPAA - at time of hire (must be completed prior to contact with individuals supported) and every year
- Client Rights – at time of hire and every year (must include all Division rights, staff printed name and signature, trainer's printed name, signature and title, as well as training date, unless completed through Relias)
- Communication Devices/Tools (if applicable) - within 30 days of working with individual with communication device/tool and every year (must include the use and care of each individual's specific device/tool)
- Missouri Quality Outcomes – at time of hire and every year
- Agency Policies 204 (Emergency Preparedness), 205 (Event Reporting), 207 (HELP Protocol & Community RN Emergency Notification), & 210 (Infection Control) - at time of hire and every year
- Other trainings as recommended and/or required by Administration

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL