

Homecare Worker Notice of Authorized Hours and Services



The action(s) listed below will be taken. If you have questions please call the local office. This notice must be provided to the homecare worker on or before the date of the action.

	Date: _____ Consumer-employer: _____ Program: _____ Case manager: _____ Contact number: _____
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<input type="checkbox"/>	On _____ you are authorized to begin working _____ hours per pay period. Please ask your consumer-employer for a copy of the task list for detailed information about the tasks to be completed. <i>(Use to authorize a full pay period.)</i>
<input type="checkbox"/>	For pay period _____ to _____ you are authorized to work _____ hours <i>(Use to authorize a pro-rated pay period.)</i>
<input type="checkbox"/>	On _____ your hours for the above consumer-employer will be reduced to _____ hours per pay period.
<input type="checkbox"/>	On _____ your hours for the above consumer-employer will be increased to _____ hours per pay period.
<input type="checkbox"/>	On _____ the services you provide to the above consumer-employer will be increased to include the following services: _____ Please ask your consumer-employer for a copy of the task list for detailed information about the tasks to be completed.
<input type="checkbox"/>	On _____ the services you provide to the above consumer-employer will be changed to exclude the following services: _____ Please ask your consumer-employer for a copy of the task list for detailed information about the tasks to be completed.

Article 17(2) of the SEIU 503 Homecare Workers' Bargaining Agreement states: Written notice to the homecare worker is required when a change to hours and services occurs. When a consumer-employer becomes deceased or has an illness requiring alternate care, written notice to the homecare worker is not required. Homecare workers are responsible for knowing when their credentials are due to expire. You may contact either the local APD/AAA office, or log into the Registry at www.or-hcc.org or call the Oregon Homecare Commission directly at 877-867-0077 (option 1) for your credential expiration date. You are not eligible for payment if your credentials are expired.

Homecare workers do not have a right to a hearing based on changes to consumer-employer hours or services. You must receive authorization within two (2) business days when working above the amount of authorized hours. Pay periods consist of two (2) consecutive work weeks. The work week is defined as 12:00 a.m. Sunday through 11:59 p.m. Saturday. You are only authorized to claim hours for services authorized on the task list. Homecare workers are not authorized to provide animal care (*including service animals*), yard work, or services to individuals who are hospitalized.