

Southern Highlands Community Mental Health Center Habilitation/Support Staff Agreement

I, _____, understand and agree to abide by the following
(Print Staff Name)

Southern Highlands Program Regulations and understand that a violation of these regulations will lead to my dismissal from employment.

- _____ 1. Staff may not conduct personal business/appointments/errands of any nature while on the clock or when driving a SHCMHC vehicle, either with or without consumers present, unless approved in writing by the Residential and/or ADS Director.
- _____ 2. Consumers are NEVER to be left on vehicles unattended at any time, for any reason. There must be a staff person on the vehicle anytime consumers are present.
- _____ 3. Consumers are NEVER left unattended in stores, parks, or at any outing.
- _____ 4. Consumers are not to be taken to personal residences belonging to staff, or any one other than the consumer's family when part of an approved/planned family visit. Consumers are not to be signed out of the home by anyone other than those who have been approved by the guardian and/or treatment team.
- _____ 5. Except in the case of Residential-wide and/or ADS-wide planned activities, consumers receiving any combination of support or habilitation services will not be taken outside of their local community for support services, outings or habilitation services. Consumers living in Princeton will be served in Princeton, those in Bluefield, in Bluefield, etc. Activities in the community will occur at a frequency determined by the employee's immediate supervisor in conjunction with the consumer's needs and Treatment Plan. All activities must be documented in accordance with service guidelines. In residential services, community activities/outings must be approved by the Supervisor, documented and listed on the Monthly Activity Calendar located at each site.
- _____ 6. Smoking, smokeless tobacco or "dipping", e-cigarettes and vaping devices are strictly prohibited in all Southern Highlands sites and on Southern Highland's vehicles. Eating and drinking is prohibited on all SHCMHC vehicles.
- _____ 7. West Virginia State Law prohibits the use of cell phones – both calls and texting. Use of a cell phone in personal vehicles while consumers are present is prohibited. Cell phones are to be used for emergencies only. If you receive or need to make an emergency call while driving, you need to find a safe area and pull over to complete the call.
- _____ 8. Weapons of any type (including concealed weapons) are not permitted at any Southern Highlands site or in any vehicle used for the transportation of consumers.
- _____ 9. Policy violations listed on pages two and three are cause for involuntary termination.

cc: Employee Personnel File

Involuntary Terminations:

- _____ 1. All involuntary terminations are ordered by the Chief Executive Officer upon his/her own initiative or upon the recommendation of his/her staff.
- _____ 2. All terminations are in writing with a copy for the employee.
- _____ 3. Any employee may be terminated without warning for the following.
 - _____ a. Failure to abide by written Board policy or activity in opposition to the stated aims or goals of the Center. (This differs from suspension in that there is no question this occurred.)
 - _____ b. If an employee has received three warnings on the same violation and has a fourth violation, the fourth violation will result in termination of employment.
 - _____ c. Inappropriate behavior including but not limited to the following will result in immediate termination without warning:
 - _____ 1) Use of alcoholic beverages or illicit substances on the premises of the Center or residential facilities.
 - _____ 2) Appearing for work under the influence of alcoholic beverage and/or illicit substances. An employee must be given the opportunity for treatment before termination procedures are affected.
 - _____ 3) Fighting or attempting to injure others.
 - _____ 4) Proven theft.
 - _____ 5) Violation of the Confidentiality Policy and Procedures.
 - _____ 6) Falsification of the employment application, billing and/or medical records documents, expense report, or other official Center records.
 - _____ 7) Insubordination – The defiance of authority. The unwillingness to follow directives of supervisory staff. Insubordinate acts may include: the intentional failure or refusal to carry out or comply with directives from supervisors; or the intentional undermining of the goals of the organization or deliberate acts of misrepresentation of supervisory directives to other staff or individuals involved with the Center.
 - _____ 8) Violation of any applicable ethical principles.
 - _____ 9) Conviction of a felony or any crime the Chief Executive Officer determines to be in opposition of the goals of the Center (even if the conviction is not final).

- _____ 10) Sleeping on the job. When caught sleeping on the job, employees will be told to leave the facility and report to the Chief Executive Officer's office immediately on the next business day if the incident occurs after regular business hours.
- _____ 11) If an employee has a record of abuse, neglect, or inappropriate sexual behavior that is discovered after employment, even if it occurred prior to employment, the employee will be immediately terminated.
- _____ 12) Any other action that any reasonable person would have known not to do and will result in harm to either the Center, other employees, or consumers if it is allowed to occur again therefore preventing progressive discipline from being an option.
- _____ 13) Loss of drivers license or loss of a satisfactory driving record as defined in Section 185II.A.7 when transporting consumers is part of your job responsibilities.
- _____ 14) Failure to cooperate in a critical incident internal investigation.

(Staff Signature)

(Date)

(Witness Signature)

(Date)

I would like additional training on the Staff Habilitation Agreement.

Staff Signature	Date
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Trainer's Signature	Date
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I do not request additional training on the Staff Habilitation Agreement and I have no questions at this time.

Staff Signature	Date
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Trainer's Signature	Date
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