

LONG TERM CARE OMBUDSMAN

**HUMAN RESOURCE COMMITTEE**

October 26, 2011

4:30 P.M.

LTCO OFFICE

1. Hiring and termination policies
  - a. reference checks
  - b. Drug testing – pre-employment and for cause
  - c. Probationary period
2. Review of PTO policy – no fault attendance
3. Other business

LTCO Board of Trustees  
**Human Resources Committee Meeting**  
October 27, 2011

Present: Phil Brewer, Louise McKinney, Velma Rose, Jim Jenkins, Pat Schraff, Ted Jordan, Susan Griffin, Linda Arnaut.

The committee reviewed and discussed several policies. Drafts with revisions are included (some policies have new wording noted with underlining, others show as different color (lighter. Deleted words/sections are marked with strikeout). The policies included:

- Cover page for the Employee Handbook that is signed by employees
- 2007 – Drug and Alcohol Use
- 3005 – Employee Leave (combined current PTO and Leave Policies into one)
- 3001 – Agency Provided Benefits
- 4001 – Performance Appraisal Process
- 2004 – Resignation and Release of Position
- 700 – Hiring requirements and Qualifications
- 1005 – Advocacy

In addition, any mention of probationary period will be removed from the LTCO offer letter for new employees.

Susan noted that April Fleming started on the 17<sup>th</sup> as the Clinical Manager. Nancy Kaufman has retired earlier than expected due to her parent's health status, and will not be returning to the office, so her salaried employment ended as of 10/21/11. She will be available for phone consults with April as needed, and will be paid her hourly amount for that work.

The recent termination of Maria Asher, Office Manager, was reviewed. Upon looking for work product in Maria's office email account, it was discovered that Maria had sent over 50 LTCO documents to her personal email address, as well as sending profane emails about LTCO staff to another staff member on the LTCO email system. Maria was sent a letter requesting her to return and destroy all materials; she responded that she had done so. She also filed a complaint with the National Labor Relations Board. The takeaways from this experience include refining what is LTCO "property" to include all work products and electronic information/resources, to utilize a second 2-week set of backup tapes so there is a longer source of data to refer to if needed, and to remove any reference to probationary periods. Staff will also be told that management will do random checks of their LTCO email accounts in the future.