



Center for Social Change, Inc.

A Research and Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

MEMO

TO: All staff
FROM: Dana Dimas, Director of Programs
DATE: July 1, 2017
RE: Awake Overnight Policy

This memo is to remind all Awake Overnight staff of Center for Social Change of the Awake Overnight Policy. As stated in the Employee Manual:

“All employees who work/cover Awake Overnight shifts with CSC individuals are required to be awake at all times during their shift in order to safeguard the health and safety of individuals under their care. Individuals who have complex health/medical issues and challenging behavioral problems should be monitored at all times by an employee who is assigned to work with such individuals.

Staff who work Awake Overnight should not only document the status of individuals under his/her care in STEDS, but also report the individual’s status every two hours by calling the program office and leave a voice mail message to the Coordinator in charge of the home. **Every Awake Overnight employee should call the program office at 410-579-6813 five minutes before or after, 11pm, 1am, 3am, 5am, and 7am. In addition, every Awake Overnight employee is responsible for entering the sleep/awake information in STEDS at 12am, 2am, 4am, and 6am. (You are required to call in the status of each individual at the hour you begin your shift in addition to calling to clock in.)** If the computer is not working you must contact your coordinator and then are responsible for hourly call in (11, 12, 1, 2, etc through 7am) Failing to do this will result in the following disciplinary actions:

1. One Verbal/written warning
2. Docking of wages – For example, if an employee contacts the office at 1:30am instead of 1am, half hour wage will be docked (from 1am-1:30am). If an employee does not call at 1am but calls at 3am, four hours pay (from 11pm to 3am) will be docked. The same applies to all missed hours.
3. Termination of Employment

Employees are responsible for the individual’s health and safety while they are under an employee’s care. Risking individual’s life by not monitoring them at night and other times by an employee is considered gross misconduct and will lead to immediate dismissal of the employees and possible criminal action against the employee.”

This policy will continue to be strongly enforced. (Signatures of all staff required on reverse)

I have read and understand the reverse memo regarding the requirements of the AON coverage with regards to calling in and documenting awake and sleep patterns.

Employee Name (print) _____

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

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