

ABC HOME CARE

Caregiver Policies & Procedures Manual



Your Town, State

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www.ABCHomeCare.com

Last Updated: MM/DD/YYYY

HomeCareHowTo.com

Home Care How To, LLC.

This policy manual has been prepared to be used as a guide only.

The use by persons desiring to develop, update or add a private Home Care Agency Company policy manual should use diligence and care to adapt all aspects of specific state and federal regulations and accreditation standards, if applicable. HomeCareHowTo.com assumes no responsibility for insuring this policy manual conforms to said standards and regulations and in no way warrants its accuracy or completeness to meet said standards or regulations. Specific attention is warranted regarding personnel policies and applicable laws governing employment in your state and should be updated to this policy manual accordingly. You are encouraged to consult with legal counsel and/or human resource specialists to review the foregoing proposed policies.

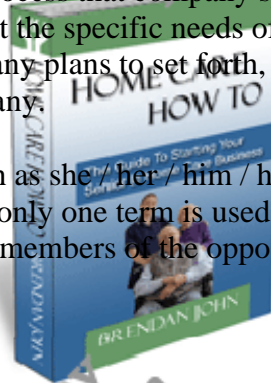
In numerous sections throughout the manual, the terms “Our Company” have been inserted to allow modifying to the individual Company’s name. It is recommended that during the creation and/or review process that company specific terms are changed and any other section be updated to meet the specific needs of your program. If a program does not meet the Individual Company plans to set forth, the program/policy should be adjusted to fit the need of the company.

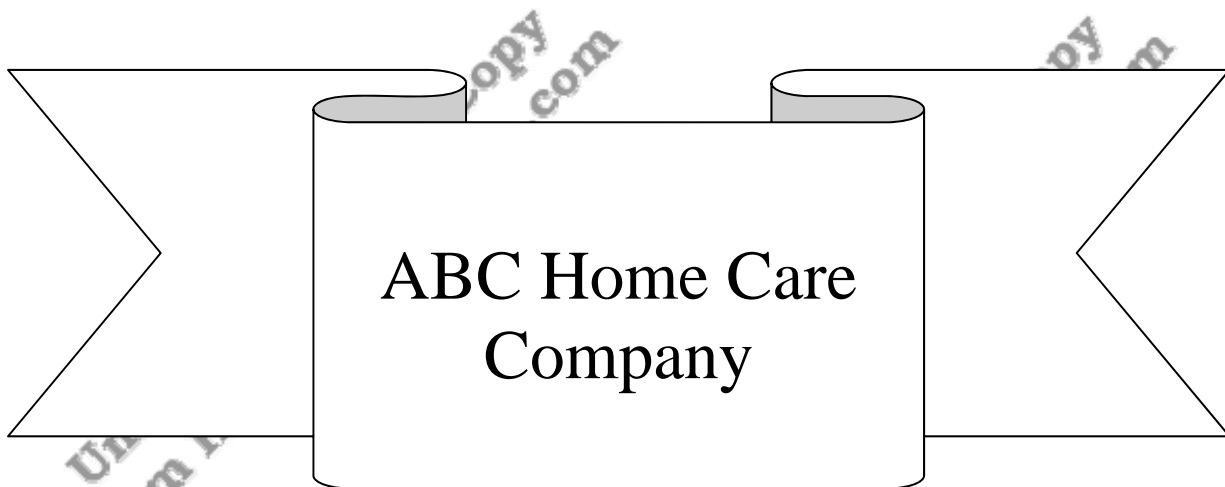
In numerous cases terminology such as she / her / him / he are used interchangeably throughout the manual and if/when only one term is used, it should not be interpreted as discriminating against or excluding members of the opposite sex.

To Your Success!

For any questions, please contact:

Home Care How To, LLC
www.HomeCareHowTo.com
Support@HomeCareHowTo.com





Welcome!

We are excited you have decided to join our first-class Caregiver team to help those who need assistance live independently at home for as long as possible.

We believe each employee contributes to **Our Company** growth and success, as well as improving the quality of life for our clients. We expect you to take pride in being a member of our team.

This handbook contains the policies, procedures and orientation training materials for employees. It is policy that you familiarize yourself with all the information presented here before beginning service with a client. Upon employment, you are responsible for adhering to the guidelines and policies set forth.

Please note that as a condition of your employment we cannot assign you to a client until the documents such as a copy of your driver's license and valid auto insurance, TB (Tuberculosis) Test and DMV report have been received for placement in your personnel file.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

President

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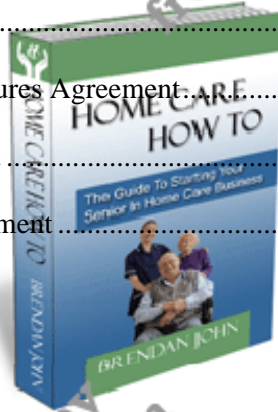
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INTRODUCTION

This handbook is designed to familiarize you with **Our Company** and provide you with information about working conditions, employee benefit as well as the policies and procedures that affect your employment. It contains training material that should be referred to as needed. As a Representative and an Employee of **Our Company**, it is mandatory you read, know and understand every part, complying with all provisions, policies and procedures of the manual. It describes many of your responsibilities as an employee and outlines the programs and benefits developed by **Our Company** to benefit employees. It is each Employee's responsibility to read, understand and follow the handbook as your guidelines to maintaining good standing as an employee.

No employee handbook can anticipate every circumstance or question about policy. As **Our Company** continues to grow, the need may arise and **Our Company** reserves the right, to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or **Our Company** to end our relationship with or without reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

