



Title: Employee Handbook	Page: 1 of 1
Section: 2.3.0      Job Classification	Date: January 31, 2017
Policy: 2.3.2      Classifications	Replaces: April 11, 2015

- 2.3.1.1 Unless qualified and approved in writing by the Company, the employee cannot perform services in a job classification above the employee's current job classification.
- 2.3.1.2 An employee can perform services in a job classification below the employee's current job classification unless that service requires a certificate of qualification or registration not held by the employee.
- 2.3.1.3 An RN can delegate specific task to LPN or a STNA/CMA to assist the RN in monitoring clients and staff members performance. The RN can only delegate tasks within the scope of practice of the licensure or certification of the nursing team member
- 2.3.1.4 An employee may be asked to periodically perform services in a job classification below the employee's current job classification.
- 2.3.1.5 All Professional employee or (RN/LPN/CNA/STNA/LSW) will be check through the Ohio Inspector General Exclusion List to determine if any employee has been classified as unemployable to work with clients. If this occurs you will be restricted to employment classification that prevents the employee from all clients' personal information (i.e. Marketing)

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 1/31/17  
Reviewed by Compliance Officer and approved 1/25/17  
All previous versions are obsolete