

## CONDITIONS OF EMPLOYMENT

Employee: \_\_\_\_\_.

The following are the conditions of employment for this facility. Any violation may result in immediate dismissal:

1. Employees are required to have an employment application on file with references furnished.
2. Employees will be subject to background screening and must meet certain requirements. Employees must submit the information necessary to conduct the background screening, or proof of compliance with screening requirements, within 5 days of employment.
3. Residents' rights must be upheld and supported at all times. No violation of residents' rights will be tolerated.
4. Employees are prohibited from acting as a guardian, trustee, or conservator of any resident or of any resident's property.
5. Employees are forbidden from managing, using, or disposing of any property of any resident, except in those situations which are under the direct request of the administrator, and completed in accordance with facility policy and applicable laws.
6. Violence, fighting, or abusive behavior or language toward any resident, staff person, or visitor is prohibited and will result in immediate dismissal.
7. Employees shall maintain personal cleanliness and hygiene while on the job. Employees are expected to maintain dress and grooming appropriate to the type of work performed.
8. Employees are expected to arrive at their scheduled time. Hourly employees must clock in and out at the beginning and end of each shift, and at any time you are leaving the property.
9. Employees will be required to successfully complete training in First Aid and CPR.
10. Employees shall not report to work under the influence of alcoholic beverages, dangerous narcotics, or hallucinogenic drugs.
11. Employees shall be expected to perform their work assignments as required, in a

timely fashion.

12. Live-in employees are required to keep their personal areas neat, clean, and orderly.
13. Employees are expected to participate in periodic training as required by the facility and/or the state regulation.

(Add other conditions as appropriate, i.e., specific rules on salaries, paydays, hours, parking, etc.)

I, \_\_\_\_\_, have read, understand, and agree to adhere to the conditions of employment as outlined above. I further understand that this is not a contract but a statement of facility policy and procedures that must be complied with.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date