

# CHRYSALIS SPECTRUM



## Contracting with Chrysalis Spectrum

Annual and semiannual training module

Presentation prepared by Dr. Alisa Elliot and co-founder of Chrysalis Spectrum  
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# About us

- Chrysalis Spectrum(CS) is a licensed personal assistant service (PAS) for individuals.
- CS operate in Houston, TX
- CS was started in March 2017
- CS accept private pay and long term care insurance
- CS is one of the top paying PAS in Texas

## Requirements for contracting with Chrysalis Spectrum

- Reliable transportation
  - Diploma or GED
  - Two years experience as a caregiver
  - Two forms of identification
  - Must be authorized to work in the US
  - Must be able to lift 35 lbs.
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# Contract Agreement

## Independent Contractor-

Self-employed and responsible for withholding taxes, does not have a permanent work location, and have absolute control over their schedule.

### CS Independent Contractor Responsibilities:

- Complete job task without training (will receive job training if the job doesn't start immediately)
- Complete summary notes after the completion of a job
- Have reliable transportation
- Must pay for mileage, gas, training, uniforms, continuing education classes
- Must pay for job related fees (annual background check, software fee, & necessary supplies)
- Must treat client with utmost respect and safeguard client from potential injuries

# Designation of Work Assignment

- Work assignments are based on the contractors abilities, client's needs, and work location.
- Contractors usually meet with the client prior to the start of work.
- Contractors has the ultimate say in who they work with.
- Clients has the ultimate say in who they allow in their home.
- Removal from 3 client's home due to not being the right fit is automatic grounds for contract termination.
- Contractors may work for other agencies however if they are contracted with a partnered agency with Chrysalis Spectrum they cannot independently work for that agency.

# Job Description

**Direct Support Professional** Assisting with mobility, feeding, toileting, transfer, dressing, grooming, toileting, baths/showers, lifting or pushing more than 20 lbs., use a c-lift/hoyer lift (includes personal assistance service).

**Personal Assistant** Assisting with mobility, shopping, light housekeeping, meal prep, laundry, transporting, medication reminders, sorting mail, assisting with technology, exercising.

**Sitter:** Visual observation Only

# Work Conditions

- Contractors can see the job description for the client in Time Clock Wizard. If contractor is unable to perform duties, they must contact [info@chrysalisspectrum.com](mailto:info@chrysalisspectrum.com) to be reassigned.
- At no point should contractors bring additional visitors or pets to the client's location while scheduled to work. Bringing children, spouse, significant others, etc. is grounds for contract termination.
- A supervisory visit will be conducted within 8 days of contractors start date, with subsequent visits as needed for ongoing support and guidance.
- All work duties are to be performed at the best of contractors' ability. If work is too stressful, emotionally draining, depressing, or too complicated it's the contractor's responsibility to notify PAS for reassignment.
- Contractors should not at any time perform work duties that are not listed in their job description. This includes completing task that are outside the agency's scope such as skilled nursing duties.

# Punctuality

- Contractors are to arrive at scheduled location at scheduled time. Repeated tardiness will result in a verbal and written warning subject to contract termination.
- Contractors are to clock in and out at the client's location. Clocking in or out prior to arriving or after leaving location will result in a verbal warning and possible termination.
- Contractors are to text 281-407-1662 if they are more than 8 minutes late.



# Time Off Request

Time off request is highly encouraged!

Don't be afraid to let us know when you need a break. We completely understand and will be here waiting on your return. Contact [hr@chrysalisspectrum.com](mailto:hr@chrysalisspectrum.com) to schedule your break.



# Scheduling

- Contractors are to notify PAS 48 hours in advance for time off.
- During this time contractors are to reach out to other contractors who are available to cover the shift.
- More than 3 call-in's made within the start of a 4 hour shift will result in a \$45 inconvenience fee per each late call-in.
- At no point should scheduling be negotiated between client and contractor.

# Point System

If an independent contractor has 3 or more unexcused absences in any 90 day period, this is seen as excessive absenteeism. Attendance infractions reset every 3 months. Calculation of attendance infractions.

- Absent with call, more than 24 hr notice: 1 point.
- Absent with call, less than 24 hr notice: 1½ points.
- Tardy: ½ point.
- Early departure: ½ point.
- Absent, no call: 2 points

Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:

- 3 points: Verbal warning.
- 4 points: Written warning.
- 5 points: Speaking with HR and/or Agency Administrator.
- 6 points: Contract is subject to termination.

# Performance Review

- Each contractor will receive a performance review every 12 months.
- Contractors will receive a score for their performance review with 5.0 being is the highest score.
- If the contractor receive a score less than 2.5 the contract will not be renewed.
- Contractors will receive feedback about ways to improve their score.
- The performance review will include and overview of completed paperwork, punctuality, ability to complete the job duties, and communication.

# Renewal of Contracts

- Contract renewals every 12 months.
- Contract renewals are based on work performance.
- Contract renewals are available when performance review score is higher than 2.5.
- Chrysalis Spectrum or the contractor can suspend, cancel, or terminate the contract agreement at any time.
- Contractor can apply to extend the contract by completing the contract extension form.

# Who to Contact?

Client Questions -

[CS@chrysalisspectrum.com](mailto:CS@chrysalisspectrum.com)

Client Updates ,injuries, incidents, accidents, changes in client care and complaints about agency administrator.

Contractor questions and concerns -

[HR@chrysalilsspectrum.com](mailto:HR@chrysalilsspectrum.com)

Payroll, problems with caregivers, scheduling, and work assignments

Complaints or concerns:

[Info@chrysalisspectrum.com](mailto:Info@chrysalisspectrum.com)

Office Number: 281-407-1662

Office location:

8300 Cypress Creek Parkway Ste. 450, Houston, TX 77070

Office Hours: Monday - Friday, 9:00 am to 4:00 pm