



Maximum Home
Support Services

Maximum Home Support Newsletter

Newsletter Date

September 2019

In This Issue

- Statutory Holidays
- Leave request
- New HSW
- Duties/Code of Conduct

Visit our website!

www.maxhome.ca

Contact Us

P.O. Box 20033

03 Herald Avenue

Corner Brook, NL

A2H 7J5

Phone: (709) 632-5055

Toll Free: 888-632-5055

Fax: (709)632-5066

Email:
info@maxhome.ca

Bay St. George Area:

(709) 646-4646

Statutory Holidays

The Agency recognizes the following Statutory Holidays:

- New Year's Day
- Good Friday
- Victoria Day
- Thanksgiving Day
- Canada Day
- Labour Day
- Remembrance Day
- Christmas Day

An employee who works on a paid public holiday is entitled to receive wages at twice their regular rate for the hours worked on the holiday in accordance with provincial regulations. **Note: Only the hourly rate will change not the number of hours worked!**

If you did not work on the Holiday, the rate will be calculated based on the employee's hourly rate of pay and the average number of hours worked in the 30 days before the holiday. This amount will only be available to employees once the payroll for the period that has been completed.

Home Support Worker's Role



Do you ever feel like you are on overload or you are doing more than you should...maybe you are!!

Home Support Workers Do Not....

- ☞ Clean floors on hands and knees
- ☞ Clear driveways or shovel snow
- ☞ Perform yard/garden work
- ☞ Move heavy furniture or appliances
- ☞ Wash walls and ceilings
- ☞ Lift items greater than 20lbs
- ☞ Care for pets or clean up after pets
- ☞ Extend beyond arm reach

A HSW will...

- ➔ Keep information confidential and will not discuss the affairs of others;
- ➔ Learn from all negative experience(s) to avoid making the same mistake;
- ➔ Learn from all positive experiences.

Understanding Standards of Conduct/Work Ethics

Work ethics are a moral code, which guides the members of an occupation in the proper conduct of their duties and obligations. It deals with behavior that is right or wrong and involves making judgment and choices about what to do and what not to do. It reflects how employees conduct themselves on the job site and includes:

- a. their appearance;
- b. what they say;
- c. how they behave;
- d. how they treat others;
- e. how they work with others.

HSW thought for today.....

Before you speak....

THINK!

T - is it true?

h - is it helpful?

i - is it inspiring?

n - is it necessary?

k - is it kind?

QUOTEDIARY.WE

Clock In/Out

A huge thank you to all the HSW's who are clocking in and out of their scheduled shift. We are aware of your frustrations as it is a learning process for the office staff as well. Unfortunately, this process is a necessary to meet future operational requirements. **We ask that HSW's continue to complete their time sheets and submit them the same as always, this is a part of the audit requirement by Western Health.** Furthermore, as we all know technology is not error proof and we want to ensure you get paid correctly and on time. Please call to ensure we received your timesheets, sometime the transmission will say it was sent but we may not have received it due to the volume of timesheets coming in.

Vacation Leave (As stated in the Union Contract)

Subject to Clause 18.02, the Employer will make all reasonable efforts to grant employees two (2) weeks off each calendar year for the purpose of vacation. Provided that the employee provides **at least thirty (30) days' written** notice of her request, every reasonable effort will be made to grant the employee the vacation time as requested. **Requests for vacation during the months of June to August must be submitted, in writing, to the Employer no later than April 15th each year.** Vacation leave shall be granted upon approval of the Agency Director. Requests by an Employee to use vacation leave will only be granted if it will not result in undue hardship on the agency or its clients.

Safety First

When Should You Wash Your Hands?

- after using the bathroom
- after blowing your nose or coughing
- before eating, serving, or preparing food
- after touching pets or other animals
- after outdoor activities
- before and after visiting anyone who's sick
- when your hands are dirty

“To care for those who once cared for us is one of the highest honors.”

— Tia Walker, *The Inspired Caregiver*