

# IPSSA Sick Route Rules

(Revised 8/2/14)

## IPSSA Responsibility

IPSSA is not liable or responsible for the quality of the servicing member's work, customer complaints, loss of member accounts or any related matter other than to hear the matter before a grievance committee which could result in the servicing member being suspended or expelled from IPSSA.

## Regular Members Bound to Participate

The sick route plan is compulsory for all regular members who have pool or spa clients within the sick route boundaries.

Any member who refuses to service pools for a sick member will be subject to expulsion from IPSSA, in accordance with IPSSA rules. Any member who 1) has a complaint filed against him due to neglect on his/her part, or 2) purposefully abuses the Sick Route program, will be subject to disciplinary action, which could result in a fine of not less than \$100 per pool per service day, suspension, or expulsion from IPSSA.

Chapter Supporters are not eligible to participate in the Sick Route program.

## Obligations of Servicing Member

A Servicing Member (defined as an IPSSA member in good standing and whose primary place of business is within the boundaries of an approved IPSSA chapter Sick Route Plan) must conform to IPSSA and Chapter Rules and Policies.

The servicing member's obligation under this plan will not extend beyond cleaning the pool or spa, emptying the baskets, adding the necessary chemicals and backwashing the filter. Any additional service is up to the discretion of the chapter.

IPSSA and its members will not be required to cover any single pool more than twice a week. Additional arrangements will be up to the chapter.

## IPSSA Chapter Role

Sick Route plans are operated by Chapters in conformance with these IPSSA Sick Route Rules. An IPSSA Chapter may not conduct any sick route or similar program that is not in compliance with these Rules.

Boundaries are set by the Chapter. The Chapter may set boundaries using maps, Thomas Guide, political boundaries (such as town, city or county boundaries), zip codes covered or similar means.

The location of the serving member's pool route, not the member's residence, shall be the determining factor for coverage by the sick route plan.

Sick route participation requirements for Employee Members shall be set by each individual Chapter provided that said participation requirements are consistent with these Rules.

Chapters may enact Sick Route policies in addition to these Rules, but said policies shall be effective only with the prior approval of IPSSA. The purpose of this requirement is to protect IPSSA from lawsuits and governmental action against all of IPSSA for errors or oversights of Chapter Sick Route plans. Chapters shall notify IPSSA of any new or amended Chapter Sick Route policies, and submit complete copies of the proposed additions or changes. IPSSA's Sick Route Committee will, in turn, review the proposed changes or additions within thirty (30) calendar days of actual receipt of the complete copy of the proposed additions or changes. IPSSA's BORD shall approve the additions or changes to the extent that they are not inconsistent with these Sick Route Rules, and that they do not pose a material threat to the interests of IPSSA or its members. Any Chapter policy that is not approved by IPSSA is void and in violation of these Sick Route Rules.

Chapters are required to operate and administer the Sick Route program in a fair and reasonable way. Chapters shall apply all rules and requirements uniformly to all IPSSA members within any given category of membership. Chapters shall not discriminate against any member, competitor, consumer or supplier based on legally prohibited criteria, such as race, ethnicity, religion, gender, etc.

Chapters shall report any suggestions, problems, substantial complaints, threats of litigation, irregularities, failures or other concerns to the Regional Director as soon as possible after receiving the same. The Regional Director will report to the IPSSA Executive Office and Sick Route Committee.

### **Limitations on Benefits**

Sick Route benefits are available only to eligible IPSSA members participating in an approved Chapter Sick Route Plan.

Sick Route coverage is available only for pools or spas that the sick member personally services.

A Participating member will have coverage as determined by their chapter, provided that the length of coverage rules shall apply equally to all members of said chapter.

This time period can be extended by a majority vote of the Chapter members at a general meeting or at the discretion of the Chapter's executive board.

New members will not be covered for pre-existing conditions or elective surgery for the first six months of membership in IPSSA, but will be covered for any accident/injury or hospitalization that occurs while an IPSSA member.

Sick Route coverage is available for injuries and/or illnesses preventing work for more than ten (10) consecutive week days.

Requirement of verification for coverage of 5 or more consecutive week days, and 10 days in calendar year

To qualify a member for sick route coverage, the sick route chairman must have in his/her possession within five working days a notification from the attending physician (a licensed M.D.) stating the general nature of the illness/injury and approximate length of time needed for recovery.

### **Sick Route Procedures**

#### **Requirements for notification of the Chapter of being sick**

The sick member should contact the chapter Sick Route chair as soon as possible. For purposes of the IPSSA Sick Route program, "sick" means physically or mentally ill such that the member cannot or should not, in a physician's discretion, service a client pool or spa, or do significant physical activities beyond what is necessary for the treatment of the illness or injury.

The member must have a written statement from the member attending physician delivered to the sick route chair within five working days of notifying him/her that coverage is needed.

The member must be a member in good standing, including all fees having been paid.

The member must submit completed, legible route cards to the sick route chair before the member pools can be routed. It is advisable to keep these cards filled out and updated on an ongoing basis, to be available in an emergency. No route cards, no coverage!

The member shall, if his or her condition permits, provide updates to the chapter Sick Route chair concerning the anticipated date the member will resume his or her service route. Updates shall be provided upon request of the Sick Route chair. Said updates shall not include confidential medical information.

The member may not accept any new business that would require sick route coverage from chapter members while the member is out on disability.

Every effort will be made to ensure that pools are serviced within seven days of notification that coverage will be needed.

#### **Sick Route Cards**

Sick route cards (IPSSA form SR1-yellow) will be maintained by and are the responsibility of each regular member.

These cards inform other IPSSA members of the particulars of individual accounts that need servicing under this sick route plan.

Sick route cards determine the type of service for the pool.

The cards must be filled out completely.

Coverage cards (IPSSA form SR2-blue) will be filled out by regular members and maintained by the sick route chair in order to help allocate sick route pools to members already servicing a particular area.

New coverage cards must be submitted at least once a year to the sick route chair.

All members must have a coverage (blue) card to the sick route chair within 30 days of membership in IPSSA.

It is up to each member to have his/her route cards (yellow) updated, because the sick route plan will cover only those pools documented. No cards, no coverage!

Cards may be obtained from the IPSSA executive office.

Cards are available to Chapters only -- no individual requests.

Call 888-360-9505.

Fees are debited to the chapter account for sick route cards.

Yellow cards (SR1) have a fee and come in quantities of 500. Blue cards (SR2) are free and come in quantities of 50.

#### Notification and response to providing sick coverage

##### Notification

The servicing member will be notified by the Chapter Sick Route chair of Sick Route coverage obligation via telephone or electronic mail within three business days of notification by the sick member.

##### Response to notification

###### Confirmation of notice

If the member receives notification on an answering machine that there are pools the member needs to service under this plan, the member must return the call within 24 hours.

Once a member has accepted a pool assignment, the chapter assumes that it is being serviced in a regular and professional manner.