

HR CAP Meeting Notes 4/25/2023 1pm

Members present- Sherry Brill- Chartiers Center- Committee Chair, Doug Clewett- Easter Seals, Alana Delaney- Family Resources, Eric Ziegler- Residential Care, Judy Muller- Transitional Services, and Willette Walker- Mainstay Life Services

- 1) Internships and Licensure- Since the COVID emergency is ending, we wanted to discuss with the group if agencies were starting to bring on social work interns again and if so, avenues to get interns. We also discussed the details (are they paid or unpaid, how long are agencies requiring staff to stay once they have completed, they obtained their license, etc.)
- 2) Disciplinary Procedures- We discussed the different disciplinary processes amongst the agencies. We discussed Easter Seals using Paycom to issue the first warning of the disciplinary process in two of their programs and how that has worked well. Chartiers is currently also using Paycom to record short-term call offs (occurrences) and it seems to work well. The employee, supervisors and HR receive an email notification that they have a Performance discussion form to sign off on and once logged into Paycom, an electronic acknowledgement of the form is recorded. HR is the final group to receive the notification and it is then kept electronically. Others use supervision as a warning and then proceed to the next step of the disciplinary process if needed. Some agencies are still using paper forms for everything from “record of conversation” to written, and Performance improvement plans. Others use notes from supervision as documentation and have a form that is set up in such a way that discussing Agency non-negotiables and employee non-negotiable standards that all employees must follow. Mainstay is looking into a Disciplinary Matrix to ensure consistent and fair procedures throughout the agency. Transitional Services has a set policy for their attendance and tardiness policy. It is very clearly written that a certain number of infractions = a verbal warning and a certain number of infractions = a written warning.
- 3) COVID policies- since the pandemic is officially being lifted in a few weeks, what policies are agencies keeping or no longer using? One agency instituting a policy they had before COVID, if you call off 4 hours or less before your shift you do not get paid meaning you cannot use your PTO. It is working and attendance has not been an issue. Some agencies are using a standard Universal Precautions policy which enforces if you are sick stay home, good healthy habits. Most agencies have or will be lifting their masking policy, although some staff will still choose to wear a mask.

Next meeting is Tuesday May 30th, 2023, at 1pm