



## EMPLOYMENT DOCUMENTS INFORMATION

Having proper documentation in place is important to protect both you as the employer, and your staff as employees. Having clear documents leaves less room for interpretation and sets out the guidelines and expectations for the job and working environment.

Some examples of employment documents are:

- Employment Agreement
- Home Share or Respite Agreement
- Job Description
- Policy and Procedure Manual
- Staff Information Sheet
- Orientation Process
- Time sheet
- Care Plan

Talk with your Vela Facilitator for more information, templates, and samples for the above documents.