

DHS: Seniors and People with Disabilities  
**State Operated Community Program**

*SOC P Site Manager Tools: <http://www.dhs.state.or.us/spd/tools/dd/socp/site-managers.html>*

## **Shared Vacation Relief Positions - Guidelines**

**Home Base:** Employee's home work station.

**2<sup>nd</sup> Home:** Employee understands that when on duty, he/she may need to work at the designated 2<sup>nd</sup> home, per position bid. If you are on duty and are sent to the 2<sup>nd</sup> home, travel time to and from the second house will be on paid status.

**3<sup>rd</sup> Home:** Assignment to 3<sup>rd</sup> home would be only in an emergency situation.  
**Emergency is defined as:** Emergency to be approved by Program Manager PRIOR to staff going to 3<sup>rd</sup> home.

**Time capture** is completed by Base Home Manager of the assigned home work station employee. Home Base Manager is responsible for due dates/accuracy of time capture and locking of time.

**Pre-determined Vacations** for the Vacation Relief Staff are to be turned in to Home Base Manager.

**Vacation Coverage** – for Home Base only

- The first priority is the ability to cover vacation requests per the contract for the home base.
- Employee is NOT meant to be used for staff requesting to go home early.

**Pre-determined Overtimes** – Employee to be included in the home base voluntary rotation.

**Overtimes:**

- a. Employee included in home base voluntary rotation of home assigned. The second home will be considered as an expanded overtime.
- b. Home base is considered on duty for voluntary and mandatory overtime.
- c. If working at 2<sup>nd</sup> home, this is considered off duty for mandatory overtime purposes and employee cannot work mandatory overtime at the second home.
- d. When employee is assigned to a home that is staffed at post, employee may be reassigned to other home, when that home is doing an overtime to get to minimum.
- e. Employee is to eliminate the need for overtime.

**Sick Calls** – Employee to call the home base.

**Therap** – Employee to have access to base home and 2<sup>nd</sup> home.

**VACATION RELIEF --- MULTIPLE HOME COVERAGE**

HOME	2 <sup>ND</sup> HOME	EMERGENCY HOME
Discovery	Hampden	Macleay
Hampden	Macleay	Discovery
Macleay	Discovery	Hampden
Cade	Gath	Turner
Gath	Turner	Cade
Turner	Gath	Milton
Milton	Cade	Gath
Halsey	Madison	Hawthorne
Madison	Hawthorne	Halsey
Hawthorne	Madison	Halsey
Oak	Weirich	Jody (Jody staff will <u>NOT</u> cover Oak/Weirich)
Weirich	Oak	Jody (Jody staff will <u>NOT</u> cover Oak/Weirich)
Forsythia	Dean	River Rd (Dean and River Rd will <u>NOT</u> cover Forsythia)

UPDATED 10/26/12