



**Center for Social Change, Inc.**  
A Support Center for Persons with Developmental Disabilities

[www.centerforsocialchange.org](http://www.centerforsocialchange.org)

October 1, 2019

**Awake Overnight Responsibilities**

This is a reminder that staff who work Awake Overnight must call and report the individual's status:

**Every hour by calling 410-579-6813, 11pm, 12 pm, 1am, 2 am, 3am, 4 am, 5am, 6am, and 7am. STAFF SHOULD IDENTIFY THEMSELVES BY THEIR BADGE NUMBER then THEIR NAME.**

**Every hour entering the sleep/awake information in STEDS at 11 pm, 12 am, 1 am, 2 am, 3 am, 4am, 5 am, 6 am, and 7am.**

Failing to do this will result in the following disciplinary actions:

1. Docking of wages for any hour(s) missed.
2. Continued disregard will result in Termination of Employment

This policy will continue to be strongly enforced.

**This replaces all previous procedures!!**

