

All-Star Staffing Policies and Procedures

- **Work with Integrity.**
- **Arrive at the facility 15 minutes before your scheduled shift unless otherwise noted by facility.**
- **Proper dress attire = SCRUBS. Unless otherwise instructed by a facility through us.**
- **Good hygiene. Please. At all times.**
- **You will be required to work one weekend per month. It can be one Saturday and one Sunday spread out or all in one weekend.**
- **If there is a SCHEDULING conflict, concern, or question, please call Sherri @ 620-617-9182. Sherri will send mass texts when shifts become available. Please do not text or call her continuously asking about shifts, she is busy on the off times of doing the scheduling/staffing. (Which isn't very often, actually) Please and Thank you.**
- **If there is a paperwork, time sheet, or payroll/paycheck question please call Kristi @ 620-282-7897.**
- **If there is a scheduling conflict when you arrive at a facility, ALWAYS call Sherri BEFORE leaving the facility.**
- **If you are sick..... NO TEXTS will be allowed as a call in. CALLS ONLY. If you get sick while AT the facility, please call Sherri before leaving to let her know.**
- **One time sheet per facility per week. PLEASE. It helps to keep things separated for invoice and payroll purposes.**
- **ANY FORM of insubordination will be grounds for termination. Whether it's at a facility, in a text message, or a phone call.... It will not be tolerated.**

By signing you agree and will follow these simple policies.

Signature

Date

All-Star Staffing's Dual Agency Policy

We understand that now and then there seems to be a shortage of shifts or maybe there seems to be no shifts at times or on days that you can work, but All-Star Staffing does not allow dual agency. We apologize but it has caused scheduling problems and other various issues with crossing over information. In order for us to continue to present ourselves as working with integrity, we must also make this choice on behalf of our clients. Scheduling issues can also cause problems for them. We thank you for everything you do for us and just know that when shifts seem slim, Sherri will work overtime and then some to find them. We always try to accommodate our employees by going above and beyond with our clients, we ask you understand this policy and do the same for the All-Star Staffing family.

If found to be working for another agency other than All-Star Staffing, you will be asked to make a choice. We understand whatever choice that is.

Your signature states you agree and will follow this policy.

Signature

Date

All-Star Staffing Social Media/Confidentiality Policy

There are several different areas of Social Media/Confidentiality where lines can be crossed and not meant to. The following are our, along with our Client's, policies covering all of those areas.

- 1) **NO CELL PHONES IN THE FACILITIES.** This is a common courtesy asked of us from almost every facility we serve. You may use them on your scheduled breaks, but NEVER on the work floor, dining rooms, resident rooms, etc. It can lead to HIPPA violations that can be avoided.
- 2) There is to be absolutely no specific talk about our facilities or the residents within on any social media site, ie. Facebook, Twitter, Snapchat, Instagram, etc. Again, this can be a HIPPA violation. Not only that, but we at All-Star Staffing feel part of working with integrity also means not putting personal information about the residents or facilities. We're not saying you can't talk about your work at all, but never mention a facility or resident name.
- 3) Also, please note that another decision within All-Star Staffing is that we do not hire employees from our the Clients that we are contracted with. And 9 times out of 10 if they quit the client to work for an agency, they are not allowed to go back into that facility to work. So if you love working for us, please don't hesitate to spread the word, just not with Client Staff.

Your signature means you agree with this and will follow policy at all times.

Signature

Date

We want all employees to know that we appreciate everything you do for those we serve. We couldn't do what we do without all of you.

Please... Thank you.... And as always, God Bless you one and all.