FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **House Staff Meetings (including planning for Supported Individuals)**		POLICY NO: HR-013
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Employee Meetings HR03-140
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
To provide for communication within a house including review of planning, discussion and questions related to Supported Individuals residing in each home. Opportunities for communication and direction for all employees with regards to current agency business may be included in the agenda.

PROCEDURE:
Employee meetings will occur (monthly). It is expected that all regular employees will attend all scheduled meetings.

The Program Director/designate will prepare an agenda for the meeting that will be available no less than one day prior to the meeting. All employees are encouraged to identify items to the agenda by contacting the Program Director/designate.

Employee meetings will be scheduled one month in advance. In the event of an emergency meeting, it is expected that employees will make every effort to attend.

Where the meeting occurs within the regular shift of the program, no further remuneration will occur other than the regular employee wage.

Where the meeting occurs outside of regular scheduled shifts, the hourly wage will be paid. In accordance with Employment Standards, once in an overtime position, an employee who chooses not to attend an employee meeting will not be reprimanded.