

POLICY AND PROCEDURE ACKNOWLEDGMENTS

GRN COMMUNITY SERVICE BOARD

- **Read** each policy/procedure.
- **Initial** the bottom right corner of each page as you read.
- **Make note** of any questions you have about each section. Policies and procedures will be discussed during the enrollment session.
- **Initial and sign** the last page acknowledging that you have received, read and agreed to the policies and procedures presented. A complete list of the contents appears on the acknowledgement page.

ACKNOWLEDGEMENT OF MANDATORY INITIAL TRAINING REQUIREMENTS

GRN Community Service Board requires all new employees who will have contact with consumers to complete an 8-hour course called "Mindset" **prior to reporting to the work site**. Course materials teach verbal, behavioral and physical intervention methods for handling types of consumer behavior which occasionally may be encountered during employment. Participants must demonstrate satisfactory mastery of intervention techniques before performing any duties that involve consumer contact.

New employees are also required to attend four hours of training in the afternoon following enrollment and a one-day new employee orientation session, typically held on the day following the Mindset course.

I agree to complete the Mindset course, the post-enrollment training, and new employee orientation.

Some positions also require incumbents to pass courses in CPR and First Aid or present acceptable proof of current training. CPR and First Aid are presented on the fourth day of enrollment and training. Recertification courses are offered periodically. Employees in those positions are required as a condition of employment to complete CPR and First courses and maintain recertification.

Residential employees must pass a short course on Self-Administration of Medications. It is held at 8 a.m. on the same day as the CPR and First Aid courses.

Clinical employees must pass a course on Clinical Documentation, which is taught monthly.

ACKNOWLEDGEMENT OF POSITION STATUS

I hereby acknowledge that the position I have accepted with GRN Community Service Board is in the unclassified service. I understand that as an unclassified employee, my employment is "at will" and may be terminated at any time without notice or statement of reasons.

I further understand that in accepting this position, any rights I may have had by virtue of prior service in a classified position no longer exist.

STANDARDS OF EMPLOYMENT

Employees of the GRN Community Service Board (CSB) are expected to adhere to high moral and ethical standards. Employees are expected to abide by the following guidelines while employed with the CSB:

- Employee must recognize that consumer welfare comes first. The consumer is the reason for the employee's job. The individual dignity of each consumer shall be respected at all times and upon all occasions.
- Employees' off-duty conduct should be such that it does not bring discredit upon the CSB.
- Employees who have outside financial interests which could be affected by state or CSB plans or activities should report the situation to the appropriate supervisor immediately.

Employee Initials

- Each employee should be aware of and comply with CSB policies and state rules and regulations. Failure to comply with policies of GRN Community Service Board may result in disciplinary action up to and including dismissal.
- Employees should not engage in business other than regular duties during work hours.
- Telephones are for business purposes. Employee's use of the telephone for personal use should be limited to emergencies and should be brief. All other personal calls can be made during off-duty hours.
- Employees are expected to conduct themselves in a professional and courteous manner with all contacts. All employees are responsible for the welfare of the consumers. Employees are not to borrow or lend money to consumers nor have any business dealings with consumers.
- Employees should not give consumers gifts nor should they take gifts from consumers. These circumstances should be discussed with the employee's supervisor.
- Employees are expected to follow appropriate lines of supervision beginning with their immediate supervisor.
- Employees are required to arrive at work at assigned times and work the required number of hours.
- Employees are required to adhere to the Federal Drug-Free Work Place Acts.
- Employees are required to work in areas as assigned by their supervisor. Employees acknowledge that management has the responsibility to accomplish the mission of the Community Service Board and may relocate or reassign staff including shift to accomplish that mission.
- Employees are required to protect the rights of consumers (confidentiality, civil rights, etc.).
- Employees are expected to request the use of leave time. Leave time is granted at the discretion of the supervisor.
- Employees are required to maintain with the supervisor and the Human Resources office their current and correct address and telephone number at which they may be reached.
- Employees are required to recognize that there is a designated spokesperson to whom all questions from the news media should be directed. All requests for public releases should be channeled through the employee's supervisor who will get approval from the Executive Director or his designee.

Employee Initials

**GRN DRUG-FREE WORKPLACE POLICY
EMPLOYEES SUBJECT TO DRUG/ALCOHOL SCREENING NOTICE**

As a part of the basic terms and conditions of employment, employees are to be free of all illegal drugs and alcohol while performing assigned duties. All employees are prohibited from using or being under the influence of alcohol or illegal drugs while on duty. Employees are also prohibited from abusive use of legal drugs or other substances which, when abused, have the potential for significant risk or harm to the employee, other employees, clients, or the general public.

It is very important that you fully understand the requirements of the Federal Drug-Free Work Force Act, the GRN Drug-free Workplace Policy and the consequences that might result from violation of these policies. You are encouraged to thoroughly review these policies. Questions should be referred to your supervisor or to the Director of Human Resources.

These policies mandate that any employee who refuses to take a drug/alcohol screening test, or whose test indicates the use of non-prescribed drugs, illegal drugs or alcohol, will be subject to disciplinary action up to and including dismissal. Any employee who is terminated for violation of these policies may also be subject to disqualification from further state employment.

All employees of the GRN Community Service Board, regardless of employment status, are subject to alcohol/drug screening. The Executive Director may direct any employee to submit to screening for the presence of non-prescribed drugs, illegal drugs or alcohol, if the appointing authority has reasonable suspicion that the employee has used non-prescribed drugs, illegal drugs, alcohol, or other substances while on duty. Employees are strictly prohibited from possessing or consuming (non-prescribed drugs), illegal drugs, or alcohol on property owned, leased, or otherwise operated by GRN Community Service Board.

I have read, or had read to me, the above notice and I understand that I may be required to submit to a drug/alcohol screening. My signature on this notice only acknowledges that the information in the notice has been presented to me, and does not indicate that I agree or disagree with the contents of the notice.

As an employee of GRN Community Service Board, I hereby certify that I have been notified concerning this agency's policy to maintain a drug-free workplace. I understand that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and violation of this policy can result in disciplinary action up to and including dismissal from employment. I understand that I must abide by the terms of this policy as a condition of employment and will notify my supervisor of any criminal drug arrest or conviction no later than five (5) days after such event occurs. I further realize that federal law may mandate that my employer communicate conviction information to a federal agency and I hereby waive any and all claims that may arise from conveying this information to a federal agency.

Employee Initials

PRE-EMPLOYMENT DRUG TESTING POLICY

Some positions within GRN are required to submit to pre-employment drug testing. I understand that as a condition of employment with GRN Community Service Board, I must take and pass a drug test to determine the presence of illegal drugs, if it is required by law (O.C.G.A . 4520-110) for my position.

I am willing to take the drug test as directed and I understand that the cost of this drug test will be paid by the employer.

I understand that if I refuse to take the drug test or fail to appear at the testing location by the specified date, I will be disqualified from employment with any State employer for a period of two years.

I understand that should my drug test results indicate the presence of illegal drugs and such presence is not found by the Medical Review Officer to be authorized by state or federal law, I will be disqualified from any employment with any State employer for a period of two (2) years from the date that the test was administered.

I acknowledge that withholding or falsifying any of the requested information will result in immediate termination of my employment with GRN Community Service Board. I acknowledge that if I refuse to sign this form, I am forfeiting any further consideration for employment at GRN Community Service Board.

RANDOM DRUG TESTING POLICY

Some positions within GRN are required to submit to random drug testing. Any employee who as a condition of employment is subject to random drug testing and who refuses to submit to drug testing or who fails to appear for drug testing after being directed to so appear shall be dismissed from employment. Any employee whose drug test under the random testing requirement indicates the illegal use of drugs shall be dismissed from employment. An employee dismissed for any of these reasons will not be recommended for re-employment with GRN for a minimum of two (2) years from the date of dismissal.

DEFENSIVE DRIVING COURSE REQUIREMENT

All GRN employees who transport consumers in their personal vehicles or in agency vehicles as a part of the job are required to attend a defensive driving course during the first 90 days of employment. This course is offered during working hours. Dates and times are publicized at work sites. I acknowledge that if I am required to transport consumers as a part of my job, it is my responsibility to register for and attend a defensive driving session during the next 90 days. I understand that attendance at a defensive driving training session during the first 90 days of my employment is required as a condition of continuing employment with GRN Community Service Board.

Employee Initials

ADDITIONAL EMPLOYMENT POLICY

All GRN employees who have other employment must report this additional employment for approval by the Executive Director. A complete copy of all GRN policies and procedures related to additional employment is included below. I agree to abide by the GRN policies and procedures related to additional employment.

WORKERS COMPENSATION POLICY

Workers Compensation is an accident insurance program which provides medical and income benefits to employees who are injured on the job. It also provides benefits to dependents if an employee dies as a result of a job-related injury.

I understand that if I am involved in an on-the-job injury and emergency treatment is NOT necessary, I must accept the services of a physician from the panel of physicians in the Managed Care Organization (MCO) designated by GRN Community Service Board. Physician panel information is posted at all work sites. If I desire to obtain medical service from a physician not listed on the GRN panel, I may do so; however, I will be liable for any medical expenses. The physician selected may arrange for appropriate consultations, referrals, and other specialized medical services as the nature of the injury requires. If I am dissatisfied with the physician selected, I may make one change without permission to a second physician also listed. However, any further changes require the permission of the GRN HR Director, the State Department of Administrative Services, or the State Board of Workers Compensation.

In the case of an emergency, I should be taken to the nearest emergency room. However, all follow up care must, thereafter, be rendered by a physician from the panel (or a panel physician referral).

I further understand that I must notify my supervisor and the Human Resources office as soon as an injury occurs regardless of the extent of the injury. Delay in notification can result in denial of payment for medical services rendered.

If my claim is accepted as compensable and I am receiving weekly indemnity benefits (or it has been no longer than sixty (60) days since I last received indemnity benefits), I understand I am entitled to **one** independent medical examination by a physician of my choice. Should I exercise this right, I will notify Department of Administrative Services **in writing in advance** of the examination. The cost will be paid by DOAS but no diagnostic procedures performed since my on-the-job injury and costing in excess of \$250.00 will be repeated by my independent physician. If this cost does exceed \$250.00, I understand I may be expected to pay for such procedures.

Employee Initials

**ACKNOWLEDGMENT OF RESPONSIBILITY TO MAINTAIN CURRENT
LICENSURE, CERTIFICATE, OR REGISTRATION**

Some positions within GRN require that incumbents maintain a current license, certificate or registration. If my position has such a requirement, I understand that it is my responsibility to maintain a current license, certificate or registration, and to renew such license, certificate, or registration when necessary. I understand that I am to advise my supervisor of any barriers encountered in renewing my license, certificate, or registration. I further understand that failure to maintain a current license, certificate or registration when required will result in termination of employment at the expiration of said license, certificate, or registration.

REQUIREMENTS FOR QUALIFIED DRIVERS

Some positions within GRN require the transport of consumers either in GRN/DHR vehicles or personal vehicles. Persons in those positions are required to maintain status as a GRN CSB Qualified Driver and to comply with the GRN policy on Transportation Safety. A Qualified Driver must have a current Georgia drivers license with no more than two moving violations or driver fault accidents in any three-year period and have current certifications in CPR, First Aid, and Defensive Driving. I understand that if my position requires transport of consumers as a condition of employment, my failure to maintain status as a qualified driver may result in disciplinary action up to and including dismissal. I also acknowledge my responsibility to report to my supervisor any citations for moving violations or driver fault accidents and to comply with the GRN policy on Transportation Safety.

Employee Initials

I hereby acknowledge that I have received, read and agreed to adhere to the following Policies and Procedures of the GRN Community Service Board. (Please initial the space beside each entry and sign below):

_____ Mandatory Initial Training Requirements

_____ Acknowledgement of Position Status

_____ Standards of Employment

_____ GRN Drug-Free Workplace Policy

_____ Employees Subject to Drug/Alcohol Screening Notice

_____ Pre-employment Drug Testing Policy

_____ Random Drug Testing Policy

_____ Defensive Driving Course Requirement

_____ Additional Employment Policy

_____ Workers Compensation Policy

_____ Responsibility to Maintain Current Licensure, Certificate, or Registration

_____ Requirements for Qualified Drivers

_____ Date

Employee Signature

Print Full Name

HOLIDAYS

GRN Community Service Board recognizes those days designated as holidays by the State of Georgia. A list of the holidays proclaimed each year by the governor is posted at work sites. You will also be provided a current list on enrollment day. The following are the holidays normally observed by GRN:

January 1.....New Year's Day
Third Monday in January.....Martin Luther King, Jr.'s Birthday
January 19.....Robert E. Lee's birthday
.....(generally observed on the day after Thanksgiving)*
Last Monday in February.....Washington's Birthday
.....(generally observed around Christmas)*
April 26.....Confederate Memorial Day
Last Monday in May.....National Memorial Day
July 4.....Independence Day
First Monday in September.....Labor Day
Second Monday in October.....Columbus Day
November 11.....Veterans Day
Fourth Thursday in November.....Thanksgiving
December 25.....Christmas

On the following holidays, ALL CENTERS will be closed and emergency services will be available:

January 1.....New Year's Day
Third Monday in January.....Martin Luther King's Birthday
Last Monday in May.....National Memorial Day
July 4.....Independence Day
First Monday in September.....Labor Day
Fourth Thursday in November.....Thanksgiving
December 25.....Christmas Day

On the following holidays, ALL CENTERS will be open for the full range of services:

April 26.....Confederate Memorial Day
Second Monday in October.....Columbus Day
November 11.....Veterans Day

*Holidays occurring while the General Assembly is in session are customarily observed later in the year as specified in the Governor's proclamation.

Additional Employment

Policy:

It is the policy of the GRN Community Service Board to restrict additional employment to ensure that GRN staff do not participate in additional employment or private practice which conflicts with public employment or which gives rise to the appearance of conflict. GRN also seeks to promote cooperation with private practitioners not employed by GRN and to ensure that staff employed by GRN who are engaged in private practice do not enjoy an unfair referral advantage or use GRN resources for private benefit.

Procedures:

1. All Employees

- a. (1) No full-time, part-time, or hourly employee shall arrange for, accept or continue outside full-or part-time employment or engage or participate in the private practice of mental health, mental retardation or substance abuse services without prior written approval in accordance with this policy.
- (2) No full-time employee shall arrange for, accept or continue outside full-time employment. This is for the safety and welfare of the consumers.
- (3) Staff violating this policy will be offered the option of discontinuing additional employment or practice or termination of their employment by GRN.
- b. When a staff member is allowed to engage in outside employment or practice, the permission is granted on the condition that employment at GRN has priority over the permitted outside employment or practice.
- c. Any refusal or inability by a staff member to respond to requirements of GRN employment as a result of the demands of outside employment or practice may result in immediate termination of approval for outside employment or practice.
- d. No staff member may use GRN personnel, facilities or other resources to benefit outside employment or practice of that staff member or anyone in that staff member's family, or outside employment or practice of any other staff member.
- e. No employee may refer for service any past, present or prospective mental health, mental retardation, or substance abuse service client or any member of the client's family to himself or to any member of the employee's family, or to any other employee of GRN for any purpose connected with GRN employee's outside employment or practice.
- f. A statement of awareness will be signed by each staff member relative to this policy, and will be placed in the staff member's personnel file.

2. Private MHDDAD Practice

- a. A staff member employed by GRN may not engage in the private practice of MHDDAD services within the GRN Service Area.
- b. No staff member may establish or continue in the private practice of MHDDAD services outside the GRN Service Area without the prior written approval in accordance with this policy.

Additional Employment

- c. A staff member engaged in private practice outside the GRN Service Area may not refer past, present or prospective clients (or members of a client's family) of GRN service programs to the staff member's private practice or to the private practice of the staff member's family, or to the private practice associates or partners of the staff member.
- d. A staff member, regardless of whether the staff member is employed in private practice, may not refer past, present or prospective clients (or members of a client's family) of GRN's service programs to another staff member or to the other staff member's family engaged in private practice or to the private practice associates or partners of a staff member engaged in private practice.
- e. Physicians providing specific and limited medical services may be exempted from the geographical restriction of this policy if the private practice services proposed to be provided are not otherwise available in GRN's Service Area.
- f. Where a staff member is permitted to engage in private practice outside the GRN Service Area, the permission is granted on the condition that the responsibilities of the staff member to the Center and its clients are primary and the staff member must respond to GRN and its clients notwithstanding conflicting demands of the permitted private practice. Any failure to respond to such needs as the result of the demands of the private practice of the staff member may result in immediate termination of approval for private practice.
- g. No staff member who is engaged in private practice may use GRN facilities, staff or other resources for his/her private practice or for the private practice of any other person. Without limitation to personnel, equipment or other GRN resources may not be used to generate correspondence, for record keeping, or for communication with private practice clients or prospective clients in connection with a private practice.
- h. No staff member who is engaged in private practice may schedule appointments during GRN's normal business hours.

3. Approval Procedures

- a. General Approval Procedures
 - (1) The employee shall submit to his/her supervisor a completed "Additional Employment Request" (GRN #13). The request shall be specific as to the name and address of the outside employer, nature of the business, type and duties of employment, and proposed schedule of hours.
 - (2) The supervisor shall either approve or disapprove the request and then forward to the Program Director for his/her approval and then to the Executive Director for final disposition. The employee will be notified in writing of the decision and a copy of the form and the decision will be filed in the employee's personnel file.
- b. Private Practice Approval Procedures
 - (1) The employee shall submit a completed "Additional Employment Request" (GRN #13) to his/her supervisor. The request shall be specific as to name and address of proposed private practice,

Additional Employment

nature of affiliation or association, and other matters as may be requested.

- (2) The supervisor shall either approve or disapprove the request and then forward to the Program Director and then to the Executive Director for final disposition. The employee will be notified in writing of the decision and a copy of the form and the decision will be filed in the employee's personnel file.

c. Review Procedures

- (1) Approval for an employee's additional employment or private practice will be periodically reviewed by the employee's supervisors at least once a year. Any evidence that additional employment or private practice interferes with job performance or ability to respond to the needs of clients or programs (whether during or after GRN's normal business hours) may result in termination of approval.

Approved:

Bobby C. Robbins, Executive Director
GRN Community Service Board

Revised: July 1994
August 1996
May 2004

**GRN Community Service Board
Additional Employment Request**

I, _____, request approval for employment outside of GRN Community Service Board.

I am: current GRN employee

new hire for: _____
name of GRN program or worksite

My current GRN position title is: _____

I am currently employed fulltime part-time with GRN CSB.

Usual work schedule at GRN CSB: _____

Proposed work schedule for additional employer: _____

Name/address of additional employer: _____

Phone #: _____

Type of business: _____

Describe work you will perform for additional employer: _____

Will your position with the additional employer require/allow you to refer its consumers and/or their families for additional services of a type that GRN also provides? Yes No

If answering "yes" above, does the additional employer provide its services in Gwinnett, Rockdale, or Newton counties? No Yes: _____
(List counties)

I understand the GRN CSB Policy on Additional Employment. I acknowledge that my GRN CSB Employment has priority over any outside employment and that permission for outside employment may be withdrawn at any time. It is my responsibility to notify GRN CSB if the conditions/duties of my additional employment change at any time in the future.

Employee signature Date Print Employee Name

I recommend approval of the employee's request.

Signature of supervisor/ date Signature of program manager/date

Additional employer checked against Region 2 and 3 Provider List for conflict of interest

Approved Disapproved _____
Signature of Executive Director or Designee/Date