

## LIVE-IN SERVICE

**Water Tower Nursing and Home Care, Inc. (WTN) offers non-medical live-in services for Clients who need ongoing care and assistance throughout a twenty-four (24) hour period. WTN employees/home service workers (caregivers) that provide live-in services are trained to provide a wide variety of duties as outlined in the document titled: “General Duties That May Be Performed By A Home Service Worker”.**

**All of the following conditions and expectations must be met to qualify for WTN live-in services.**

**Break Time:** In accordance with Illinois labor laws, the caregiver is required to have at least three (3) one hour breaks during the day and eight (8) hours of personal time at night. Of the eight (8) hours of personal time at night, five (5) of the hours must be uninterrupted time for sleep.

During the combined eleven (11) hours of break and personal time in a twenty-four (24) hour period, the caregiver must be free from all duties in caring for and assisting the Client. If free time is not possible due to Client needs, alternate arrangements can be made by contacting a WTN Supervisor.

**Overtime:** Each live-in day is counted as thirteen (13) hours of time worked. In accordance with wage and hour laws, any same WTN employee who provides services to a Client and works in excess of forty (40) hours in a work week, (Sunday through Saturday), is entitled to be paid at one and one half (1.5) times the applicable rate for the excess hours. Therefore, the Client will be billed at one and one half (1.5) times the applicable rate for the hours in excess of forty (40) hours per week for each caregiver.

**Holidays:** WTN recognizes the following holidays and all services rendered on these days will be billed a rate of one and one half (1.5) times the applicable rate: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Eve.

**Sleeping Arrangements:** A private room or area with a bed must be provided for the caregiver unless other arrangements have been agreed upon.

**Food and Beverage:** Clients are to provide food and beverage for the live-in caregiver. Should the Client decide not to provide food and beverage, or in instances where the caregiver has special dietary needs, alternate arrangements can be made by contacting a WTN Supervisor.