

Caregiver Availability Policy and Procedures

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Revised:

POLICY

In the effort to make the scheduling process more efficient and less time consuming, all Comfort Keepers are to complete a 'Caregiver Availability Form' and keep it current. When a caregiver has a permanent change to their availability they must fill out a new form and hand it to their supervisor for approval. All changes take effect two weeks from the date the signed form (both employee and supervisor) is submitted to the office.

PROCEDURE

1. All applicants fill out a 'Caregiver Availability Form' at their 2nd interview.
2. When a job is offered to an applicant, the Job Offer letter will include the availability submitted by the applicant at the 2nd interview.
3. When a caregiver needs to permanently change their availability, they are to request a 'Caregiver Availability Form' from the office.
4. The caregiver completes the form, signs it and submits it to their supervisor.
5. The supervisor approves the change, informs the caregiver and submits the form to the scheduler.
6. The scheduler updates the caregiver's availability on the Appointmate system.
7. The form is filed in the caregiver's personnel file.