

## ADMINISTRATIVE POLICY

- 1 Persons served by OPTIONS will not be required to perform services for OPTIONS that result in economic benefit to the organization or contribute to its maintenance, nor will they be required to perform services in the production of products for sale.
- 2 Persons who do work for OPTIONS will be compensated for their efforts at prevailing wages commensurate with their abilities.
  - 2.1 Persons may participate in a group Supported Employment or Day Program site in which sub-minimum wages are paid. In such event, the person served will be informed of their wage and a time study will be completed on a semi-annual basis.
- 3 Persons will provide informed consent for any and all work performed, including volunteer work.
- 4 Regular participation in home task activities will not be considered as work. Home task activities include, but are not limited to, the following shared duties:
  - 4.1 Meal planning, grocery shopping, food preparation, table setting, serving, dishwashing, etc.
  - 4.2 Household cleaning and laundry
  - 4.3 Light yard and household maintenance
  - 4.4 Shopping for general household items and personal clothing

POLICY DATE: February 1996  
REVISED: April 2004  
REVISED: August 2007  
REVISED: May 2012  
REVIEWED: April 2014  
REVIEWED: August 2015  
REVIEWED: September 2016  
REVIEWED: October 2017