

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1129
		Original Date	05/16/1990
	Department: Social Services	Revised Date	07/09/2015
	Resident Work Program Dismissal		

POLICY:

Residents in the Resident Work Program will be dismissed from their jobs using the following procedures.

PROCEDURE:

1. Resident Performance Problems.
 - A. Work site supervisor will discuss performance problems with the Resident Work Program Coordinator.
 - B. Interview resident worker and attempt to resolve problems.
 - C. Resident site supervisor should monitor work performance.
 - D. Resident Work Program Coordinator will follow-up.

2. When necessary the Resident Work Program Coordinator will be responsible for dismissal of resident workers.
 - A. After a reasonable length of time, corrective measures having been taken and reasonable solutions having been applied, a work area supervisor may contact the Resident Work Program Coordinator and request that a resident employee be dismissed from job duties in that work area.
 - B. The Resident Work Program Coordinator will contact the resident and inform the work area supervisor that a resident will no longer be working in that department. Resident Work Program Coordinator will chart why employee is being dismissed.
 - C. Document the action taken in the employees Resident Work Program file.
 - D. Care Plan Team will be notified.

3. When a resident employee decides to no longer work:
 - A. Inform Resident Work Program Coordinator of intent.
 - B. Resident Work Program Coordinator will notify the work area supervisor.
 - C. Resident Work Program Coordinator will document and date in the employee Resident Work Program file and medical chart why the employee has chosen not to work.
 - D. Care Plan Team will be notified.