



## **Personnel**

### **Purpose**

The purpose of these Personnel Policies is to ensure that the Employees of PJS Care Services, LLC are treated fairly and are provided with safe working conditions. These Policies will ensure Employees are adequately oriented to the Agency, are able to perform their required duties and that measures are taken to protect them from potentially dangerous situations. These Policies will also ensure that the Client is not exposed to any avoidable diseases from Employees of the Agency.

### **Scope**

This policy applies to all full and part-time employees including Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, Home Health Aids, Caregivers, the Nurse/Caregiver Supervisor and Agency Manager.

### **Hours of Work**

Employees of PJS Care Services, LLC will typically be required to work a 12-hour shift except for live-in cases that Caregivers may perform or shorter shifts that employees may pick up. For our 24-hour care Clients, shifts will typically be from 7AM to 7PM and 7PM to 7AM. Employees will be assigned to Intermittent Care Clients for periods of time not less than 4 hours, but not to exceed 12 hours. Potential accommodation may be made through scheduling given advance notice by a Requesting Employee and the cooperation of other Employees working in conjunction with the Requesting Employees' schedule.

### **Wage Scales**

Employees will be paid at a rate that, on average, is on par with or above the average hourly rate for the industry. Employees will first receive an initial compensation amount and will typically be given raises as their experience broadens and skills increase as they increase their time spent with the Agency. The typical starting wage is \$34 per hour for Registered Nurses, \$24 per hour for Licensed Practical Nurses, \$14 per hour for Certified Nursing Assistants and \$13 per hour for Home Health Aides and Caregivers.

### **Fringe Benefits**

Certain Full-time Employees of PJS Care Services, LLC will have 80% of their Health Insurance Cost subsidized by the Agency. Full-time employees may also receive a matching of Retirement Contributions into a Traditional Individual Retirement Account of up to 5% of their base salary. Full and Part-time Employees will receive compensation for the reasonable cost of continuing education and will receive overtime pay for time worked over 40 hours per week and hours worked during holidays.

### **Leave Time**

PJS Care Services LLC • 30 Coventry Rd, Northfield, IL 60093 • Phone: (847)722-9696 • [info@pjscareservices.com](mailto:info@pjscareservices.com)

Employees may be given time off if the Agency is provided with at least 1 week, but preferably 2 weeks' advance notice. Leave Requests should be submitted to the Nurse/Caregiving Supervisor, Bogdan Tarau, by emailing him at [taraubogdan@gmail.com](mailto:taraubogdan@gmail.com) or calling him at (773)627-8634.

The Agency will comply with the Family and Medical Leave Act and will provide 12 weeks of unpaid leave during a single 12 month period for mothers giving birth to a child, placement of a child in foster care and the care of the newly placed child, to care for the Employees' spouse, child or parent who has a serious health condition, a serious health condition of the Employee rendering him/her unable to perform the essential duties of the position and issues relating to a spouse, son, daughter, or parent who is an active duty member of the military. Also, twenty-six workweeks of unpaid leave during a single 12-month period may be provided for the care of a service member with a serious injury if the service member is the Employees' spouse, son, daughter, parent, or next of kin. At the discretion of the Governing body of the Agency, Employees may be compensated with 20% pay during the course of Employee Leave, which will typically be based on the Employee's job performance. Pay at 20% compensation should not exceed twenty-six weeks.

### **Health Evaluation**

All employees in a Client Contact Position upon beginning work with the Agency shall be required to submit a Health Evaluation to check for any communicable diseases that may place the Client in danger. Also, an annual Health Evaluation will be conducted of Current Employees. Employees will also have to comply with the Agency's Vaccination Policies and Procedures including submitting a form relating to the Influenza and Pneumococcal Vaccinations.

### **Verification with Illinois Department of Financial and Professional Regulation**

Prior to Employing any individual who will be in a position requiring a Professional License, typically a Registered Professional Nurse License, Licensed Practical Nurse License or Certified Nurse Assistant license, the Agency shall contact the Illinois Department of Financial and Professional Regulation to verify that the prospective Employee's required license is active. A copy of the verification of the Employee's license shall be placed in their personnel file.

### **Health Care Worker Registry Verification**

Prior to hiring any Employee who will be in a position of having direct Patient/Client care the Agency shall check the status of the Prospective Employee with the Health Care Worker Registry. The Agency shall verify that the employee does not have a disqualifying background check in accordance with the requirements of the Health Care Worker Background Check Act, if a waiver is not present.

### **Personnel Records**

Personnel records for All Employees will include the Employee's Name, Address, Social Security Number, Date of Birth, the Name and Address of their Next of Kin, Evidence of qualifications, which shall include current licensure, registration, or certification that is required by State or Federal law, dates of employment and if applicable date Employee left Agency and reason for leaving.

Regarding employees who are not otherwise licensed, certified or registered in accordance with  
PJS Care Services LLC • 30 Coventry Rd, Northfield, IL 60093 • Phone: (847)722-9696 • [info@pjscare services.com](mailto:info@pjscare services.com)

Illinois Law to render Care; the Agency shall maintain a copy of the employees' social security card on file and/or proof of visa or proof of citizenship in compliance with federal law.

### **Contractual Services**

At the time the Agency will not contract outside providers. (In the future, Prior to engaging contractual services the Agency shall verify that the individuals performing said services are competent, qualified and meet the applicable licensure, registration or certification requirements as required by State and/or Federal Law in the contractual service area.)

### **Agency Orientation**

New Employees will initially be oriented to the General Operations of the Agency and their specific assignment by the Agency Manager and/or Caregiver Supervisor. The Orientation will typically include a discussion followed by an introduction to the Client they will be working with if they have not already met. Upon beginning employment with PJS Care Services, LLC employees will be asked to review all personnel policies as well as pass a basic test of knowledge in certain areas essential for the care they will be providing for the patient. The test may be either written or oral given by the Caregiver Supervisor or Agency Manager or written and collected by the Agency Manager or Caregiver Supervisor.

### **Continuing Education**

All employees will be required to participate in continuing education in the amount necessary to maintain their professional license or as a Caregiver. Continuing education will be provided for Caregivers and may or may not be provided for Skilled Nurses but will be reimbursed. Caregivers must have 8 hours of continuing education yearly, which can be provided through the Agency or may be provided through a self-study course and will be reimbursed by the Agency. Caregivers must comply with the training requirements before and after their initial shift. (See 2.2 Caregiver Training Policies)

### **Performance Review**

There will be an annual performance review of all Employees see "Performance Evaluation". Performance Reviews are used in determining changes in Employee Compensation or Necessary Performance Improvement Measures to be taken. The Performance Review will typically be completed by the Nurse/Caregiver Supervisor potentially in consultation with the Agency Manager. The Client to whom the Employee provides Care will also have input in the process.

At the beginning of each performance year employees are given the opportunity to indicate performance goals they have for the coming year see "Performance Goals". During the Annual Performance Evaluation, the accomplishment of these goals may be discussed.

### **Civil Rights Act of 1964**

PJS Care Services, LLC will comply with the Civil Rights Act of 1964 and will not discriminate potential or current employees based on race, color, religion, sex or national origin. Also, the Agency will not discriminate against current or potential employees based on age. The Agency will strive to ensure fairness in the treatment of its Employees and Clients.

### **Communicable Disease**

PJS Care Services LLC • 30 Coventry Rd, Northfield, IL 60093 • Phone: (847)722-9696 • [info@pjscare services.com](mailto:info@pjscare services.com)