



Policy & Procedure Manual Employee Signature Page

I have read and understand the Cherish Policy Manual and the requirements of the program I am employed under.

I accept and agree to abide by the Cherish Policies and procedures, conditions of employment and program requirements and will perform all duties and responsibilities to the best of my ability.

All parties are responsible for complying with all rules and regulations. This includes, but is not limited to: MN Home Care Bill of Rights, Vulnerable Adults Act, Data Privacy, State and Federal program regulations, Non-discrimination Law, Disability Law, and Department of Labor laws governing overtime, etc.

I was provided and have read the MN Homecare Bill of Rights, HIPAA, Service recipient's rights under MS245D and the Minnesota Government Data Practices Act materials. I understand and agree to abide these documents and all policies and procedures with the terms set forth herein.

It is a federal crime to provide false information on timecards and/or electronic time documentation. Your signature verifies the time and services are accurate and that the services were performed as specified in the Service Plan.

While Cherish believes wholeheartedly in the information and procedures described here, they are not conditions of employment. Cherish reserves the right to apply or not apply, to modify, revoke, suspend, terminate or change any and all plans, policies, or procedures, described, in whole or in part, at any time without notice as they apply to the employment situation.

Printed Name

Signature

Date

All information available in other formats: ie: large print, audio tape, translated into other languages, etc... If you require an accommodation because of disability please let Cherish staff know. Cherish as a recipient of Federal and Minnesota financial assistance does not exclude, deny benefits to or otherwise discriminate against any person because of race, color, national origin, disability or age in admission, participation in programs, services, or in employment.

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