

PROCEDURE NO. 4-10-5

ISSUED: 08-20-98

REVISED: 12-24-24

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SUBJECT: Live-In Staff

PURPOSE: To establish procedures governing an employee residing in a living unit of an individual supported by Woodhaven and anyone living with the employee in accordance with Human Resource Policy No. 4

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Any employee hired to reside in a live in unit of individuals supported by Woodhaven will meet all the same qualifications as any other employee in the same job classification. All live-in staff must sign a Live-In Agreement prior to moving in. All deposit requirements agreed to in the Live-in Agreement must be paid prior to move in.

The Program Manager or Home Coordinator is responsible for scheduling an initial walkthrough with the live-in prior to the live-in moving in. The Program Manger or Home Coordinator must complete the Move In & Move Out Checklist and turn it into Human Resources within three business days of the initial walkthrough.

In January and July of each year the Program Manager or Home Coordinator of the home will do a walkthrough after giving the live-in staff a 48-hour notice. This walkthrough will be to note if any other individuals are residing at the home, if there are any pets on the premises that have not been approved through the pet policy agreement and if any damages have occurred since the live-in moved in. The Semi-Annual Inspection of Live-in Area Checklist must be completed & turned into Human Resources within three business days of the walkthrough.

The Department of Mental Health requires that significant others and/or family members that may be approved to reside at a Woodhaven owned or leased property complete a background criminal record check, DMH Family Living Screening and a drug test if they are age 18 or over. These must be completed prior to the significant other or family member moving in. If the results from the drug screen are positive for illegal drug use, the significant other or family member will automatically be disqualified from residing on Woodhaven property. If it is discovered by Woodhaven that the employee has a significant other or family member residing in the home and has not received authorization for the significant other or family member to reside there, the live-in employee may be subject to termination.

Only spouses or significant others will be considered (along with children) to move in with a live in staff. The number of children approved to live in a unit will be determined on an individual basis based on the location and number of bedrooms the unit has. The live in must be the parent or have temporary or permanent guardianship over any child under the age of 18.

The results of the interview, references and criminal record check of a live-in spouse or significant other may affect the live-in status of the employee. There must be advance written permission from the Human Resource Director prior to any person other than staff to reside in a living unit of individuals supported by Woodhaven. The live in companion must sign an agreement indicating they are aware of the guidelines for residing at a Woodhaven owned or leased property and specific details will be given regarding vehicles and guests allowed on the premises.

A security deposit will be required of live-in staff. The specific details regarding these deposits are included in the Live-In Agreement.

All pets occupying Woodhaven owned or leased property must be approved through the Pet Application & Agreement form. The Pet Application & Agreement must be approved prior to a pet occupying the residence. A pet deposit will be required. No exceptions can be made except by approval of the Chief Executive Officer or his/her designee.

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If there is a discrepancy between Woodhaven’s Procedure 4-10-5, the Live-In Agreement and the Pet Application & Agreement, the discrepancy will be resolved in the following order

- The Live-In Agreement
- The Pet Application & Agreement
- Woodhaven’s Policies and Procedures

The Direct Support Professional Live In staff will be required to work scheduled shifts without interruption or distraction. The employee cannot be responsible for providing direct supervision of any children residing in the home during any portion of the day when the employee is on-duty.

**Employees working in a live in position will receive compensation for working a 40 hour scheduled shift each week while the 5(five) 8 (eight) hour shifts of sleep time will be unpaid in exchange for free living quarters. If it is necessary for an employee to be awake during sleep hours, they will be paid at their regular rate or at overtime rate if it applies. If an employee does not receive 5 (five) consecutive hours of sleep, the 8 (eight) hour shift will be paid at their regular rate or at overtime rate if it applies.**

The Program Manager or Home Coordinator are responsible for scheduling the final walkthrough with the live-in at the move out date. The Program Manager or Home Coordinator will notify Human Resources, of the day and time the final walkthrough was completed. The live-in is responsible for thoroughly cleaning the live-in premises prior to the final walkthrough. This cleaning includes removing all items from the property. Any items left in or on the property after the final walkthrough will be considered abandoned, and it will be Woodhaven’s discretion to determine to store or dispose of the items. This final walkthrough must be completed after the live-in employee has moved all personal property out. The Program Manager or Home Coordinator must complete the Move In & Move Out Checklist and turn it into Human Resources within three business days of the final walkthrough.

Woodhaven will not allow the following dog breeds to occupy Woodhaven owned or leased property:

- Pit Bulls
- Staffordshire Terriers
- Doberman Pinschers
- Chows
- Rottweiler
- Presa Canarios
- German Shepherds
- Great Danes
- Akitas
- St. Bernard
- Siberian Huskies
- Alaskan Malamutes
- Wolf-hybrids

Approved by: \_\_\_\_\_  
Human Resource Director

Date: \_\_\_\_\_