

A1 Healthcare Staffing

CONDITIONS OF EMPLOYMENT POLICY AND PROCEDURE

Employees of A1 Healthcare are expected to conduct themselves in a professional manner at all times. “Professionalism” refers to dependability and reliability in arriving for assignments on time and in appropriate attire. It also refers to providing quality services consistent with the job description for the position for which you are assigned, and in accordance with the policies and protocol of client facilities as well as those of A1 Healthcare. A1’s employees recognize that the role of agency employees is to provide competent, skilled **support** to the client.

Unacceptable conduct will result in disciplinary action including and up to termination of employment. Unacceptable conduct includes, but is not limited to the following.

1. “NO SHOW” for a previously accepted assignment.
2. Performance on assignment which results in client complaints.
3. Chronic tardiness.
4. Inordinate number of cancellations or late cancels.
5. Non-compliance with A1 Substance Abuse Policy.
6. Theft.
7. Insubordination. (Refusal or failure to follow instructions/direction by supervisory or management personnel.)
8. Sleeping while on assignment.
9. Failure to provide required documentation for complete personnel.
10. Falsification of records.
11. Failure to follow Occupational Health & Safety Standards including Universal Precautions.
12. Unprofessional behavior.

DISCIPLINARY ACTION

Disciplinary action will be determined on a case-by-case basis. All factors regarding a complaint, allegation, or incident will be investigated by A1 Staffing, or appropriate governing authorities prior to final disciplinary action. Disciplinary action may include: Verbal Warning, Written Warning, Probation, and Suspension from a particular assignment, Suspension from all assignments, and Termination of employment. It is A1’s policy to follow client protocol when addressing specific performance issues whenever possible.

AVAILABILITY OF WORK

A1 healthcare does not guarantee the availability of work. It is understood that work is assigned on an “as needed” basis as determined by our clientele. The flexibility and availability of the employee greatly enhances the likelihood that she/he will be offered assignments. A1 Staffing is an equal opportunity employer and will not discriminate against any individual on the basis of sex, race, religion, ethnic background, sexual orientation, disability, marital status, political affiliation, or veteran status.

GRIEVANCE

A1 Staffing encourages the resolution of employee grievances at the branch level. If, however, an individual is unsatisfied with the response of the branch to their concern, the concern should be put in writing and mailed to the personnel manager at the corporate office address.

EVALUATIONS

A1 healthcare Staffing policy for evaluations.

1. Employee evaluations will be done annually.
2. All employee evaluations will be kept on file for a period of 2 years.