

Home Care Agencies

Solving the Personnel Policies Puzzle

Developing Good Personnel Policies and Employee Handbooks Can Be Puzzling...

Let Us Help Provide Solutions

Legal issues of the employment relationship have become very significant for home care agencies. Your agency's personnel policies and employee handbooks are the primary document governing its relationship with its employees. Developing good personnel policies is not a simple or inexpensive process, but if they avoid just one discrimination or overtime pay claim, the time, effort and expense devoted to these policies will be far cheaper than dealing with alleged violations.

Good personnel policies::

- Avoid, rather than create, misunderstandings
- Permit growth of your agency without constant revision
- Create positive employee relations

Save Time & Money -

Now That's Good Policy

Often overlooked is the simple fact that comprehensive, well-written personnel policies can be a great time saver for management by providing employees the tools to answer their own questions and know how things are done. The typical home care agency does not have a large, professional human resources department to administer personnel matters. Good personnel policies implement themselves and do not require explanation. Clear and comprehensive policies are a good way to prevent problems or miscommunications.

One Size Does Not Fit All - Templates and Advice on How to Tailor Your Personnel Policies to Meet Your Agency's Needs

Packed with over 1,000 pages of need-to-know information, these comprehensive manuals will walk you through the many issues and scenarios that agencies typically experience. The recent explosion of laws and court decisions that influence what personnel policies should address and how the policies should be written have been considered in crafting these handbook templates.

There are five separate sections in each manual that are complete with templates, legal commentary, an index and detailed appendices. All of the templates are also provided in electronic form as both Word® and Word Perfect® files.

Once you have your handbook completed, be sure to have it reviewed by an attorney familiar with your state's employment law to be sure that your final policies comply with applicable federal and state law.

Nonexempt & Companion Handbook Table of Contents

Part I - Introduction

Part II - Template Employee Handbook for Nonexempt Employees

*Part III - Template Companion/Sitter Handbook 1
(For use when entitled to overtime pay under state law)*

*Part IV Template Companion/Sitter Handbook 2
(For use when not entitled to overtime pay under state law)*

Part V Sample Forms

Exempt Employees Handbook

Table of Contents

Part I - Introduction

Part II - Template Employee Handbook for Salaried Exempt Employees

Part III - Template Employee Handbook for Per Visit Exempt Employees

Part IV - Template Employee Handbook for Salaried Exempt Employees with Per Visit PRN Employees

Part V - Sample Forms

The Tools You Need to Craft a Comprehensive Employee Handbook

Step by step instructions on how to craft a comprehensive employee handbook - touching virtually every aspect of your agency's operation. These manuals help you achieve compliance with many laws that you simply may not be aware apply to your agency.

Sample topics from the manuals include:

- Categories of employment
- Code of conduct; fraud; false claims
- Nondiscrimination policies including: EEO, Harassment, Reporting incidents, accommodation of disability and section 504 grievances
- Overtime pay and timekeeping policies
- Paid time off, paid vacation, paid sick time policies
- Personnel and medical files
- Preserving employment at will
- FMLA
- Union free philosophy
- How to pay companion-type employees
- Discipline and discharge
- Expense reimbursement
- Various other policies important in home care

Vital information you need to write a clear and comprehensive employee handbook. The table of contents for selected templates can be reviewed at gillilandmarkette.com.

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Authored by One of the Nation's Best Known Home Care Attorneys - John C. Gilliland II

John C. Gilliland II is a nationally recognized attorney admitted to practice before the courts in Indiana, Kentucky and Ohio, as well as before various federal courts. He is the senior partner in the Indianapolis, Indiana, law firm of Gilliland & Markette LLP. His primary areas of practice are health law and labor/employment law. For over 35 years he has represented virtually all types of health care providers and home care agencies for over 25 years.

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Home Care Employee Handbooks Nonexempt and Exempt versions

Comprehensive manuals written specifically for Home Care by Home Care Attorney John C. Gilliland II

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Home Care Employee Handbook for **Exempt Employees**
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