

CSIL Online Workbook

A Guide to Applying for and Managing

Choice in Supports for Independent Living



Appendices

Glossary
Documents
Resources

Prepared by Spinal Cord Injury BC
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Glossary

Accrued expenses are expenses that are not paid each month, but need to be saved for future months. For example, vacation pay for employees is usually not paid each pay day. It needs to be put aside each month so it's available when vacation pay is due to the employee.

Approved expenditures are items approved by the health authority as part of the client's funded CSIL care plan.

Assessed hours are the number of hours of home support care you require to meet your personal care needs. Your assessed hours are determined when you prepare your Supported Lifestyle Plan.

Assessment is an evaluation, conducted by a health authority professional, of an individual's overall health status, goals and capabilities, leading to a decision regarding the priority needs to be addressed, and supporting development of a care plan.

Assistant is the CSIL client's home support worker, sometimes called an attendant, care provider or service provider.

Care plan is an individualized plan to address a client's health needs that takes into consideration the client's abilities; physical, social and emotional needs; and cultural and spiritual preferences.

Care provider is the person or agency hired by the CSIL employer to provide home support services approved in the care plan.

Case manager is the health authority representative, who works with clients to determine eligibility, identify needs, develop a care plan, allocate care hours and provide information on other community resources that may be available to support the individual in their community.

Client support group is incorporated as a non-profit society under the B.C. Registrar of Companies, comprised of family and/or friends of a CSIL client, to manage the provision of home support services to the client.

Community resources are non-healthcare supports that may be available in a community to assist individuals with their social or emotional needs, physical activity, or personal services such as household maintenance, recreation, shopping and transportation, or advice and assistance with personal, financial or legal matters.

CSIL agreement is a legally binding contract between the health authority and the CSIL employer governing the terms and conditions of the funding.

CSIL coordinator is an employee of the health authority who coordinates the CSIL program.

CSIL employer is the client, client support group or representative receiving CSIL funding who is a party to the CSIL agreement to manage the client's home support services and approved funds.

CSIL funds are funds provided to the CSIL employer to pay for and administer the home support services authorized by the health authority.

CSIL representative is an individual designated as a representative for a CSIL client through a valid Representation Agreement and is acting as the CSIL Employer.

CSIL services are the authorized services and approved expenditures identified in the client's individual care plan and funded by the health authority.

Deficit is the amount that expenses are greater than income; the amount of overspending.

Domestic assistant is the term is used by Employment Standards BC to describe an employee who works and lives in her or his employer's residence, and provides home services.

Employee guidelines are a set of written guidelines that will establish the terms and conditions of employment between the CSIL employer and employee.

Employment standards are the minimum standards of employment for employers and employees in the workplace.

Home support agency helps to support a person's independence in their own home. Home Support Services are non-medical and can include meal preparation, assistance with bathing, and other household tasks.

Monthly financial report is the form that CSIL employers complete and return to the health authority each month to document CSIL spending.

Phase I of CSIL is for people who are able to manage their own CSIL funds and services.

Phase II of CSIL is for clients who cannot direct their own care or who cannot always direct their own care. They may still be able to participate in CSIL through a client support group or a CSIL representative.

Reassessment is a professional follow up or subsequent assessment to establish whether a change in the care plan and/or an alteration of health services is required.

Remittance are payments that employers are required to make on a regular basis—for example, to Canada Revenue Agency or WorkSafeBC.

Safety maintenance activities are identified through the care plan and focus on reducing, elimination or monitoring risk or potential risk to a client. As part of the authorized services, these activities may include clean-up, laundry of soiled bedding or clothing and meal preparation.

Supported Lifestyle Plan is the detailed day-to-day plan documenting the client's care "needs" and the amount of time these tasks require. It may also be referred to as a "care plan".

Who's Who in Disability

BCPF

BC Paraplegic Foundation

The BC Paraplegic Foundation (BCPF) focuses on enhancing the lives of people with spinal cord injuries and other physical disabilities through its support of the BC Paraplegic Association.

<https://sci-bc.ca/about-us/bc-paraplegic-foundation/>

SCI BC

Spinal Cord Injury BC

Spinal Cord Injury BC helps people with spinal cord injuries adjust, adapt and thrive by providing answers, information and community experiences. SCI BC has two core services through which it serves the SCI community: Peer Support and Information Services.

www.sci-bc.ca

SCI CAN

Spinal Cord Injury Canada

Spinal Cord Injury Canada is the national federation of the independent provincial associations. It's mission is to assist people living with spinal cord injuries, or a related physical disability, to achieve independence, self-reliance, and full community participation.

www.sci-can.ca

MDC

Muscular Dystrophy Canada

MDC is committed to improving the quality of life for the tens of thousands of Canadians with neuromuscular disorders and funding leading research for the discovery of therapies and cures for neuromuscular disorders.

www.muscle.ca

SBHABC

Spinal Bifida & Hydrocephalus Association of BC

SBHABC works to improve the quality of life of all individuals living with spinal bifida and/or hydrocephalus and their families through awareness, education and research.

www.sbhabc.org

Praxis

Praxis Spinal Cord Institute

Praxis works to minimize disability and maximize quality of life for people with spinal cord injuries. Its primary objectives are to:

- Reduce the incidence and severity of permanent paralysis resulting from spinal cord injury
- Increase restoration of physical function following spinal cord injury
- Reduce the incidence and severity of secondary complications associated with spinal cord injury
- Increase the level of satisfaction with quality of life and community participation among people with spinal cord injuries
- Ensure that customized responses to priority unmet needs are available to 100% of individuals with spinal cord injuries throughout their journey to full community participation
- Establish a world-class spinal cord injury registry and data management platform

www.praxisinstitute.org

RHF

Rick Hansen Foundation

The Rick Hansen Foundation brings together diverse communities comprised of researchers, service providers, and people with SCI, to accelerate improvements in the quality of life of people living with a spinal cord injury.

www.rickhansen.com

CPABC

Cerebral Palsy Association of BC

CPABC's goals are to raise awareness of Cerebral Palsy in communities across B.C. primarily through advocacy and networking, and to assist those living with Cerebral Palsy to reach their maximum potential.

www.bccerebralpalsy.com

ICORD

International Collaboration On Repair Discoveries

ICORD (International Collaboration On Repair Discoveries) is an interdisciplinary UBC research centre focused on spinal cord injury. This unique initiative brings together spinal cord injury researchers from the Sciences, Medicine, Surgery, Rehabilitation, Engineering, Education, and community-based Humanities research. ICORD is located within the Blusson Spinal Cord Centre (BSCC) on the site of Vancouver General Hospital and is thus also a part of Vancouver Coastal Health Research Institute (VCHRI). The BSCC includes ICORD, the multidisciplinary Brenda & David McLean Integrated Spine Clinic of VCH, and the Rick Hansen Institute (RHI). Together, this presents an exciting opportunity for partnership that spans basic and clinical research, clinical care, and knowledge translation.

www.icord.org

BCWSA
British Columbia Wheelchair Sports Association

BCWSA is a non-profit organization devoted to providing opportunities for athletes with physical disabilities. Since 1971, BCWSA has worked to provide access to quality programs for athletes with disabilities.

www.bcwheelchairsports.com

NSS
Neil Squire Society

The Neil Squire Society develops innovative programs, services and some of the world's leading edge assistive technology for people with physical disabilities.

www.neilsquire.ca

The Disability Foundation

The foundation provides opportunities for people with disabilities. It promotes the capabilities and talents of people with physical challenges, once barriers in the physical landscape have been overcome. It operates 6 independent activities including:

- The Tetra Society which recruits skilled volunteer engineers and technicians to create assistive devices for people with disabilities.
- The BCMOS or BC Mobility Opportunities Society which enriches the lives of people with significant disabilities through challenging wilderness recreation activities.
- The DSA or Disabled Sailing Association which enriches the lives of people with significant disabilities through leisure and competitive sailing.
- The Connectra Society which encourages and enables people with physical disabilities to contribute to their communities by fostering community support and establishing relationships that reward personally and financially.
- The VAMS or Vancouver Adapted Music Society which contributes to the rehabilitation of people with significant disabilities through involvement in musical activities.
- The DIGA or Disabled Independent Gardeners Association which encourages gardeners to share their passion for plants and flowers with people with disabilities.

www.disabilityfoundation.org

DABC
Disability Alliance BC

DABC is a provincial, cross-disability advocacy organization with a mandate to raise public and political awareness of issues that concern their membership.

www.disabilityalliancebc.org

TIL

Technology for Living

Technology for Living (TIL) delivers and services electromechanical assistive devices to individuals with severe physical disabilities, for the purpose of independent living in the community.

www.technologyforliving.org

ALS Society

The mission of the ALS Society of BC is find the cause of and a cure for Amyotrophic Lateral Sclerosis. They are also committed to providing support to ALS patients, their families and caregivers.

www.alsbc.ca

BC Rehab Foundation

The BC Rehab Foundation fundraises and allocates money to organizations that support people living with physical disabilities in BC, in the areas of education, research,arts,recreation and wellness programs.

www.bcrehab.com

VCP

Voice of the Cerebral Palsied of Greater Vancouver

VCP was formed to provide a continuum of services and programs necessary to assist individuals living with Cerebral Palsy in developing the skills and confidence to assume a productive and meaningful role in society.

www.vcpgv.org

SPARC

Social Planning and Research Council of BC

SPARC conducts public education and research on key social issues including accessibility,community development and income security. SPARC also manages the parking permit program and hosts Access Awareness Day in BC.

www.sparc.bc.ca

MS Society

The BC division of the MS Society of Canada has been supporting research into multiple sclerosis and providing services and programs to the more than 8,000 British Columbians affected by MS and their families since 1975.

www.mssociety.ca

Arthritis Society

The Arthritis Society is committed to excellence and leadership in research, care, education and advocacy for people with arthritis.

www.arthritis.ca

Heart and Stroke Foundation

The Heart and Stroke Foundation of BC and the Yukon is enabling research breakthroughs in science and technology and the development of innovative health promotion programs.

www.heartandstroke.ca

Brain Injury Association of BC

Provides resources, advocacy and information regarding all forms of brain injury through a provincial network of support.

www.brainstreams.ca

CNIB

Canadian Institute for the Blind Foundation

The CNIB Foundation is a volunteer agency and charitable organization dedicated to assisting Canadians who are blind or living with vision loss, and to provide information about vision health for all Canadians

www.cnib.ca

VLRC

Vision Loss Rehabilitation Canada

Vision Loss Rehabilitation Canada (VLRC) is a not-for-profit national healthcare organization and the leading provider of rehabilitation therapy and healthcare services for individuals with vision loss.

www.visionlossrehab.ca

Wavefront Centre for Communication Accessibility

Established in 1956, Wavefront Centre for Communication Accessibility is a B.C. based, multi-service, registered charity that exists to reduce communication barriers by providing access and inclusion for the Deaf and Hard of Hearing.

www.widhh.com

BCWBS

BC Wheelchair Basketball Society

BCWBS provides support to wheelchair basketball programs throughout British Columbia.

www.bcwbs.ca

SportAbility

SportAbility is committed to providing quality sport and recreation opportunities to athletes of all ages with physical disabilities.

www.sportabilitybc.ca

Whistler Adaptive Sports Program

The Whistler Adaptive Sports Program is a not-for-profit society that provides year-around, recreational programs for people of all ages with disabilities. We are a centre for learning and sports excellence that has a local, regional, national and international clientele and encourage independence, self-confidence and self-motivation for all of our athletes and participants through outdoor recreation.

www.whistleradaptive.com

VASS

Vancouver Adaptive Snow Sports

Vancouver Adaptive Snow Sports runs skiing and snowboarding programs for persons with a disability at Grouse, Seymour and Cypress Mountains. VASS makes the mountain experience accessible to all. VASS is a registered non-profit society, operated by a dedicated group of volunteers, which includes an active Board of Directors, program coordinators, instructors and administrators.

www.vass.ca

BC Adaptive Snowsports

BC Adaptive Snowsports is a registered Canadian Charity, working with hundreds of volunteers to provide opportunities for all persons with a disability to enjoy the freedom and therapeutic benefits of skiing and snowboarding.

www.bcadaptive.com

BCWCRS

BC Wheelchair Race Series

BCWCRS is a non-profit society specializing in wheelchair racing and hand cycling. The WC racing series was founded in 1995 as a developmental wheelchair racing program. BCWSA and the WC Race Series have worked together advocating on behalf of wheelchair racers in BC creating wheelchair divisions in many road races and track events around the province.

BC Games

Rewarding multi-sport Games experiences are provided through partnerships with disability-serving organizations, sport organizations, BC communities and other stakeholders.

www.bcgames.org

BC Therapeutic Riding Association

The B.C. Therapeutic Riding Association was formed in 1986, as the provincial organization for groups providing horseback riding as therapy for people with disabilities. We are a registered charitable organization, committed to improving the quality of life for young people and adults who have disabilities.

www.bctherapeuticriding.com

BCBSRA
BC Blind Sports and recreation Association

The BCBSRA is dedicated to facilitating participation and encouraging skill achievement in all aspects of physical activity for British Columbians who are blind, visually impaired, deaf-blind, or who are blind/visually impaired and have additional disabilities.

www.bcblindsports.bc.ca

People in Motion (Kamloops/Kelowna)

People in Motion is a regional disability service group with a mandate to provide support and assistance, to the best of their ability, to any person with a disability, with a focus and expertise in those with a physical disability.

www.peopleinmotion.org

www.pimbc.ca

DRC
Disability Resource Centres in BC

The DRC's promote the progressive process of persons with disabilities taking responsibility for the negotiation and management of personal and community resources. This mission is based upon the five principles that guide the operation of Independent Living Centers.

North Shore: www.nsdrc.org

Richmond: www.rcdrichmond.org

Victoria: www.drcvictoria.com

Cowichan: www.cvilrc.bc.ca

BC Centre for Ability

This centre provides individualized therapy and support services to children and youth in their homes and communities, specialized community living series and comprehensive vocational and support services for adults, and promoting successful community participation for individuals with disabilities.

www.bc-cfa.org

BCANDS
BC Aboriginal Network on Disability Society

BCANDS provides a variety of support services and resources to help aboriginal people with disabilities, and others associated with the disabled.

www.bcands.bc.ca

PADS
Pacific Assistance Dogs Society

PADS' mission is to raise and train dogs for people who are facing the daily challenges of life with a physical disability or who are deaf or hard-of-hearing, in order to provide a greater level of independence and enhanced quality of life.

www.pads.ca

Key Resources

Association of CSIL Employers (ACE)

<https://www.facebook.com/groups/CSIL.ACE>

Canada Revenue Agency

Main business page: <http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html>

Online payroll deductions calculator: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/payroll-deductions-online-calculator.html>

Employment Standards Branch

Information for domestics and employers: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>

Fact Sheets: <http://www.labour.gov.bc.ca/esb/facshts>

Human Resources and Social Development Canada – domestic live-in program

<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-permanent-foreign/caregiver-program/hire-caregiver.html>

Ministry of Health, Home and Community Care Program – CSIL

<https://www2.gov.bc.ca/gov/content/health/accessing-health-care/home-community-care/care-options-and-cost/choice-in-supports-for-independent-living>

Ministry of Health, health authorities contact page

<https://www2.gov.bc.ca/gov/content/health/accessing-health-care/home-community-care/how-to-arrange-for-care>

Nidus Personal Planning Resource Centre and Registry

<http://www.nidus.ca>

Public Guardian and Trustee of BC

<http://www.trustee.bc.ca/>

Support Worker Central

<http://www.supportworkercentral.com>

WorkSafeBC

<https://www.worksafebc.com/en>

Links to Forms

TD1 Form

<https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1.html>

TD4 Form

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/td4.html>

Sample Monthly Payroll Deduction (more than one employee)

| PAYROLL RECORD | FEBRUARY 2010 | |
|---|-----------------|-----------------|
| Claim code | 1 | 1 |
| Employees : | John | John |
| | <u>Doe 15</u> | <u>Doe 30</u> |
| Regular Hours | 53.00 | 55.00 |
| Overtime (actual hours worked x 1.5) | 0.00 | 0.00 |
| <u>Stat. holiday average hours</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL HOURS PAID | 53.00 | 55.00 |
| <u>PAY PER HOUR</u> | <u>\$17.00</u> | <u>\$17.00</u> |
| TOTAL WAGES [A] | \$901.00 | \$935.00 |
| | | |
| <u>Vacation Pay Taken [B]</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| TOTAL EARNINGS [C] | \$901.00 | \$935.00 |
| | | |
| <u>LESS : EMPLOYEES DEDUCTIONS</u> | | |
| CPP | \$37.38 | \$39.06 |
| EI | \$15.59 | \$16.18 |
| Federal tax | \$55.75 | \$60.51 |
| <u>B.C. tax</u> | <u>\$9.16</u> | <u>\$11.86</u> |
| TOTAL DEDUCTIONS | \$117.88 | \$127.61 |
| NET WAGES PAID | \$783.12 | \$807.39 |
| | | |
| Cheque Number | # 2 | # 3 |
| | | |
| EI INSURABLE EARNINGS | \$901.00 | \$935.00 |
| | | |
| CPP Remittance (employee CPP x 2) | \$74.76 | \$78.13 |
| EI Remittance (employee EI x 2.4) | \$37.41 | \$38.82 |
| <u>Income Tax Remittance (Fed + B.C. tax)</u> | <u>\$64.91</u> | <u>\$72.37</u> |
| PAYMENT TO CANADA REVENUE AGENCY | \$177.08 | \$189.32 |
| | | |
| <u>OTHER EXPENSES</u> | | |
| Office supplies | | |
| | | |
| <u>ACCRUED EXPENSES</u> | | |
| WCB(1.09% of Total Earnings [C]) | \$9.82 | \$10.19 |
| VACATION PAY (4% of Total Wages [A]) | \$36.04 | \$37.40 |

Sample Employee Guidelines

The employer = “I” or “me.”

The employee = “assistant” or “you”

You report to me

When dealing with my family or friends, please do not feel that you are obligated to respond to their criticisms or commands. You are my employee.

Communication and respect

If there is any problem concerning anything between us or with anyone you are dealing with on my behalf, we will both be sure to bring this to each other’s attention respectfully without being rude or abrupt. And wherever possible we will deal with it amongst ourselves, not in front of other people. Remember, how we interact in public reflects on both of us and especially on how I am perceived as an independent person and professional.

Tardiness

It is unacceptable to be late for your shifts or when I have asked you to come back at a specific time.

Security

When admitting visitors into the apartment, all room doors are to be closed. It is important that the security of my home be maintained at all times.

Confidentiality and gossip

Any personal information you see or hear while you are working for me is confidential. Do not relay information to other housing cooperative residents, other staff members, my friends, my family, your friends, your family, your other employers, etc.

Liability of the employer

The employer is liable for the actions of their assistant while they are working for the employer. Please behave yourself in public and act in accordance with your employer’s instructions.

Substance Use Policy

No drinking or drugging while working.

If you are sick

I prefer that you do not come to work if you are sick. Please try to inform me in advance if you can foresee any problems. If it is the last minute before you know you are feeling ill, please try to come in to get me up and find another person on my list to work.

Days off

If you need a day off, please let me know at least three days in advance. Where possible, I will try to accommodate missed shifts by switching shifts between assistants so that one person does not lose a shift for that month but this cannot be guaranteed. Please do not feel you can switch shifts with another assistant without speaking to me first.

Tidiness

If you use it put it back. Several small messes add up to give one very large mess. I want my home as clean as possible. Please take initiative to make sure that this is maintained.

Home phone use

You are allowed to use the designated phone for personal calls. You are not allowed to make long distance calls. You can use the phone at times when you are not needed but as a courtesy, please ask for permission.

Your personal business

Please take care of your personal business on days when you are not working. Please don't assume you will have time during your break, e.g., doctor's appointment.

Borrowing money

You can borrow money from me (or vice versa) for meals or other small expenses until it is convenient for you to get money, e.g., from the bank, to a maximum of twenty dollars. It should be paid back within one week of borrowing it.

Employee's visitors

You may not invite your visitors unless you have prior permission.

If I am working

When I am working or talking to another individual, please do not interrupt unless necessary.

Don't just leave

Always inform me where you are going: don't just disappear. E.g., if we are out and you need to use the washroom, just let me know where you are going.

Friends who need assistance

Sometimes when I go to a friend's place I use their support staff and you may have some time off at these times. In turn, if a friend needs some assistance while we are together, it is expected that you will assist them as needed.

My personal van

You may be required to drive my van. It must always be parked at the specified location exactly as it was found. The mileage sheet must always be completed in full on return. Sometimes you may drop me off at an appointment where I will be engaged for awhile and I may be able to give you some time off. At these times, you may use the van to go somewhere to spend your break, e.g., to the coffee shop or a friend's house, up to a return distance of 15 km. Any distance further than this will cost \$0.22 per kilometre. On occasion, you may request to borrow the van for your personal use and pay \$0.22 per kilometre. Do not take the van without permission.

Criminal Record Check Package

1 | Sample letter for employee

January 23, 2010

Dear Lillian:

As I discussed with you, a criminal record check is one of the requirements for my staff. Because staff work in my home and, in most cases, perform personal care for me, I may be in a vulnerable situation.

You need to agree to this check and to ask the police to do the check and send the results to me.

There are 2 forms enclosed for you to fill in: the Criminal Records Check Form and the Consent for Criminal Record Search. The other documents are for the police department.

Thank you for your understanding and for starting the criminal record check process.

Jason Lee

2 | Sample cover letter – for police department

To: Vancouver Police Department

Re: Police Record Check (PRC)

To Whom it may concern:

I am considering hiring Lillian Wei as a personal assistant to deliver my home support services. These services take place in my home and involve household, as well as personal care tasks.

Before hiring, I wish to complete a Police Record Check (PRC) on Lillian. The PRC - Criminal Record Information and a Criminal Record Check must consist of any criminal convictions, outstanding charges, regardless of outcome, including those of stay of proceedings as well as those related to non-convictions.

I'm attaching the forms Lillian has signed consenting to the check. If you need any more information, please contact me at 604-888-8888.

I've also included a self-addressed stamped envelope to mail the results to me.

Thank you for your assistance.

Jason Lee

3 | Sample criminal records check form – for employee to complete

Confidential

Name _____

- 1. Are you bondable? Yes No
- 2. Has bonding ever been refused or cancelled? Yes No
- 3. Have you ever been convicted of a criminal offence for any of the following activities?
 - Fraud/theft (including shoplifting) Yes No
 - Criminal Driving Offence Yes No
 - Arson Yes No
 - Assault, including sexual Yes No
 - Homicide Yes No
 - Possession and/or trafficking in narcotics Yes No
- 4. Have you been convicted of any other criminal offence? Yes No
If yes, please specify _____

I hereby certify that the information provided above is true to the best of my knowledge. I hereby authorize the RCMP and the Municipal Police to release to the Employer any information they may have regarding my past criminal record. I understand that the Employer may conduct or require an investigation on any matters contained in this application and hereby authorize the Employer to do so. I further agree and understand that any false statement made in this application may cause me to forfeit any claims on my part to employment with this Employer

Applicant's Signature: _____

Date: _____

4 | Sample result of records check – for completion by police

Results of records search is merely a record, or lack, of official contact with police agencies, not an affirmation of good character.

A search of (check the applicable database):

- The Canadian Police Information Centre (national)
- Local police

The given name and birthdate shows:

- No record
- A record exists on local index, a copy certified by the police agency is attached
- A Central Repository Record may exist but cannot be disclosed unless verified by fingerprint comparison
- Outstanding charges Criminal Code Section _____

Completed By: _____ Date: _____

Oath of Confidentiality

- a. I agree that, as an employee of Jason Barker, I will respect the confidential nature of his occupation. Any observations and concerns will be shared only with those expressly authorized by Jason to deal with them. I will not discuss any personal or business-related information I hear with any outsiders unless I am authorized to do so.
- b. If my duties include any handling of other staff files or information, I agree to protect the privacy and confidentiality of that staff person's information.
- c. Upon termination of my employment, I shall deliver to Jason all documents, papers, plans and materials and other property of or relating to his affairs which are in my possession or under my control.

Employee

Witness

Name (please print) _____

Name (please print) _____

Signature _____

Signature _____

Date Signed _____

Date Signed _____