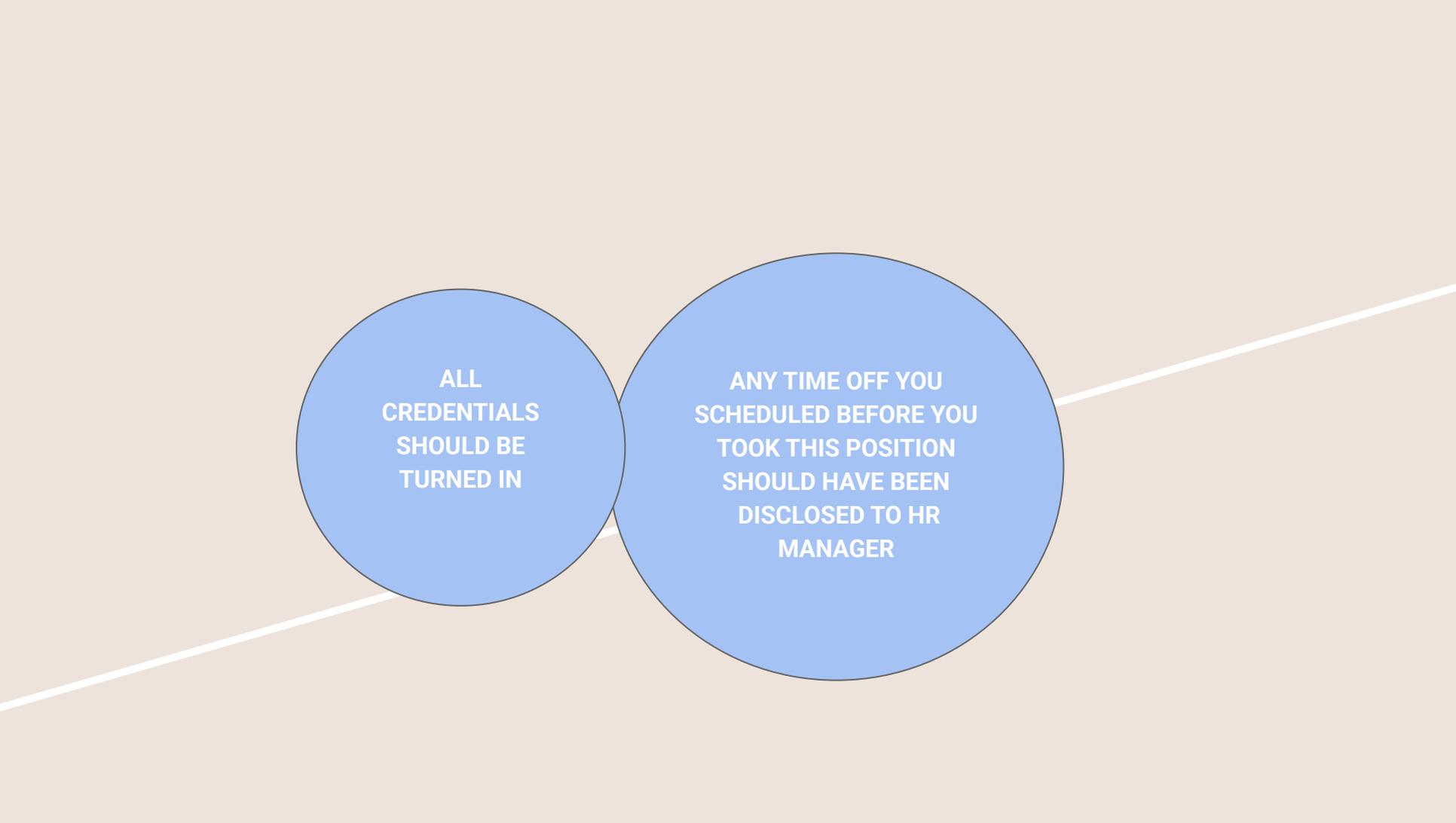


WELCOME

TO NURTURING HOME HEALTH CARE



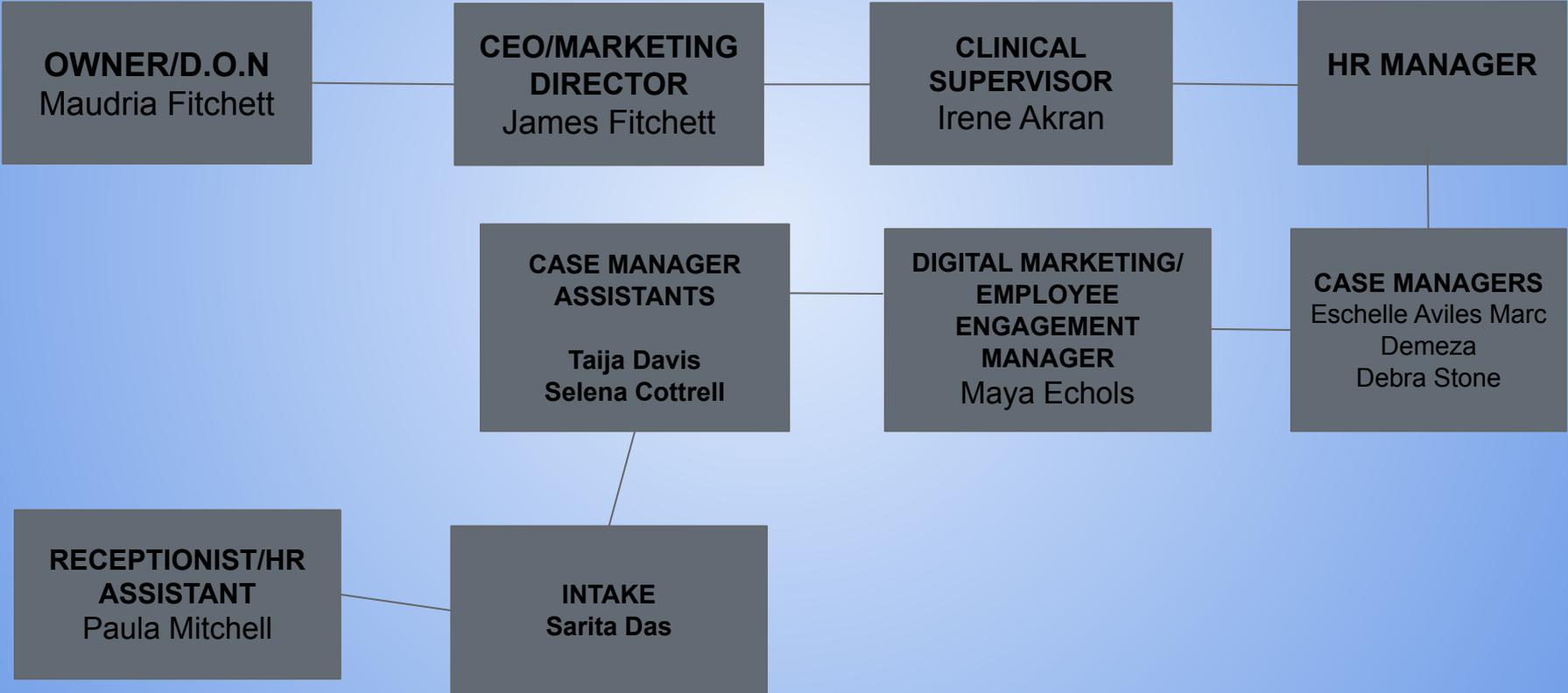
Nurturing Home Healthcare Agency Inc.



**ALL
CREDENTIALS
SHOULD BE
TURNED IN**

**ANY TIME OFF YOU
SCHEDULED BEFORE YOU
TOOK THIS POSITION
SHOULD HAVE BEEN
DISCLOSED TO HR
MANAGER**

OFFICE STAFF



WORKPLACE RULES

- Dress code is professional appearance or scrubs in the office.
- There is ZERO tolerance for workplace discrimination and harassment, all employees should feel safe and respected when coming into the workplace.
- Per HIPPA: Do not send any patient information out via texting on personal phones, email, or mail without patient consent or a power of attorney.
- There is a mandatory tuesday meeting every week in the conference room.
- Personal calls and social media are prohibited, unless you are at lunch or on your 15 minute break.
- You can choose between a 30 min lunch break with two 15 minute breaks or, an hour lunch break with no other breaks.

PAYDAYS/ PAY PERIODS

- Every pay day is the 15th and the last day of the month.
- Pay day for the hours you worked the 1st-15th is on the last day of the month.
- Pay day for the hours you worked on the 15th-30th is on the 1st on the month.
- The company does not offer overtime pay, please clock out at 5PM.
- You have the option of direct deposit or a check for payday.
- Let the HR manager know if there is a problem logging in and out of the ADP app.
- All final checks will be a paper check, accompanied with an exit interview by HR.

ATTENDANCE POLICY

- Remember to clock in and out. This can cause occurrences in your attendance.
- If you forget to clock in or out, please write your hours in the payroll book log.
- Let the HR manager know if there is a problem logging in and out of the ADP app.
- If you are running late or have to call in, please let the supervisor and HR manager know promptly.
- If you request time off, it must be submitted within 2 weeks notice.
- If you are absent without notice for more than two days in a row, you will be considered as having abandoned your job, and the company will process your work separation as a voluntary resignation on your part.

PAID HOLIDAYS

- NEW YEARS DAY
- MARTIN LUTHER KING DAY
- MEMORIAL DAY
- JUNETEENTH
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- CHRISTMAS DAY

PTO

- You get 5 days of PTO and 5 days of vacation time per year. This is accrued simultaneously every pay period.
- Every month you receive another 6.66 hours of PTO
- More than one week vacation can only be submitted or applied in the case that you have accrued vacation time and PTO.
- Any time off that you are taking without PTO, has to be approved by the D.O.N.
- You are not allowed to use PTO or vacation time until after your 90 day probation period

90 DAY PROBATION

- During your 90 day period of working for the agency you must give a report at the end of each day of everything that was done in the day to receive payment for the on call.
- You start taking on call at the end of your 90 days depending on your position.

ON CALL DUTIES

- If you are on call duty, the answering service will go directly to your phone.
- If it is regarding intake, you will follow the intake process, but most matters can be handled the following Monday
- If it is urgent you will direct them to 911.
- You are paid \$100 for being on call Friday-Sunday
- On call schedule is rotated, holiday on call schedules are also rotated.
- If you are on call for any holidays, you will get paid an extra \$50 for that holiday
- If you are on call, you must give a report on Monday stating everything that was done over the weekend to receive payment for the on call.

GOOGLE DOCS

- There are several google docs that we use in the office to upkeep data. This will be shown to you during your training.