

Private Utilization of Employees by Residents

THIS POLICY

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Effective Date: 03/01/2007
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NEW POLICY

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POLICY:

To avoid issues of potential conflict of interest, customer service complaints, implications of a joint employer relationship, or potential legal liability, Wesley Woods Senior Living, Inc., prohibits all employees from holding any employment or work in any capacity for residents or families of residents outside of their specific job functions at the retirement communities.

Employees of the retirement communities are employed to work for WWSL and cannot work for residents or families in any capacity outside of their regular jobs. Employees who violate this policy are subject to corrective discipline.

Guidelines:

1. If an employee receives a request from a resident or family member of a resident to provide additional services that normally fall within the scope of their regular job (e.g. request to provide additional housekeeping services) they must refer the request to their supervisor/facility administrator for appropriate coordination. This includes services on or outside the facility premises. Employees are not to perform tasks or duties (paid or unpaid) for residents or their families that are not approved by the supervisor.
2. If an employee receives a request from a resident or family member of a resident to provide services (paid or unpaid) outside the scope of their regular job, on or off facility premises, they are to refer the request to their supervisor/facility administrator for appropriate coordination. (This includes services such as housekeeping, meal preparation, private duty sitting, real estate, maintenance etc.)
3. A list of approved special services that are provided by the retirement community staff, at a pre-established rate, are available to residents in the facility administration offices.
4. Employees are to refer all requests or offers of employment and services to management for appropriate review and coordination. Any exceptions to this policy must be approved by the Director of Human Resources and the President/CEO of Wesley Woods Senior Living, Inc.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Chief Human Resources Officer, Human Resources

Last Date Reviewed: 9/01/2007 New: 03/01/07 Adair Maller, Director Wesley Woods Human Resources