



Training Documentation Form for Hired Workers

Name of IRIS Participant _____

Name of Participant-Hired Worker _____

Worker Start Date _____

Mail this form to: IRIS Financial Services Agency
2020 W. Wells Street, Milwaukee, WI 53233-9947

| Service(s) Provided by this Worker (check all that apply) | |
|---|--|
| <input type="checkbox"/> Supportive Home Care | <input type="checkbox"/> Respite |
| <input type="checkbox"/> IRIS Self-Directed Personal Care | <input type="checkbox"/> Other (for example: skills trainer or employment attendant) |

| Information For All Your Workers | Date Training Completed |
|--|-------------------------|
| <input type="checkbox"/> Workplace Orientation <input type="checkbox"/> Confidentiality <input type="checkbox"/> Worker New Hire Forms <input type="checkbox"/> Work Schedule <input type="checkbox"/> Worker Wages/Benefits <input type="checkbox"/> Worker Timesheet | Comments: |
| Worker Duties and My Expectations | Date Training Completed |
| <input type="checkbox"/> Work Safety <input type="checkbox"/> Emergency Response/Backup Plan <input type="checkbox"/> How to work with me and respecting my choices <input type="checkbox"/> Information on my disability and my needs <input type="checkbox"/> Review of my daily schedule <input type="checkbox"/> Other: (for example; seizure management, service animal details, etc.) | Comments: |

Worker Signature

Date

IRIS Participant/Employer Signature

Date

About this Form

What Is This Form?

This form is a place to document the important training you give to your workers. This is a checklist of the topics that you should discuss with each of your workers.

Why Do I Need To Complete This Form?

Your workers need to know how to keep you safe and healthy. This form gives you a checklist of items to discuss with your workers in order to prevent misunderstandings. The IRIS program requires that workers you hire and pay with IRIS funds must receive job training within 30 days of the worker's start date.

Glossary

Workplace Orientation: Show your worker around. Make sure they know where you keep items they will need to do their job. Show them where the emergency equipment is.

Confidentiality: Your privacy is important. Tell your worker that they can't talk about you to other people; not even their family and friends.

Worker New Hire Forms: You and your worker should complete all the new hire forms and send them to the Financial Services Agency as soon as possible.

Work Schedule: Tell your worker what days they will be working and what their start and end times will be.

Worker Wages/Benefits: Let your worker know what they will be paid. You should also let them know if you offer any benefits (like worker's compensation). This is also a good time to talk about how you will handle disagreements. Think about what might cause you to fire your worker and let them know what you will not accept while they work for you.

Worker Timesheet: Tell your worker that they cannot change information on their timesheet after you have signed it. They may not add hours that you did not approve. Your worker also cannot be paid for work when you are in the hospital or a nursing home.

Work Safety: Make sure your worker understands how to care for your safety. This includes transfers, hand washing, glove usage, lifting, and showing your worker how you want them to operate any equipment you may have. The Occupational Safety and Health Administration (OSHA) guidelines for worker safety are contained in the IRIS Employee Handbook.

Emergency Response/Backup Plan: Let your worker know what to do if there is an emergency, such as a fire or tornado. Also let them know what to do if you have a medical emergency. Make sure they know how to reach others who are important to you and discuss your backup plan with them.

Work With Me/Respecting Choices: Talk with your worker about what is important to you and how you want to work with them.