



Providing Services to Employee Family/Household Members

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I. Purpose

To describe the conditions in which an employee can seek services at UCP of Maine for a member of their household.

II. Definition

For the purpose of this policy, members of the household are defined as those individuals who live at the same residence as the employee or for whom an employee provides caregiving at least 50% of the time.

III. Eligibility for Services

Members of an employee's household are eligible to receive services from UCP of Maine from any program/department in which the employee does not work.

Eligibility for services in which the employee is working is limited to situations in which there are no other equitable service providers available to the client and in which program management can ensure that the employee will not be assigned to work in close proximity to the client who is also a member of their household. Interactions should be limited to only those interactions that a household member would typically be privy to related to the household member receiving services in an effort to manage the risk to UCP of Maine in these circumstances.

IV. Confidentiality

All rules regarding confidentiality must be strictly enforced by both the program providing the service and the program in which the employee works and information will be shared on a need-to-know basis only and following UCP guidelines.



Scott Tash, CEO



Date