

***EMPLOYEE RESPONSIBILITIES***

- 1. In the event of any tardiness or absence you must contact the office six hours in advance so that alternative arrangements can be completed.**
- 2. Chronic tardiness and/or absenteeism is grounds for termination.**
- 3. You are expected to perform in a professional and humane manner with all clients of Private Home Care at ALL TIMES.**
- 4. All employees are subject to a 90 day Probationary Period and may be terminated without cause at any time during this period.**
- 5. All employees are expected to perform in an honest and trustworthy manner respecting the belongings, homes and spaces of clients. Nothing is ever to be removed from any clients dwelling under any circumstances.**
- 6. All employees must phone in their hours on a weekly basis to the office.**
- 7. Employees required to complete shift notes as directed, concerning client care.**
- 8. Clients requiring 24 hour care must NEVER be left alone. If for any reason an employee must leave the room or home notify supervisor so that a replacement can be arranged.**

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**Employee Signature**

**date**

**Any questions concerning these responsibilities may be discussed with the Director.**