



Title: Policy and Procedure	Page: 1 of 1
Section: 4 Personnel Files	Date: June 1, 2018
Policy: HH2E.01 Job Descriptions	Replaces: January 31, 2017

Policy:

Family & Friends Home Care, LLP have Job Descriptions for each employee that will be signed during Orientation and anytime an employee job duties changes more than 50% daily tasks. The employee will receive a copy of the signed job description(s).

- A. Employees will receive orientation to all assigned positions by the Supervisor or a senior staff member that is fully trained to provide the skills needed to complete all tasks accurately.
- B. If the employee changes job duties and position the employee will be placed back on 90 days' probation period and will receive a 90-day evaluation from their direct Supervisor and/or Senior Supervisor.
- C. If an employee receives a less than satisfaction overall rating from 90 days' evaluation, the Employee will be reviewed for continuing employment with FFHC or an additional 90 days' evaluation period will be added to employee status.
- D. The Executive Committee reviews all policies and procedures on an annual basis. Each policy is reviewed, discussed amongst all members, and any changes to be made are done at that time. During the review, it is too discussed of any additional policies that may need to be created.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 6/1/18
Reviewed by Compliance Officer and approved 6/1/18
All previous versions are obsolete