

Employee Commitments

THIS POLICY

Policy Number: 509

Effective Date: 02/01/2007

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NEW POLICY

POLICY:

Wesley Woods Senior Living, Inc., has established the completion of five Employee Commitments within specified timeframes as conditions of employment. Late or failure to complete may be reflected in the overall Performance Advantage WHAT or HOW rating and subject to disciplinary action.

FOUR EMPLOYEE COMMITMENTS

1. **Annual Regulatory/Safety/Compliance Education.** Safety and regulatory training as required by your facility.
2. **Annual Health Assessment (Required at hire for all employees; required annually for employees with skilled care services.)** State-mandated TB skin test every 12 months plus general health review by an Employee Health nurse.
3. **Annual Compliance with Departmental Requirements.** Training and/or education required by a specific department/section to keep skills current. Your leader will clearly communicate to you any departmental commitments to fulfill including when they are due and how you will be evaluated.
4. **Attendance.** It is a WWSL basic work responsibility and policy to be on time and consistent in coming to work. To complete this Employee Commitment, consistently show up for work on time and be ready to start your job. See Attendance Policy for details. Note that the disciplinary process guidelines for attendance are enforced as infractions occur based on a rolling 12 months. **Non-compliance** - Non-compliance is recognized at any point during the current review year that an employee is put on suspension/final written warning for attendance issues (check the Attendance policy for the correction disciplinary process and specific guidelines).

CONSEQUENCES OF NON-COMPLIANCE

Employee Commitments compliance is a condition of employment. The Employee Commitments are in place to protect our residents and their family members, you and your family members and our colleagues. Non-compliance of an Employee Commitment necessitates disciplinary action. See below for specific details.

Verbal - If you are non-compliant with any of the five Employee Commitments, you will receive a verbal warning and allowed up to two weeks from the date of non-compliance to complete the commitment.

Written- If you still have not completed the Employee Commitment you will receive a written warning and allowed up to two weeks to complete the commitment.

Suspension - If four weeks from the original due date have passed, and you still have not completed the commitment, you will be suspended without pay until the commitment is complete.

Dismissal - On the 46th day after the commitment was originally due, if you have still not completed the commitment, you will be removed from the payroll.

*For the Attendance Employee Commitment, see the Attendance Policy for details.**

Late Completion - Completion of an Employee Commitment after the due date may be reflected in your overall Performance Advantage WHAT or HOW rating.

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

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Last Date Reviewed: 09/01/07 Revised: 03/01/2007 Adair Maller, Director Human Resources