

## State Operated Community Program SOCP Policy Memorandum

<b>Topic:</b>	<b>Reassigned Staffing Assignments</b>	<b>Issue date:</b>	09/15/2011
<b>Related policy:</b>	Staffing Ratios / Overtime Lists		
<p><b>Policy Memorandums</b> - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules</u>, <u>changes in existing policy</u> or administrative rules, <b>policy clarifications</b> and manual updates.</p>			

**Applies to:**  
*(check all that apply)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input type="checkbox"/> Nurses                  | <input type="checkbox"/> BVS1s                     | <input type="checkbox"/> BVS2s                    |
| <input type="checkbox"/> Central Office staff    | <input type="checkbox"/> Group home staff          | <input type="checkbox"/> Trainers                 |
| <input checked="" type="checkbox"/> HR           | <input type="checkbox"/> Other: _____              |   |

**FROM:** Robert T. Clabby II, SOCP Director  
Lois DeLong, HR Manager

**SUBJECT: Staffing Ratios / Procedures for reassigned staff**

**During** the remodeling of SOCP Group Homes staff/employees are assigned to other group homes, until the remodel is completed.

**Reassigned staff** are to be included in the temporary group home's "Overtime List(s)" and "Leaving Work Early Procedure" is the same as the reassigned home's permanent staff.

**Reassigned staff** are not to be considered "extra" staff and must adhere to the regular staffing procedures at their reassigned group home. They are to be counted in the "staffing ratio" for the home and treated as regular house staff.

If you have questions about this information, contact:

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