

## **Employee Termination Policy**

Employees of Endless Options are hired to perform services in the residences and communities of our clients, as outlined by the Autism Waiver. Employees are oriented in the residence and provided group training at company headquarters. Policies about conduct and job expectations are reviewed, as well as COMAR regulations outlined.

*Under most circumstances, if the employee is violating company policy, they will receive a verbal warning and a written warning before termination occurs. However, there are some company violations that will result in automatic termination. Termination is at the discretion of Endless Options.*

### **1. Reasons which may ultimately result in termination if:**

- a. You are repeatedly late or miss scheduled sessions; you must keep a 90% attendance rate. Please note a written warning will be issued if you fail to contact a client's parent or guardian at your earliest opportunity (which must be no later than thirty (30) minutes prior to the scheduled session).
- b. You act in an unprofessional or inappropriate manner towards a client, a client's family, your supervisor or representatives of Endless Options, which may include (but is not limited to) inappropriate speech, written correspondence, gestures and/or other acts, as determined by Endless Options in its sole discretion.
- c. You fail to follow all safety and/or crisis intervention guidelines for the client as provided in the client's binder.
- d. You act in any manner that is unlawful.
- e. You try to seek payment from your family for any services associated with your employment with Endless Options. Your compensation for services comes exclusively through your hourly wage.
- f. You fail to keep accurate data in the client binder for inspection by management at their discretion.
- g. Conducting personal business on company time which includes but is not limited to running personal errands or being found in a location other than those agreed upon between the technician and family.
- h. Using cell phone or electronic communication that is not work related, as reported by client, family, community members or Endless Options staff.

## **2. Reasons for automatic termination if:**

- a. You make and/or submit fraudulent or materially incorrect time sheets and/or data forms.
- b. Abuse or Neglect allegations are made against you in regards to your work with the client.
- c. Any incidences come back from your Federal or State fingerprinting report.
- d. You involve friends or family in your work and/or take the client to your home or any other personal location.
- e. There is a 90 day probationary period in your employment with Endless Options. If any more than two violations of company or Autism Waiver policy occur within the first 90 days of employment, this will be means for termination.

## **Qualifications and Benchmarks for Being Eligible for a Pay Raise**

You are a valuable member of the Endless Options team. After your first year of employment with us, you are eligible for a pay raise if economic conditions do not require Endless Options to impose a “freeze on raises” and the following bench marks have been accomplished and maintained.

### **1. Qualifications:**

- a. You have maintained a 90% attendance rate with the client you were assigned, for the days and timeframes you agreed to do at the time of your hire.
- b. You have completed your timesheets and data sheets to training standards for each of the 12 months you have worked.
- c. You have faxed, e-mailed and or scanned legible copies of your documents to the office by the 21<sup>st</sup> of each of the 12 months you have worked as outlined in your training.
- d. You have met all supervisory contacts and requests in a timely and professional manner.
- e. You have maintained a clear criminal history and driving record.
- f. You have provided us with all documentation requested of you during the hiring process and have updated all yearly documents and contact information required to keep your status with us as “active”. This includes but is not limited to current driver’s license, current proof of auto insurance and any certificates you have obtained.
- g. Additional factors such as the policies and procedures outlined in this packet will also be taken into account when determining your raise.