

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Staffing

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. In every residential facility there must be sufficient numbers of trained staff on –duty to meet the consumers’ needs. The direct service position requires no minimum qualifications except that the person must be at least 18-years of age. Counselors-In-Training are employed as assistants in some areas where consumers require additional services. CIT’s must be at least 16-years of age and are employed under the direct supervision of a senior staff member.
2. In each home there must be at least one staff person (awake and present) for every eight (8) consumers who are awake and present. When consumers are sleeping there must be at least one (1) staff person physically present for every sixteen (16) consumers. Volunteers and CIT’s are not counted in these ratio requirements.
3. Consumers may be left unsupervised if their assessment and service plan prescribes this. Consumers may never be left unsupervised solely for the convenience of staff.
4. A Program Specialist is responsible for the program in the home including the consumer’s daily activities, coordination of assessments, development and review of services plans, coordination of training and development for consumers and responsible for ensuring the implementation of program plans and activities. Each program specialist is responsible for a maximum of thirty consumers.
5. The standard work day for employees consists of eight (8) hours of work interrupted by two 15 minute paid break periods. The supervisor of the area will schedule the break periods according to the needs of the area. Break periods may not be used “as leave” or to offset “time-off” during scheduled work time. Staff are not permitted to leave the facility premises during their break times.

6. It is Keystone's policy to provide meals to direct service staff, all of whom are required to eat meals with the consumers providing for social interaction and assistance throughout the meal.
7. Staff are not permitted to alter their schedule without supervisory knowledge and approval.

**DISCUSSION:**