



Policies and Procedures

1. Phone lines are open 4:30 A.M. 0 12:00 midnight, 365 days. Office hours from 6:00 A.M. to 5:00 P.M. Monday to Friday. If you have any concerns or problems that might affect your work performance, notify _____
2. Must maintain a current Mantoux /X-Ray; otherwise you will not be able to work.
3. Must maintain a CPR, licensure at all times. CPR classes are offered at Red Cross.
4. Uniform is white (pants and top) and must wear transfer belt and nametag.
5. Be on Time!!! If you are late call us.... Otherwise pre-scheduling privileges will not be applied to a contractor/employees who are consistently late. No call and No show is an automatic termination.
6. Late Cancellation Guidelines: 6 hours notice must be given in order to cancel a shift. If you do not cancel within the time period or do not show up with your schedule shift, 4 hours will be deducted from your paycheck.
7. Payroll: Monday: 8:00 AM to 5:00 PM.
8. Holiday Rates: Holiday shifts are paid time and one half the regular rate. Holiday begins on the night (11-7) and ends (3-11), with the exception of Christmas and New Year which begins Christmas & New Year eve (3-11) and Christmas & New Year day (3-11) shift. Holidays: Easter, Thanksgiving, Independence Day, Memorial Day and labor Day.
9. All time cards must be in every Friday. Don't hold your time cards more than a week, otherwise delayed payment from facility will occur.
10. Update us if you change your contact information.
- 11.INSURANCE...we require Professional Liability Insurance from all our employees' independent contractor. If you do not have professional liability insurance, we will purchase them for you and the cost will be deducted from your next paycheck.