

Expanded and Clarified employment Policies

Helping Hands Home Health Policy for Falsification:

I understand if I falsify documents during my background check and the company has paid for the background check that I will be financial responsible to repay the company the cost of the background check. I also understand if I falsify documents while seeing patients/clients I will be responsible for reimbursement to the company for any loss that the company incurred due to my falsification. I will also be dismissed immediately, and a report will be given to Medicare, Medicaid, and law enforcement as needed.

_____ Initial

Self-Declaration form:

If on the Background clearance, self-declaration form, you answer yes on any of the questions 1-8, you must inform the Administration and explain what happened before setting a date for the background check. You must have clearance from the Administration to proceed from there. If you continue and take your background check without notifying us of the incidents from question 1-8 and you do not successfully pass your background check, your employment will be terminated immediately. You will be responsible for the amount for the background check and it will be taken out of your last paycheck or if you don't have a paycheck coming to you, you will be billed the amount of the background check.

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Non-Compete Soliciting clients:

We want to employ those that will be of value to our company, but we want to recognize that not all employees will maintain employment here at Helping Hands Home Health. A non-solicitation or anti-piracy notice is required to prevent employees from taking our current or past clients/patients within the past year of current employment. We understand our past clients/patients have the right to choose any home health agency, but if an employee does any soliciting of those clients/patients, they will be in violation of our non-compete clause and will be fined up to \$5000.00 per client/patient. (\$5,000 is the approximate amount of loss we can incur if a client/patient is taken to another agency) If the contract is breached by the employee, they will also be liable for any attorney fees and costs associated with enforcing this agreement. If any litigation is to take place it must be in the Bannock County Court house.

Our current private pay contracts with clients/patients stated that if they hire our employees within a year of us providing services that they will be fined \$5,000.00. As the employer we reserve the right to prohibit any agreement between our clients/patients and you as an employee that excludes us. We have contracts set in place to protect us if there is any dispute or allegations.

We also reserve the right to any information of prospective clients that call our office and give their information to Helping Hands Home Health. It is the property of Helping Hands and will not be used by an employee, past or current, to solicit them for a competitor's agency.

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Employment Commitment:

New RNs, LPNs, PTs, OTs, PTAs, COTAs will need to commit to a 1-year commitment of employment. It takes money and time to train an employee to perform in Home health due to the extensive amount of regulations and rules. Since training is expensive, we need a 1-year commitment to cover our cost of training. We hope our employees will love to work with us and will continue to stay longer than one year, but we need a 1-year commitment to ensure our investment with you. We invest in training to prepare our employees to follow rules and regulations that Medicare, Federal and State laws have put in place. We are subject to these rules and rely on our staff to follow them. Training is mandatory for our protection against liabilities from mistakes in health care. Everyone is required to train and when they are confident with our work flow and the trainer is confident they can work on their own their training ends. Some take longer than others, but we start the year commitment on the first day of training. If you fail to comply you can and will be liable for your training time and will be required to repay or to compensate Helping Hands for the time in training.

By initialing this you are stating that you will commit to 1- year of employment with Helping Hands Home Health.

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Non-compete with employment:

We reserve the right to place a non-compete clause to limit employees that have either quit or have been terminated to not work in a Home Health setting within a 40-mile radius of Pocatello with a competing Home Health Agency. This means that after your employment has ended at Helping Hands Home Health you can not take another home health job within 40 miles of Pocatello for 12 months after your employment has been terminated.

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Expand "At-Will Employment" section of the employee application:

As a new Employee, your first 30-60 days of employment are conditional. We will be monitoring your work ethic, reliability and dependability, professionalism, communication skills, and paperwork abilities. If after 30-60 days, your job performance is acceptable, you will be verbally notified that your conditional employment period is over. If your performance is not satisfactory, you be will dismissed. If issues arise before the end of the 30-60 day period, we reserve the right to dismiss you immediately.

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If you quit or are terminated in your first six months of employment, the cost of performing your background check, whether a new background check or a transfer, will be deducted from your final paycheck.

_____ Initial

Your job performance will be measured by your attitude, behavior, appearance, and communication shown to office staff and your clients, your timeliness in returning accurate paperwork, and a telephone interview at one week and again at 30 days with your client(s)/patient(s).

We strive to hire staff who work well with us and our clients. Scrubs are not required for CNA and NA, but please have a clean and well-kept appearance. We do provide scrubs for RN, LPN, Therapy, and office staff. These scrubs need to be kept clean and ironed, you represent the company when you are out taking care of clients and we always require a professional appearance. The employee is responsible to return all scrubs, at the end of their employment, to the company or will be fined up to \$50.00 per scrub

____ Initial _____ # number of scrubs if applicable

For PCS clinical staff seeing clients: Calling in sick or changing times. This is going to be a new policy this year 2019. If you have a set schedule you work and you or a child is sick, or your client is unavailable, and you must miss a day or exchange a day. You are required to text the Helping Hands cell phone which 208-681-42356 and explain why you are missing the day and if you are making it up and if your client has been notified. Or you can call the office and speak to Amy Smith, Janice Curtis, or Amy Wolfe. Please do not call the office before 8, that will go to the Home Health nurse.

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Here at Helping Hands, we encourage growth and development. If you have any questions, please ask so we can help you. We recognize any new job has a learning curve associated with it. You are not expected to know everything at first. We want to see a desire and capacity to learn and be dependable. We are always willing to answer any questions and provide additional guidance, direction, and suggestions to help you succeed.