



Policy Concerning Wages and Conditions of Employment

The conditions of employment for all Direct Service Staff are:

- Must be physically able to do the job
 - Must be legally employable
 - Must be able to communicate with the consumer and Cherish staff
 - Must have a complete personnel file that is given to the Payroll Administrator
- If the employee cannot meet the conditions of employment they may not be employed.
- If the employee becomes disqualified by the Minnesota Department of Human Service and no longer able to meet the background check requirements, the employee is no longer eligible for employment with Cherish.
- If the Staff or volunteer transports the consumer they must have a valid driver's license and current automobile insurance and is at the driver's own responsibility and risk. Cherish assumes no responsibility for the vehicle or liability if staff or volunteers choose to transport consumers or others.
- The Staff has a 90 day probationary period and can be terminated without cause.
- The Staff is required to complete the training requirement as a condition of employment. Your employment is at the discretion of the Recipient or Responsible Party and they choose when you are hired or fired.
- Every staff person must complete all orientation training, background checks and other conditions of employment before they may work unsupervised. Once these conditions are met, the staff person is considered hired by Cherish. MS245D.10subd.5.b
- ALL STAFF in every Cherish program are required to inform Cherish staff at the main office if
- they are no longer wishing to be employed,
 - if they are having problems with their client(s),
 - if their client does not want them to return to their home,
 - if their client has health issues or becomes hospitalized,
 - of if there are any unusual issues with the client, or in the home.

Cherish carries workers' compensation and unemployment insurance. To file a workers' compensation claim the employee must immediately (and in no case longer than 24 hours) report the injury to the Payroll Administrator. Cherish employees will not be eligible for unemployment insurance if they leave the job without informing the Cherish office. Minnesota Unemployment insurance requires the employee who is unhappy with the job placement to accept a comparable position under most circumstances. Employees must provide a grievance in the cherish office (218)263-9000.



Fraud: Any person who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to Minnesota Statutes §609.52, subdivision 3. Contact the Minnesota Department of Commerce's Fraud Prevention unit about possible workers' compensation fraud at 1-888-372-8366.

Cherish staff MUST comply with the education and training requirements for the specific program(s) they are employed in. If ongoing training is required, this training is unpaid. It is the responsibility of the Cherish staff person to remain in compliance and therefore employable.

If staff do not complete their annual training by September 30 of each year their employment will end on that date. They may be eligible for rehire once they have met all conditions of employment.

If staff have questions about what they require to maintain their employment they should contact the Payroll Administration or their Program Coordinator.

Cherish abides by all federal and state department of labor requirements.

Return to work program

Cherish LLC supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. We believe this practice serves the interests of our employees and Cherish.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable employees' talents. It also helps control workers' compensation costs.

If you are injured at work, report the injury to the Cherish office immediately (218) 263-9000 – no matter how minor the injury is.

You and your supervisor will call the SFM Work Injury Hotline together to report the injury and get healthcare advice from a nurse. Any questions concerning workers' compensation should be directed to: Kimberly Tyler (218) 263-9000.

Your supervisor and/or claims coordinator will help arrange for medical treatment following an injury.

Current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available either in your current position or through a temporary assignment.

Examples of these transitional jobs or tasks include: Assisting other PCAs/Homemakers, filing, shredding, purging drawers and other clerical work, watching safety and other training



videos in the office, being an activity aid, being a companion for program participants, cleaning, reading to participants, running errands, etc.

This return to work program is an important part of the Cherish commitment to manage work related injuries in a way that is best for our employees and for Cherish.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 5/30/2019