

# YMCA Childcare Resource Service

## RESPITE UNIT PROGRAM

### Rules for In-Home Respite Providers

The following rules were established for the protection and well being of respite staff, respite clients and the YMCA as well as for the promotion of quality respite service. For the above reasons, committing any of the following actions will be grounds for disciplinary action up to and including suspension without pay, discharge, as well as counseling and warning notices:

1. Transporting of respite clients for any reason.
2. Excessive absenteeism or tardiness.
3. Performing unauthorized work during work hours.
4. All Respite Providers are classified under Industrial Welfare Commission Wage Order #15-01 as "personal attendants." Personal Attendants are exempt from state overtime regulations. No overtime will be applied to hours worked by respite providers.
5. Continual errors in work, resulting in financial loss or low production or failure to meet satisfactory job requirements.
6. Error in judgment or display of discourtesy in words or manners when dealing with clients.
7. Unauthorized disclosure of personal information of fellow employees.
8. Interfering with the work or performance of another employee.
9. Failure to assume responsibilities as outlined in job description.
10. Utilization of CRS time for other than CRS business (at any time).
11. Falsification of information given in employment application, records, reports, or time sheets.
12. Consumption, being under the influence, or in possession of alcohol or drugs while providing respite services.
13. Unauthorized discussion or disclosure of confidential information, client records, or personnel records.
14. Immoral conduct.
15. Unauthorized possessions, use, or theft of property, equipment or funds of respite clients.
16. Insubordination by refusing to obey instructions or perform work as directed.
17. Insubordination by using threatening or abuse language.
18. Threatening, intimidation, coercive, physical, or psychological abuse to any client.
19. Sexual Harassment.
20. Violation of safety or regulations and or jeopardizing the safety of the respite clients or their property.
21. Failure to use provided gloves.
22. Use of electronic devices (family computer, laptops, cell phones etc) during respite service.

There may be other circumstances that are not on this list, because it is impossible to foresee every possible situation which is subject to rules. This does not prevent the CRS Respite Unit from disciplining or discharging an employee for other action that may call for discipline or discharge.

I HAVE READ AND ACKNOWLEDGE RECEIVING A COPY OF THE FOLLOWING RULES:

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)