

State Operated Community Program

SOCP Policy Memorandum

Topic:	Employee Found Sleeping Guideline	Issue date:	06/16/10
Related policy:	2.007 Abuse, SOCP Code of Conduct, Mandatory Reporter		

Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or administrative rules, changes in existing policy or administrative rules, **policy clarifications** and manual updates.

Applies to:
(check all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1s | <input checked="" type="checkbox"/> BVS2s |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers |
| <input checked="" type="checkbox"/> MHHT1 | <input checked="" type="checkbox"/> MHHT2 | <input checked="" type="checkbox"/> MHTT |
| <input checked="" type="checkbox"/> HR | <input checked="" type="checkbox"/> Modified workers | |

FROM: Deanna Bathke, SOCP Director 
Terri Millsap, HR Manager

SUBJECT: Employee Found Sleeping – Guideline and procedures

SOCP Code of Conduct states: *“Sleeping on duty, at any time, for any reason is prohibited and could result in immediate commencement of pre-dismissal procedures up to and including dismissal from state service.”*

As a **Mandatory Reporter**, the attached SOCP Guideline – provides the procedure for reporting and documenting a suspected/observed employee sleeping on duty.

Attachments: Code of Conduct, Employee Found Sleeping Guideline and procedures

If you have questions about this information, contact:

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State Operated Community Program (SOCP)

SOCP Operating Guidelines



Guideline title:	Employee Found Sleeping - Guideline and procedures
Effective date:	06/17/2010

As a **Mandatory Reporter**, this guideline provides procedure(s) if an employee appears to be sleeping on duty.

SOCP Code of Conduct states: *"Sleeping on duty, at any time, for any reason is prohibited and could result in immediate commencement of pre-dismissal procedures up to and including dismissal from state service."*

When finding an employee who appears to be sleeping:

If you find a staff that appears to be sleeping, ask another staff to go with you to make observations. If no other staff are available, make your observation and document what you witnessed. After making sure everything is fine (*client safe and employee is awake*).

You must notify your supervisor immediately with the following information.

1. Was the staff snoring?
2. Where was the staff located?
3. What position was the staff in?
 - a. Sitting up or lying down?
 - b. If so, length of time.
4. Was the staff covered up with a blanket or coat?
 - a. Did the coat have a hood?
 - b. Was the hood covering the staff's face or head?
5. Did you look at their face?
 - a. Were the eyes shut or open?
6. Did the person respond when you talked to them?
 - a. If so, what did they say and/or what was their response?
7. Ask if "Okay", attempt to wake up the staff.
8. Where was their client?

If the client(s) are asleep or awake one staff will stay with the client to maintain staffing expectations while the other staff calls the manager or if on weekends the On-Call Manager/Program Manager. You will then follow the directions given by the On-Call Manager or Program Manager.

A **DHS 4595 Incident Report** must be completed or at least a statement of what happened. This must be turned in immediately to the Site Manager and if on weekend to the On-Call Manager. **Do not take pictures or video.**

State Operated Community Program

Employee Code of Conduct

Employee compliance with performance standards, expectations and work ethics is critical to the State Operated Community Program's (SOCP) success in performing effectively as a team to achieve Program and Agency mission and goals. It is our expectation that all employees (Management & Represented) cooperate, support, and comply with the following:

- Comply with the SOCP 24-hour Residential and Vocational Policies and Procedures and with the Group Home employee Rules. There is a copy of each available to all employees at each Group Home.
- Perform position duties caringly, thoroughly, timely, accurately, and in compliance with their Position Description, and with Program, Agency, State and Federal rules, regulations, policies and procedures. Disregard of, or failure to follow policies and procedures, an instruction, direction, request or assignment from management is unacceptable.
- You **must immediately** notify your manager; if for any reason you can not fulfill/meet the duties, obligations and responsibilities of your position, due to a temporary condition/circumstance that may affect client supervision at home and/or in the community (i.e. pain medication, restroom usage, driving restrictions etc.) anything restricting you from supervising/caring for an individual as outlined within their staffing expectations, BSP or fulfilling the duties of your position description.
- Support a positive work environment, free from harassment or discrimination. Workplace violence towards staff or clients is unacceptable under any circumstances.
- Exercise responsible and respectful conduct towards clients, co-workers, management, agency customers, and all other work-related associations.
- Refrain from the exchange of derogatory or negative comments, gossip, and disrespectful treatment towards or regarding others.
- Exercise responsible and respectful conduct when utilizing or caring for the property of the state, clients or any work-related associations.
- Conduct personal business on personal time (this includes but is not limited to grocery shopping, banking, etc.) Excessive personal telephone calls are prohibited. To do so is an inappropriate use of State time and money.
- Sleeping on duty, at any time, for any reason is prohibited and could result in immediate commencement of pre-dismissal procedures up to and including dismissal from state service.
- To use or take possession of State equipment or property for personal gain or benefit is unacceptable and will be regarded as inappropriate use of State funds, and may be turned over to law enforcement.

- To use or take possession of client equipment or property for any reason is unacceptable and is a violation of their rights, and may be turned over to law enforcement.
- Employee family members may visit only with prior authorization from management.
- Employees shall not create, or participate in deliberate harmful statements or actions of any kind regarding co-workers or clients. Harmful statements include, but are not limited to, gossip, and negative statements about performance, appearance or relationships.
- Employees who work for the SOCP are expected to work in a mature, adult manner and are expected to find pro-active, positive solutions to work-related problems.
- Employees are not permitted at any time to utilize the computer or the Internet for personal use; this includes accessing personal e-mails. In no instance will employees install their own computer software on the state owned computer.
- Retaliation towards co-workers or clients for any reason will not be tolerated.
- Clients are **NOT** to be left alone in State vehicles at any time unless the ISP team gives prior authorization.
- Clients are **NOT** permitted to go to employee's residence, any private residence (includes but not limited to family members home, other co-workers residence) without prior authorization of management.
- Handicap Parking Permits can only be used for the individual it is assigned to.
- Any allegation of abuse or neglect must be reported immediately per policy.
- Delayed reporting of incidents will not be tolerated and individuals who engage in this behavior will be subject to discipline. Abuse/neglect reports are confidential and discussion of the investigation is prohibited between co-workers in the home, or anyone inside or outside of the SOCP program.
- Chewing tobacco and smoking are allowed in designated areas only.
- Each home's "good neighbor policy" must be followed at all times. (Parking, smoking, loud noise levels, profanity, beaming light into neighbor's windows, revving up cars, etc.)

It is understood that failure to follow these expectations, and/or violations of rules, regulations, policies or procedures may result in disciplinary action up to and including dismissal.

The employee and manager's signature below indicates their manager discussed the "Employee Code of Conduct" with the employee and the employee understands the expectations as described herein.

Print name

Employee signature

Date

Manager's signature

Date