

# Medical Temporaries, Inc.

## Policies and Procedures For Employees

Medical Temporaries provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state and local laws.

All applicants are recommended for placement based on their experience, the evaluation and screening process and the client's criteria. Work assignments offered include short and long term temporary, PRN, and temp to hire placements, many that lead to long term employment. The more flexible candidates are, the better the chances of achieving their employment goals. Candidates become employees only upon acceptance of a work assignment. Performance and attendance are monitored and critical for consideration on future assignments or the outcome of a temp to hire assignment. Failure to follow the policies and procedures can be grounds for termination so it is **critical that you:**

- |                       |                               |
|-----------------------|-------------------------------|
| Keep your commitments | Be on time                    |
| Be dependable         | Be truthful about skill level |
| Don't miss work       | Follow these policies         |

### **Who Is My Employer?**

Medical Temporaries is the employer; not the client or site where an employee is placed, and Medical Temporaries handles all employment issues. Thus, you must report any absences, tardy notices, etc. to Medical Temporaries. See the instructions below. For personal emergencies, please give your daycare, family, or school our office number and we will contact you immediately.

### **Required Notification Procedures**

Since Medical Temporaries is your employer, any absences or anticipated tardiness must be reported by calling before your scheduled work time. Continue calling until you are able to speak to someone at the agency either by calling our office number or one of our on-call cell numbers. Calling the site directly or just leaving a message is not sufficient. If you are requesting approved time off, you must also obtain approval from Medical Temporaries with reasonable notice. The client will be contacted for approval. It may be necessary to provide documentation regarding missed work. Employees are required to call Medical Temporaries, Inc. regarding the following:

- If you are available for work or your availability has changed you must call in monthly
- **Are sick and can't go to work or need to leave work for an emergency or are putting in a request for approved time off.**
- Have any problem, which will result in tardiness
- Want to resign, as a 2-week notice is required
- Have problems or concerns that might affect the ability to perform job duties
- Have an injury/illness on the job
- Are offered a long-term position at the current assignment
- Have been instructed by the direct supervisor on site of changes in your assignment
- If your timesheet reporting is delayed or you have a problem with your paycheck
- Have any changes of name, licensure, address, tax withholding, phone numbers, or to resume or work history or any reprimand or change in licensure.

### **Conduct Code**

Professional conduct is required for continued employment and continued recommendation for placement. Inappropriate conduct that can lead to termination or a "not eligible for employment status" includes but is not limited to the following.

- Personal use of client's phones or computers
- Offensive language and or harassment of any kind to clients or Medical Temporaries' staff and associates
- Violation of clients and Medical Temporaries' policies to include site's smoking policies
- **Use of personal cell phone, texting, or using work time for personal business or tasks (Cell phones are to be silenced and put away during work time.)**
- Failure to give a two-week notice to resign from a job assignment
- Falsify hours worked on timesheet
- Contacting the client directly in regard to a discharge from an assignment

### **Random Drug Screening Policy**

It is our policy to maintain a drug and alcohol-free work environment that is safe and productive for our employees, co-workers, clients and the public. The unlawful use, possession, purchase, sale, distribution or being under the influence of an illegal drug and/or misuse of legal drugs while on our premises or our clients' premises or while performing services for our company or clients is strictly prohibited. Reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty is also prohibited. In order to ensure compliance with this policy, substance abuse screening will be conducted in the following situations: pre-employment, for cause, randomly and post accident. Compliance with this policy is a condition of employment. Employees who refuse to submit to substance abuse screening or test positive will be subject to termination.

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### Time Reporting & Pay Policies

Attention to detail is critical in reporting time.

- A timesheet is provided in your onboarding documents. Timesheets are also available online at [www.medtemps.com](http://www.medtemps.com) or may be requested by phone.
- A pay period is from Sunday to Saturday and payday is every Friday for the previous week's work. Timesheets are due by 4pm on Mondays and can be faxed, emailed or delivered after obtaining your supervisor's signed approval.
- Separate timesheets are required for each assignment.
- Start, finish and lunch times should be entered. Only hours over 40 per week will be paid at time and one/half overtime. Overtime must be approved by the client in advance.
- All pay history can be obtained per the Online Paystub Account Instructions
- There are three pay options to select from on the timesheet. One must be marked or your paycheck will be mailed.
  1. Hold check means a check can be picked up at the office on Friday.
  2. Mail check means your check will be mailed on Wednesday as long as your timesheet was received on time.
  3. Direct deposit requires a signed company specific direct deposit form on file with documentation of the account and routing numbers. To stop the direct deposit a written request must be submitted.

### Occupational Health Requirements

If the client requires special screening, employees are required to comply. These may include more extensive background checks, drug screens, immunizations or occupational health screenings or special testing.

### Employment Agreement

Your application packet requires candidates to sign an Employment Agreement, which outlines the rules for direct hire resulting from a referral, fax, email, introduction, interview, resignation, temp assignment or recommendation by Medical Temporaries. To become eligible for direct hire by the client, candidates must work for the agency for 520 consecutive hours of employment, on a assignment for a particular client. Upon completion of these conditions the client may be hire directly. A resignation from Medical Temporaries does not constitute eligibility for hire by the client unless the hours have been completed or a buyout from the client has been successfully negotiated or written permission has been approved and signed by the client and Medical Temporaries. A direct employment offer cannot be accepted for one year after the assignment unless these requirements are completed.

### Medical Insurance Benefits

Once placed on an assignment, you will be asked to complete electronic employment documents to include an election of coverage or declination of coverage form for our medical insurance health benefits plan. You will have 30 days to make the decision to apply for coverage or decline it. If you apply for coverage, your cost for the plan will be deducted from your paycheck in advance of the due date of the first premium.

### Your Commitment

When you accept an assignment, you must **keep your commitment**. If you have accepted shift work, you may not alter your shifts unless you have a bona fide emergency or illness. Failure to keep your commitment may be grounds for termination.

### Dress Code

We are a professional organization and all employees should represent themselves and the company in a professional manner. Clothing must be neat, clean and appropriate for the position. Grooming, clothing and shoes shall conform to the best standards of professional modesty. Attire that is not allowed on the job are: thong sandals, camisole or spaghetti straps, off the shoulder, tanks, midriffs or sheer clothing. Also, no sneakers, t-shirts, and denim jeans (unless required for the job). No work out wear, shorts, sweatshirts, clothing with messages, revealing clothing, undergarments showing including bra straps, mini dresses and no cropped leggings. Nails must be neat and trimmed. Tattoos and body art to include piercings may require coverage or removal based on the position. If certain attire is required for a position you will be notified in advance.

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