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# Employment Policy Problem

Look at the page from an employee orientation manual on the page opposite. 

Employees read orientation manuals to learn about company policies and procedures.

**Question** Highlight, circle, or underline the list of people who provide the information used to appraise employee performance.

1

*Mark the orientation manual*

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**Question** Samuel started work as a care worker in a group home on January 15. On what date can he expect his probationary period to end?

2

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**Question** Mary is a life skills coach and care worker for Mitch. Last week she didn't show up to take Mitch to the gym as planned. What might Mary's supervisor do to make sure Mary is more conscientious?

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**Question** How long is the probationary period?

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### PROBATIONARY PERIOD

AT THE PRESENT TIME THERE IS A SIX MONTH PROBATIONARY PERIOD IN EFFECT FOR ALL POSITIONS. A REVIEW WILL BE CONDUCTED TO DISCUSS ANY CONCERNS THE EMPLOYEE MAY HAVE.

AT THIS TIME IT WILL BE DETERMINED IF THE EMPLOYEE HAS MET THEIR PROBATIONARY OBLIGATIONS.

### EMPLOYEE PERFORMANCE APPRAISALS

EMPLOYEE APPRAISALS WILL BE CONDUCTED EVERY YEAR. THIS REVIEW WILL EXAMINE HOW THE EMPLOYMENT IS PROGRESSING AND THE INFORMATION GATHERED WILL BE RECEIVED FROM THE SUPERVISOR OF THE RESIDENCE, THE CLIENT/GUARDIAN, AND THE EMPLOYEE.

THE EMPLOYEE WILL BE REQUIRED TO SIGN THIS REVIEW AND A COPY WILL BE KEPT IN THE EMPLOYEES PERSONNEL FILE FOR FUTURE REFERENCE.

### TERMINATION OF SERVICES

RESIGNATION: AN EMPLOYEE WISHING TO RESIGN, SHALL DO SO IN WRITING AND GIVE AT LEAST TWO WEEKS NOTICE. THIS NOTICE MUST BE GIVEN TO THE SUPERVISOR OF THE PROJECT.

DISMISSAL: AN EMPLOYEE MAY BE DISMISSED FOR THE FOLLOWING REASONS:

- FAILURE TO MEET PROBATIONARY REQUIREMENTS
- UNETHICAL CONDUCT
- BREACH OF CONFIDENTIALITY

### DISCIPLINE

A CLIENT/GUARDIAN OR RESIDENTIAL SUPERVISOR MAY RECOMMEND DISCIPLINARY PROCEDURES FOR AN EMPLOYEE WHO VIOLATES THE POLICY AND PROCEDURES OF THE PARKLAND C.L.A.S.S. OR FAILS TO MEET COMMITMENTS MADE TO CLIENTS.

DISCIPLINARY PROCEDURES MAY INCLUDE BUT ARE NOT LIMITED TO:

- VERBAL REPRIMAND
- WRITTEN WARNING

ANY WRITTEN DISCIPLINARY ACTIONS TAKEN WITH AN EMPLOYEE ARE KEPT ON RECORD AND FILED IN THE EMPLOYEE'S FILE.

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# Answers - Employment Policy Problem

- 1. Highlight, circle or underline the list of people who provide the information used to appraise employee performance.*  
**Mark Supervisor of the Residence, the Client/Guardian, and the Employee**
- 2. Samuel started work as a care worker in a group home on January 15. On what date can he expect his probationary period to end?*  
**July 15 OR July 16**
- 3. Mary is a life skills coach and care worker for Mitch. Last week she didn't show up to take Mitch to the gym as planned. What might Mary's supervisor do to make sure Mary is more conscientious?*  
**Recommend disciplinary action OR verbal reprimand OR written warning**
- 4. How long is the probationary period?*  
**6 months**

## **TOWES Confidentiality**

### **Client Information - Questionnaire**

All information related to TOWES, including test booklets, documentation and results reports, is kept highly confidential in accordance with the Freedom of Information and Privacy Act (FOIP). The information collected with the TOWES questionnaire is never associated with the test taker directly; TOWES processes information collected by booklet numbers. Questionnaires are an important part of TOWES psychometric research, and you should encourage all test takers to fully complete the questionnaire.

### **Confidentiality and Test Administration**

It is crucial that all parts of the testing process remain secure and confidential. Tests and all related documentation, including Test Site Records, must always be kept in a secure location. Booklets should be sent only by courier, NOT regular mail. This ensures that the tests and documentation can be tracked at all stages of the shipping process. If test booklets are being stored at your location, be sure that they are kept in a locked cabinet to which only authorized TOWES test administrators have access. This protects TOWES copyright information and intellectual property, as well as our clients and test takers.

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**Q2** **Scan** for key words ‘probationary period’ and ‘end.’

**Locate** ‘six month probationary period.’

**Infer** that you will have to calculate the date that is six months after January 15. January is the first month in the year.

**Calculate:**  $1 + 6 = 7$ . July is the seventh month in the year.

**Recognize** that the probationary period ends after July 15th.

TERMINATION OF SERVICES

**Q3** **Locate** ‘Discipline’ heading.

**Infer** that not showing up to work falls under the ‘Discipline’ category.

**Read** the Discipline section to find that a supervisor may ‘recommend disciplinary procedures’ and that ‘disciplinary procedures may include -verbal reprimand and -written warning’

-BREACH OF CONFIDENTIALITY

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