THE EMERGENT ENTERPRISES CORPORATION

ORIENTATION PACKET

Please read and fully understand the following information. Please sign and return the last page of this orientation packet. Please keep remainder of packet to refer to for future references.

**Responsibility:**

It is the responsibility of each individual to follow the policies and procedures of each facility in which you work.

**Acceptance of Shifts**:

When we receive a shift, a text message will be sent out to everyone that is in or near the location of that facility.

The message will contain date, time of shift, and facility name, unit/hall (if applicable)

Once you have received the message, please respond as soon as possible, if you can accept the shift, stating, “yes, I can” or “no, I cannot.” The shifts will be first come, first serve (within reason).

Once confirmed for the shift, you will receive a text, stating, “Thank you, you have been confirmed for the following shift.

**Example**: Thank you, you have been confirmed for the following shift

 Date: 12/31/20

 Time: 7p-7a

 Facility: Best Nursing Home

 Unit: 300

Anyone that has expressed interest in a shift that has already been accepted by someone else will receive a message stating, “Shift has been accepted and is no longer available.”

If you send a text accepting a shift and do not receive one of the above responses, please call.

Please DO NOT accept a shift unless you are sure you can work.

If you are offered a shift while working at a facility, please notify T.E.E.C. so shift may be confirmed.

**Timesheets:** Timesheets are available at the office. They may also be emailed, faxed, or sent via text message. Please completely fill out your timesheet, put the actual time you arrive and leave for your shift.

Based on each facilities policy, a lunch break will be taken out. If you are unable to take a lunch break, please make note of it and have a supervisor (during your shift) from facility to initial it. Timesheets must be signed by a supervisor or staff team member. Unsigned timesheets will not be paid because that is the only proof you and T.E.E.C. have, that dates and hours worked are correct.

When time sheets are complete you may text, email, or fax it to the office. Once you have sent your timesheet please send a text so we may confirm that we have received it. You are encouraged to take pictures of your timesheets and keep them as records, until you are paid.

To ensure you are paid on time, please have all time slips turned in by 9 am on Mondays before pay period. NO EXCEPTIONS. You may opt to send in timesheets daily. Any time sheets received after 9am on Mondays will be paid on the following check. NO EXCEPTIONS. We encourage to send in time sheets daily, at the end of each shift, either via text or email.

**PAYDAY:**

THE EMERGENT ENTERPRISES CORPORATION currently pays by direct deposit. Pay is weekly on Fridays. Time begins on Sunday and ends on Saturdays. For example, if you work a shift on the Saturday night before payday that shift’s time goes on that paycheck. If you work Sunday of pay week, those shifts will go on the following paycheck.

**Orientation to Facilities:**

Each facility has different requirements for orientation. During orientation, you are paid half rate. We will inform you of how early to arrive for your first shift.

**Cancellation Policy:**

Facilities are required to give us a two-hour notice of cancellation. Before leaving to work a shift ALWAYS CHECK YOUR MESSAGES to see if you have been cancelled. You are also required to give a minimum two-hour cancellation notice. Calling in right before a shift is NOT ACCEPTABLE and will not be tolerated, without a valid excuse.

**Attendance Policy:**

**Cancellations:** If you have no choice but to cancel a shift you are scheduled to work, you must call a minimum of 2 hours prior. If you know prior to that let us know as soon as possible. DO NOT TEXT to cancel a shift; you must call and speak to someone on the phone. Habitual cancellations will result in inactivation and you will no longer receive shifts.

**Tardiness:** You must arrive 15 minutes before your shift starts, if not, you are late. If you are going to be late, even by 5 minutes, you MUST notify the on call staff by phone or text.

No Call, No Show: This means that you accepted a shift, were schedules, and failed to show up. THIS IS NOT ACCEPTABLE. If you are not going to fulfill your obligation, do not call the facility. You must call us directly. It is far better to cancel the shift two hours prior, than to not show all. If you ever have a No Call, No Show, you will no longer be contracted by THE EMERGENT ENTERPRISES CORPORATION.

**Dress Code:**

Scrubs Only. Any color is fine, but they must be professional and clean. No blue jeans or t-shirts. If you have long hair, hair must be pulled up or back. No scarves. Jewelry must be discreet. Tattoos are to be covered as much as possible. The dress code policy applies to every facility.

**Performance at work:**

Please be professional and courteous, if conflict is encountered that cannot be resolved by speaking with a supervisor, give us a call and we will try to settle the issue at hand.

Remember that facilities will call and request a person back specifically if you are a team player. Please keep smoke breaks to a minimum, if allowed of facility grounds, two per shift. If you are schedules more than 6 hours, a lunch will be deducted from your time, unless otherwise noted. Please do not be on your phone, I you have an emergency and must answer your phone, you should take a break and step out of sight of patients and visitors.

**REASONS A FACILITY WILL REQUEST THAT YOU NOT RETURN:**

While there are many reasons that a person my be asked to not return, these are just a few common complaints.

**Being Lazy**- being a team player always impress the charge nurse, facilities like to brag on hard workers.

**Discussing your pay with any facility employee**- This is unprofessional and can cause tension in the workplace.

**Having a bad attitude**- Good attitudes are always noticed by the staff, so remain positive and smiling.

**Getting involved in gossip within the facility**- Do not get involved in gossip or complaining about the way things are done at a facility. You never know who you are talking to or how it could come back to you. Again, try to maintain a positive attitude.

**Excessive breaks**- Always notify the charge nurse when leaving the unit.

**Sleeping on the job**- it is easy to drift off to sleep during downtown but, being caught sleeping always results in becoming a DNR (Do Not Return).

**Being Excessively Late**- Please notify us when you are running late so that we can let the facility know.

**Too Many Call Ins**

**Not Making Rounds, Patients unattended to**- Always make final rounds to ensure all patients are taken care of and happy before leaving when the shift is over.

**On the Phone in Public Areas**- Always go to a private area or on break if you need to use your phone.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the terms listed in T.E.E.C.'s orientation package. I understand that not following these guidelines can result in inactivation of my services.

In witness whereof, the parties hereto have executed this agreement on the day and year first and above written.

**Independent Contractor THE EMERGENT ENTERPRISES CORPORATION**

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Signature and Title T.E.E.C. Signature

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Print Name Print Name

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Date Date