
Employment Contract

Recruiter



Employee



Professionalism:

Concentric Healthcare Solutions has a reputation for hiring high quality professionals. It is imperative that you maintain a high level of respect and integrity in all situations you encounter. If you have any problems that arise while working and feel that you need our office to act as a liaison please do not hesitate to contact the 24 hour staffing line.

Personal Hygiene & Appearance:

Please always show up to work in your proper uniform. All hospitals and nursing homes require scrubs. Most of the behavioral health clients require business casual attire such as khakis and polo shirts. Inappropriate attire includes but is not limited to: open toe shoes, visible tattoos and piercings, torn or ripped clothing, excessive jewelry and T-shirts. Remember, in addition to representing Concentric Healthcare you are representing yourself and a professional appearance is required. If you have any questions on what the dress code is with a particular client, please ask a Concentric representative at the time of scheduling.

Availability/Shift Acceptance:

Concentric Healthcare offers you the flexibility to create your own schedule. In return, we hold you accountable for the availability you give us and all shifts that you schedule. Please be prompt in calling Concentric with your availability, this will help us meet the scheduling needs. Obviously, we welcome you to pick up last minutes shifts. However, it behooves you to notify Concentric of your schedule as far in advance as possible. After you are booked, contact Concentric Healthcare if you need to make any changes to your schedule. Communication is a key factor in ensuring that you work the desired amount of hours.

Confirmations:

Almost all shifts scheduled with Concentric Healthcare require confirmation 2 hours prior to your shift. It is *your* responsibility to contact Concentric to confirm your shift 2 hours in advance. At this time, we will either tell you to go to work if you have been confirmed or offer you additional shifts if you have been cancelled. If you need clarification on whether or not you are booked for a confirmed shift please ask your scheduler.

Shift Specifics:

Before you go out to your shift, make sure you are prepared with the directions and phone number. You are responsible for bringing the following items to every shift: *time sheet, ID, Concentric badge, license* (as applies) and *credentials* (as applies). To get the proper directions you may go to www.mapquest.com or other directional web-sites. If you do not have internet access, please ask your scheduler.

Client Interaction:

Concentric Healthcare has procedures set-up to ensure a smooth scheduling process. Please only schedule shifts through your Concentric schedulers. If a client wants to book you for a shift contact the staffing office immediately so that it can be documented and entered into our system. Failure to follow implemented processes can result in the inability to pay you properly.

Overtime:

All overtime needs to be approved prior to working your shift. It is extremely important that you notify the office if you work additional hours because the hours you work in the beginning of the week will affect the amount of overtime that needs to be approved. If you book a shift with a client and fail to notify Concentric Healthcare of the shift and this lack of communication results in unapproved overtime you will not be paid time and half for any OT worked. It is always helpful to contact a Concentric scheduler when you notice that you will be going into overtime.

_____ **Attendance:**

Please refrain from calling off unless there is an **EMERGENCY!** If you are unable to work a shift that you have accepted, we ask that you give a minimum of 24 hours notice.

_____ **Call Off/Late Show/No-Show Policies:**

- No-Call, No-Show: Unless a valid, documented (ie. doctor's note) reason is given employee will be terminated without the ability to reapply for 6 months. Due to the fact that many of our contracted facilities charge Concentric Healthcare for the full shift if an employee no-shows, Concentric Healthcare reserves the right to deduct the full amount charged from your pay.
- If employee calls off with less than four (4) hours notice on more than three (3) occasions, employee will be terminated without the ability to reapply for 6 months.
- If employee calls off without at least two (2) hours notice on more than one (1) occasion, employee will be terminated without the ability to reapply for 6 months. As stated in many of our facility contracts, Concentric Healthcare will be charged a cancellation fee when our employee calls off with less than 2 hours notice. Therefore, Concentric Healthcare reserves the right to deduct the full amount charged from your pay.

_____ **Time Sheets:**

Please follow the detailed instructions outlined on the *Timesheet/Payroll document* located in your employee packet when filling out your time sheets. Remember to be accurate and turn them in on time, so not to detour or delay your paycheck. Timesheets that are faxed without an authorized signature will not be paid until you re-fax one that has been signed. All timecards must be signed and faxed to our office by 10am every Monday. Many of our clients require that you log in on their Sign-In Book rather than utilizing a Time Card. Please check with your Concentric scheduler for details on whether or not you need to use a Time Card or a Sign-In sheet located on site.

Important Numbers and websites:

480-444-7777 24 Hour Staffing
480-444-7797 Payroll Hotline
480-444-7779 Nursing Fax
480-444-7768 Allied Fax

Go to www.concentriclink.com for all required forms.

I _____, have read and understand all of the policies and procedures listed in Concentric Healthcare's Employment Contract. I acknowledge that a Concentric representative has reviewed the stated information with me, answered all questions that I have and that I have received a copy of the *Employment Contract* and *Timesheet/Payroll Instructions* for my own records.

Print Name

Recruiter Name

Signature

Date

Signature

Date