



Health Care Professionals Handbook

www.hrsagency.com

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Mission Statement

Healthcare Resources Staffing provides high quality healthcare staffing services that meet and exceed industry standards. We focus on customer service, accountability and open communication with our patient-centered staff, healthcare professionals and clients.

INTRODUCTION

Welcome to the hiring/contractor office at Healthcare Resources Staffing Agency (HRS Agency). We recognize quality health care professionals as the foundation of health care facilities and appreciate the vital link between the health care professional, the facility, the patient and the patient's family.

Flexibility of scheduling is an advantage of agency nursing. HOWEVER, flexibility does not mean irresponsibility. HRS needs health care professionals who are dedicated to accountability, dependability and professionalism. The facility remembers the professional who can be counted on, as well as the health care staffing agency that can be counted on, we are customer service driven, with a focus on open communication. We need quality, patient-centered health care professionals so we can continue to make a positive contribution to health care in the community.

ABOUT THIS HANDBOOK

The purpose of this handbook is to acquaint health care professionals employed/contracted by Healthcare Resources Staffing Agency, "HRS"), with some of the personnel policies and procedures which apply to you. It supersedes all prior policies and procedures related to the topics covered.

This handbook does not create an employment contract or term, or limit the reasons, methods or circumstances for dissolution of the employment relationship, or limit the reasons, methods or circumstances for demotion, promotion, transfer, compensation, benefits, and location of work or other work-related decisions. It simply sets out for your information some guidelines which may be changed from time to time by HRS in its sole discretion without notice. HRS will comply with all applicable federal, state and local laws. In the event of a conflict between any policy and procedure and applicable law, the law will be followed. You should read, understand, and comply with the provisions of this handbook.

Unless employed under a formal, written employment agreement signed by HRS CEO, employees/contractors of HRS are employed at-will, permitting either the employee or HRS to terminate the employment relationship at any time with or without cause or notice.

NOTIFICATION OF POLICY CHANGES

HRS makes every effort to keep all employees informed of policy changes as they occur. Employees will be notified as policy changes take place in as timely a manner as possible. This notification may be done via e-mail, direct mail and/or posted notifications. Updated policy changes will also be noted when the employee updates their annual core competencies.

NATURE OF EMPLOYMENT AND HIRING AUTHORITY

Employment with HRS is at-will. Employment at-will may be terminated at any time by the employee or HRS with or without cause, and with or without advanced notice. Nothing in this handbook modifies the at-will nature of your employment. Your, at-will employment status may only be modified in a written document signed by you and a duly authorized officer of HRS.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between HRS and any of its employees.

EQUAL EMPLOYMENT OPPORTUNITY

HRS is an equal opportunity employer. Its policy and practice is to recruit, hire and promote for all positions in a non-discriminatory manner in accord with federal, state and local law. All personnel actions, such as benefits, compensation, HRS sponsored education and all educational, recreational and social programs conducted by HRS, will be administered in a non-discriminatory manner.

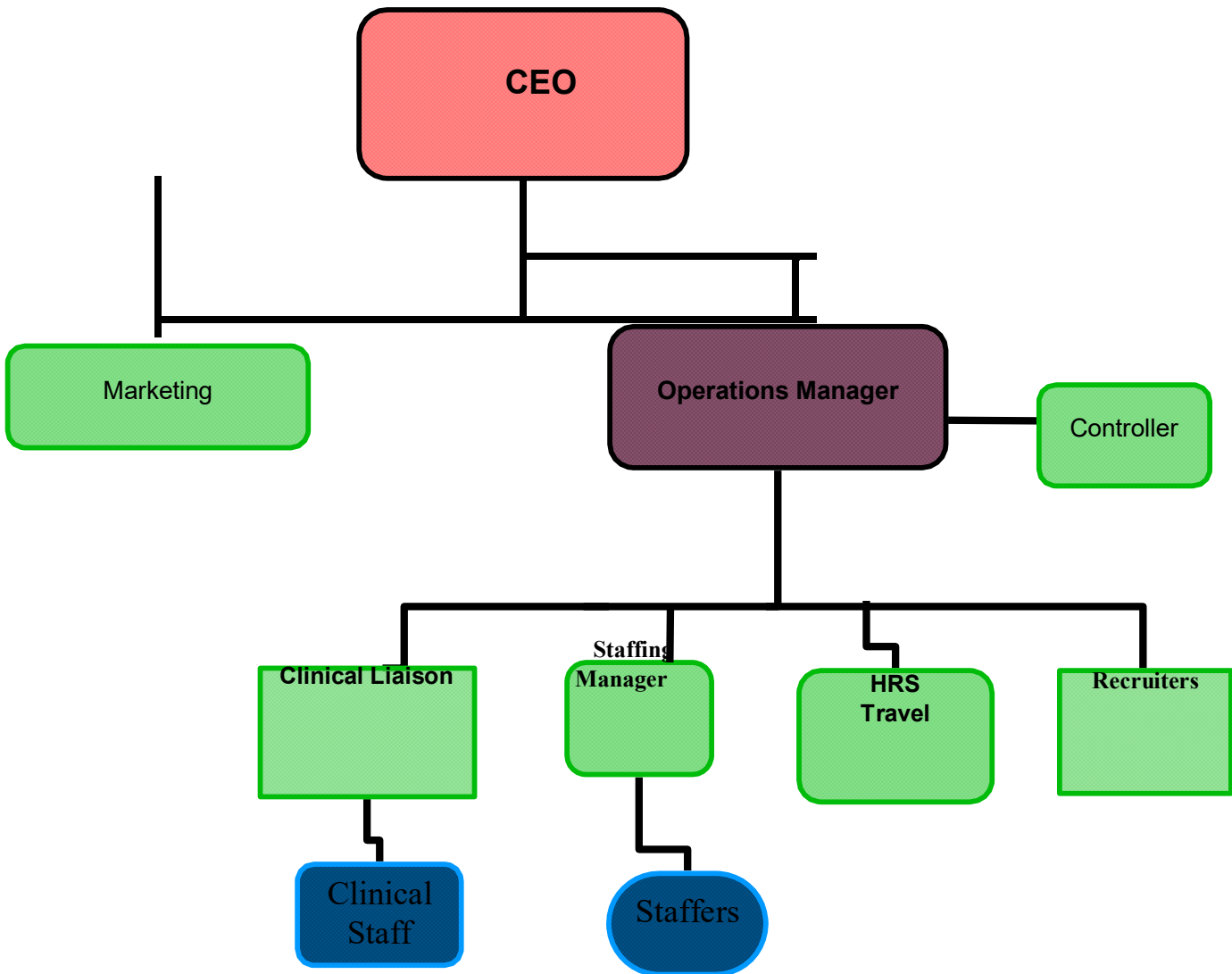
HRS shall require that all department heads and supervisors clearly understand and practice equal employment opportunity. Acts of discrimination by supervisors including sexual harassment will not be tolerated and will be the subject of disciplinary actions up to and including termination. We ask that all employees add their support to achieving our objectives in equal opportunity employment.

If any clinical employee believes that he or she has been treated in any way inconsistent with the policy of nondiscrimination, he/she should follow the complaint procedure as set forth in the Problem-Solving Procedure described below.

HRS will not retaliate against any employee for participating in the Problem-Solving Procedure so that appropriate action may be taken. Any employee who violates this policy is subject to disciplinary action, up to and including termination.

All clinical candidates will be screened to be sure they have the necessary experience to work for HRS. This experience will be verified with licensure, work history, education, reference and background checks.

Organizational Chart



ANTI-HARASSMENT STATEMENT

HRS is committed to providing its employees with a work environment that is free of unlawful discrimination, including any harassment on the basis of any legally protected status. Accordingly, HRS will not tolerate any form of unlawful harassment against its employees, whether by executives, managers, and other types of supervisory personnel, co-workers, or third parties, such as HRS's vendors, members or third parties with whom its employees interact.

Everyone at HRS, including each employee, has a responsibility under this policy to keep our workplace free of prohibited harassment by avoiding any behavior or conduct which might reasonably be interpreted as prohibited harassment and by making it known promptly, through the avenues identified below, whenever they experience or witness offensive behavior.

The conduct prohibited by this policy includes any verbal or physical conduct that may reasonably be perceived as denigrating or showing hostility toward an individual because of the individual's race, color, religion, gender, national origin, age, disability, citizenship or other status protected by law. It also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.

Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation (including e-mail or other electronic media), or posting of written or graphic materials that show hostility toward an individual because of his/her protected status.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct where submission to such conduct becomes a term or condition of employment or the basis for any employment decision or where the conduct creates an intimidating, hostile or offensive working environment. No supervisor has the authority to grant or deny promotions or force any change in job status on the basis of provisions or denial of sexual favors.

Sexual harassment is not limited to explicit demands for sexual favors, but also may include such actions as sex-oriented kidding, teasing or jokes; repeated offensive sexual flirtations, advances or propositions; obscene or sexually-oriented language or gestures; display or circulation (including e-mail or other electronic media) of obscene or sexually-oriented printed or visual materials; and offensive physical contact such as grabbing, patting, pinching or brushing against another's body.

PROBLEM SOLVING PROCEDURE

Any employee who witnesses or experiences conduct which he/she believes to be inconsistent with this policy has a responsibility to report that conduct promptly to their Staffer or Operations Manager immediately. Employees should take every possible step to make sure their concerns are known to one or more of the persons specified above. Only they are authorized to receive and act upon complaint of unlawful harassment or discrimination.

This complaint procedure is specifically designed so that employees have a mechanism which allows any employee to bypass a supervisor he or she is engaged in prohibited conduct under this policy. No one, not even the highest-ranking individuals in HRS, is exempt from the requirements of this policy.

Employees are also expected and encouraged to inform others in the workplace that their conduct is unwelcome or offensive. Employees are encouraged to respond immediately rather than ignoring the problem.

All reports describing conduct that is inconsistent with this policy will be promptly and fully investigated. Confidentiality will be maintained to the fullest extent possible consistent with the needs of the investigation.

If the investigation confirms that a violation of the harassment policy or other inappropriate conduct has occurred, HRS will take appropriate corrective action, including discipline up to and including termination. Because HRS is committed to avoiding even the appearance of impropriety with respect to harassment, it may discipline any employee for inappropriate conduct regardless of whether the conduct amounts to a violation of law or even a violation of this policy.

In the event of a complaint regarding conduct of an individual not employed by HRS, HRS will investigate and take such appropriate action as is within its control and is reasonable and appropriate under the circumstances.

Employees who report harassment and discrimination, register a complaint pursuant to this policy, or participate in an investigation of harassment or discrimination are protected from any form of retaliation. Anyone experiencing or witnessing any retaliatory or potentially retaliatory conduct should report the conduct immediately, using the procedures outlined in this policy.

Employees are not to be penalized for proper use of the Problem-Solving Procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising complaints that a reasonable person would judge have no merit. Implementation of the Problem-Solving Procedure by an employee does not limit the right of HRS to proceed with any disciplinary action which is not in retaliation for the improper use of the Problem Solving Procedure.

PERFORMANCE IMPROVEMENT

A performance improvement program is in place to assist management and clinical staff in evaluating and assessing performance and efficiency of operations while addressing performance improvement initiatives. Tracking indicators for trend analysis include: Tracking do not returns, serious or life threatening complaints from clients, peer review; client satisfaction surveys, auditing clinical employee files for current compliance, credentials, health history, TB testing and other pertinent or required information.

NURSING GUIDING CREDO

As health care professionals, we are committed to providing comprehensive care in a safe environment to patients who require diverse levels of personal attention and technical expertise. Depending on the needs of the patient, the goals of our care include sustaining life, providing comfort, enhancing recovery from illness injury, promoting health, and facilitating reintegration into the community. In the event that death is the inevitable outcome, our care is directed towards alleviating suffering and supporting the patient and their family in facing this reality.

CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

- Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care
- Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

The Code of Ethics for Nurses, The American Nurses Association, 2015

PATIENT CARE STANDARDS

While on assignment, clinical employees need to follow the generally accepted standards of care for the type of patients that they are assigned to and the standards of care established by the facility in which they are working. If a clinical employee has any questions regarding particular patient care issues, ask the charge nurse, nurse manager, nursing supervisor, and/or follow the chain of command for resolving issues in the facility in which the clinical employee is working. The health care professional is encouraged to contact the Clinical Liaison or Staffer at the local HRS branch office if the clinical employee has concerns or questions.

PRIVACY OF PATIENT INFORMATION

HRS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding privacy and security of health care information. It is a condition of employment with HRS that clinical employees comply with each facility's rules on the privacy of patient information. You need to treat all patient health care information as private and confidential, and will report any known breaches of the facility's privacy rules to both a supervisor at the facility and to HRS Agency.

You must not discuss or disclose any patient health care information to HRS administrative staff, except with the permission of the facility.

Maintaining patient confidentiality includes:

Not leaving a patient's chart or any part of the chart open and unattended.

Not discussing a patient by name or recognizable medical information in public areas.

Restricting chart access to personnel involved in the care of the patient.

Confidentiality also includes maintaining the security of any sign-ons and/or passwords you may have been given for the shift.

LICENSURE/CERTIFICATION

All licenses/certifications held by the clinical contractor/employee or prospective clinical employee will be verified as to active status, whether it has been investigated, suspended or revoked, states held and expiration dates. All licenses and certifications, secondary and current, must be verified through the appropriate State Board of Nurse Examiners.

If the original license/certification is over seven (7) years old and is no longer active, the original state must be documented but verification is not necessary. Upon verification of licensure/certification if a clinical candidate has incurred Board of Nursing sanctions the clinical candidate will not be hired. Licensure/certification is verified annually after hire for clinical employees.

If a clinical employee has incurred Board of Nursing sanctions during employment the clinical employee is subject to disciplinary action at HRS discretion, up to and including immediate suspension or termination of employment.

All licensed/certified clinical staff, are required to carry verification of credentials on their person at all times when on assignment.

EDUCATION VERIFICATION

All clinical candidates will have their education verified. This will consist of accounting for all formal education, all degrees, and additional course study and copies of certifications and course completion. It is the clinical employee's responsibility to keep HRS updated of any changes in educational status or additional certifications.

REFERENCE AND BACKGROUND CHECKS

Reference checks will address the perceived competence and behavior as assessed by previous employers, thereby providing documented evidence that can be used to assess the clinical candidate for hire.

A minimum of two (2) reference checks will be required for each clinical candidate. Assessing the clinical candidate's work ethics, character and competency and will be instrumental in considering the clinical candidate for a position on HRS team.

The references must be from nurse managers or nursing supervisors from recent employers.

The following are to be included in reference checks: job knowledge, quality of work, initiative, attendance, punctuality, dependability, cooperation and attitude. The references will be placed in the clinical employee's file.

Consent for the background check will be signed and dated by the clinical candidate or clinical employee. Background checks will be done on all clinical candidates prior to hiring and after employment annually for clinical employees. Background checks will be conducted and reviewed by the appropriate HRS representative.

FILE COMPLIANCE

As a clinical employee of HRS and as a health care professional and condition of employment, you must keep all of the required documents, on file and up to date in your local HRS office. These requirements may vary from state to state, in different facilities and for different specialties. Generally, this includes the following:

- A valid & annually verified license/certification in the state of your assignment
- Current BLS (Basic Life Support) certification card by an authorized American Heart Association health care provider
- Any additional certifications or training (e.g., ACLS, PALS, NRP) required for your assignment
- A physical exam or health clearance, to include a negative PPD, TSpot, or QGold within the last 12 months. If a positive TB reactor, a chest x-ray report will be accepted in place of a PPD, with subsequent annual TB screening). If a health care professional has a history of a positive PPD or has received BCG documentation of a negative chest x-ray the completion of a Tuberculosis Risk Assessment Questionnaire is required. The Tuberculosis Risk Assessment Questionnaire must be updated annually.
- Proof of MMR and Varricella immunization or titers
- Proof of Hepatitis B series or titer or declination
- Annual mandatory core competencies provided by HRS
- HIPAA compliance acknowledgement

2 performance evaluations

Two recent letters of recommendation and/or performance reviews from supervisors

Annual drugs/alcohol screen

Annual criminal background check

Annual work history update

Annual skills checklist update

Required specialty testing with a passing rate of 80%

***Health requirements may vary from facility-to-facility and state-to-state.**

**** All documents must be readable before scanning into the employee's file.**

Please remember to have verification of your current professional nursing license or certification and other certification cards with you at all times while on assignment. You must wear your identification badge at all times while in the hospital/facility. Remember that you are serving at all times as a health care professional representative of HRS. You can obtain your identification badge through your local HRS branch office.

INITIAL INTRODUCTORY EMPLOYMENT PERIOD AND PERFORMANCE EVALUATIONS

HRS strives to help new clinical employees/contractors become acclimated to HRS and their jobs, and to provide them with the training necessary to accomplish their jobs quickly and effectively. HRS makes every effort to determine as soon as possible whether new clinical employees are suited to the positions for which they are hired.

During the first three months, starting from the date of the first shift worked, new clinical employees are closely monitored and evaluated for an introductory employment period. During this scheduling activities are monitored and reviewed. A clinical evaluation should be completed every six months and then an annual performance review will be completed by the Clinical Liaison.

HRS reserves the right to restrict or deny scheduling privileges based on facility performance reviews and attendance. Employees can be terminated at any time HRS determines it is not in the best interest of HRS to continue the employment. All employees of HRS are employed at-will and may be terminated at any time for any reason without notice.

Your clinical manager and the nursing supervisors at each client health care facility are monitoring your performance, especially the “first to a new hospital” assignment. We continually contact nursing supervisors and clients, asking them to comment on our clinical employee’s abilities and skills.

Please keep in mind that the nursing supervisors are the persons ultimately responsible for your schedule at each facility. Introduce yourself to them, so they will put your name with your face when dealing with staffing in the future. Be warm and friendly. This is your opportunity to set yourself apart as an agency nurse. Public relations on your part will go a long way in easing your future scheduling.

After the introductory employment period is ended, performance evaluations will be conducted and reviewed at regular intervals with information provided by the facilities the health care professional has served.

CONSENT TO RELEASE INFORMATION

In order to appropriately place our health care professionals, HRS is frequently required to provide facilities with employment information regarding credentials, skills and experience.

Documents that may be requested include:

- License/Certification
- Basic Life Support (BLS) certification
- ACLS, PALS, NRP or other certifications
- Application
- Physical
- PPD or Chest-x-ray results
- Annual Core Competencies
- Specialty Skills List
- Test Scores
- References
- Performance Evaluations
- Resume
- Drugs/Alcohol Screen
- Criminal Background Check (attestation only)
- Work History Verification

Consent will be obtained at the time of hire by the health care professional for any employment information sent to any facility via fax, e-mail, web link or mail if required in order to be scheduled for work. Efforts are made to ensure all information is secure and confidential. In compliance with the Fair Credit Reporting Act, background check results will be attested to only. No criminal background check report will be faxed, mailed or copied to any client.

ON ASSIGNMENT ALWAYS ACT PROFESSIONALLY

Always remember that as a HRS representative and health care professional, many eyes will be upon you. You may be talking to a Director of Nursing and not even know it! Always treat the client health care facility with the utmost respect. If you are uncertain of what to do in a given situation, ask your resource person, the unit charge nurse, nurse manager or nursing supervisor, rather than assuming something is correct.

Ensure that you are following established policies and procedures for that facility. Be sure your documentation is complete and accurate, again according to that specific facility's standards. If you are unsure of the MANDATORY MINIMUM documentation required, please ASK your resource person or charge nurse so there is no confusion.

Professionalism, appropriate behavior and proper manners are mandatory. While on assignment, we request that you refrain from the use of the facility's telephones for personal calls. Only use your cellular telephone while on breaks, following hospital rules about their use. Generally, your cellular phone should be turned off while in the building. If you have a problem or a conflict in nursing judgment arises and it is not able to be

resolved with the staff member, please refrain from expressing your opinion whether favorable or unfavorable. Remember to keep opinions regarding a certain facility's policies and procedures to yourself. The priority is the patient, not the politics of the facility. Attempt to resolve the situation professionally. Please call HRS and explain the situation to us so that we can hear your side of the situation. Allow us to intervene on your behalf if necessary. Remember, all facilities have different policies and procedures and the issue could be an area that simply needs clarification. Contact the Nursing Supervisor if necessary.

Do not be misled into thinking that by working for an agency that your responsibilities are lessened. It will go a long way towards establishing good relationships. When your work is finished, **PLEASE** volunteer help to others, and always be a team player.

ALWAYS LOOK LIKE A PROFESSIONAL

You must observe the dress code of the assigned facility/unit. Usually professional whites or clean pressed scrubs are acceptable. A professional appearance helps establish good rapport and trust with the patient and other members of the health care team. If you look professional, you will be treated as a professional. An unkempt appearance is not acceptable.

Remember to follow established guidelines regarding length of fingernails, including tips or artificial nails, embellishments, hair, and jewelry that can be worn while on assignment.

Please remember to have verification of your current professional nursing license/certification with you at all times while on assignment. You must wear your identification badge at all times while in the hospital/facility and remember that you are serving as a health care professional representative of HRS at all times. You can obtain your identification badge through your local HRS branch office. We rely on you to maintain a professional image at all times.

HAND HYGIENE GUIDELINES AND FACTS FROM THE CENTERS FOR DISEASE CONTROL & PREVENTION

Improved adherence to hand hygiene (i.e. hand washing or use of alcohol-based hand rubs) has been shown to terminate outbreaks in health care facilities, to reduce transmission of antimicrobial resistant organisms (e.g. methicillin resistant staphylococcus aureus) and reduce overall infection rates.

CDC has released guidelines to improve adherence to hand hygiene in health care settings. In addition to traditional hand washing with soap and water, CDC is recommending the use of alcohol-based hand rubs by health care professionals for patient care because they address some of the obstacles that health care professionals face when taking care of patients. The use of hand sanitizing gels is not effective after taking care of a patient with *Clostridium difficile*. Hands must be washed thoroughly with soap and water.

Hand washing with soap and water remains a sensible strategy for hand hygiene in non-health care settings and is recommended by CDC and other experts. When health care professional's hands are visibly soiled, they should wash with soap and water.

The use of gloves does not eliminate the need for hand hygiene. Likewise, the use of hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70% to 80%, prevent cross-contamination

and protect patients and health care professionals from infection. Hand rubs should be used before and after each patient just as gloves should be changed before and after each patient.

When using an alcohol-based hand rub, apply product to the palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry. Note that the volume needed to reduce the number of bacteria on hands varies by product.

Alcohol-based hand rubs significantly reduce the number of microorganisms on skin, are fast acting and cause less skin irritation.

Health care professionals should avoid wearing artificial nails and keep natural nails less than one quarter of an inch long if they care for patients at high risk of acquiring infections (e.g. patients in intensive care units and or in transplant units).

When evaluating hand hygiene products or potential use in health care facilities, administrators or product selection committees should consider the relative efficacy of antiseptic agents against various pathogens and the acceptability of hand hygiene products by personnel. Characteristics of a product that can affect acceptance and therefore usage include its smell, consistency, color and the effect of dryness on hands.

As part of these recommendations, CDC is asking health care facilities to develop and implement a system for measuring improvements in adherence to these hand hygiene recommendations. Some of the suggested performance indicators include: periodic monitoring of hand hygiene adherence and providing feedback to personnel regarding their performance, monitoring the volume of alcohol-based hand rub used/1000 patient days, monitoring adherence to policies dealing with wearing artificial nails and focused assessment of the adequacy of health care professionals hand hygiene when outbreaks of infection occurs.

Allergic contact dermatitis due to alcohol hand rubs is very uncommon. However, with increasing use of such products by health care professionals, it is likely that true allergic reactions to such products will occasionally be encountered.

Alcohol-based hand rubs take less time to use than traditional hand washing. In an eight hour shift, an estimated one hour of an ICU health care professional's time will be saved by using an alcohol-based hand rub.

Surgical hand antisepsis should include removing rings, watches and bracelets before beginning the surgical hand scrub. Remove debris from underneath fingernails using a nail cleaner under running water. Surgical hand antisepsis using either an antimicrobial soap or an alcohol based hand rub with persistent activity is recommended before donning surgical gloves when performing surgical procedures.

These guidelines should not be construed to legalize product claims that are not allowed by and FDA product approval by FDA's Over-the Counter Drug Review. The recommendations are not intended to apply to consumer use of the products discussed.

For more information you may refer to www.cdc.gov

(US Dept. of Health and Human Services, Centers for Disease Control and Prevention, Office of Communication, Division of Media Relations, 2002).

HRS NURSING STAFFERS ONLINE WEBSITE

HRS has a member's only website (secure and confidential) available for our health care professionals! Plan to visit this website soon! You may join as an exclusive HRS Member by entering the HRS address www.HRSnursing.com to have access to Scheduling. *View your scheduling calendar and submit your work availability which will land directly on your Staffing Specialist's desktop computer!*

How to Become a Member:

You will log on by going to the website www.HRSnursing.com

Click "For Nurses"

Click "Members Only"

Follow instructions to create a user name and password

Confirmation will be sent from HRS's Information Management Department confirming your user information

Confirmation may take up to 2 business days to activate your account

HRS always invites your feedback which can be provided by clicking the link at the bottom of each page.

SCHEDULING

Our Staffing Specialists will assist you with your scheduling. You select your own schedule, and you decide where and when you want to work. There is no minimum number of holidays, weekends or off-shifts required with most HRS offices. Check with your local branch Nurse Recruiter for exceptions.

Our Staffing Specialist's goal is to match your talent with the needs of the local health care facilities, as well as to provide you with the assignments desired. To accomplish this we must work together as partners. This partnership and our continued success in the temporary nurse staffing industry must be founded on mutual trust, respect and ongoing communication.

Call as often as you wish to discuss your assignments, to see what other shifts are available, or with any changes to your calendar or schedules.

Availability can easily be submitted and your personal work calendar can be reviewed via HRS's online website www.Hrsagency.com

We depend on you to supply us with your "availability" (when you want to work) on a routine basis. You can do this in person, by phone, fax or mail (you can send us a calendar), or, in many offices by e-mail or on the HRS website. Remember that as an agency health care professional it is customary to receive many telephone calls from the agency to either obtain availability; check on compliance issues, or to reconfirm your shifts.

The reconfirmation process is essential as it allows us the opportunity to double-check your schedule. As communication is an essential part of working with an agency and many of our calls are time sensitive, you need to supply us with a reliable way of getting in touch with you quickly.

We expect you to return all email, text or phone messages promptly. Having “Caller ID” is not enough. We need to be able to leave a message. It is expected that you contact the office at least twice a week. Please make it a habit to check in every Tuesday and Friday and let us know of your shift availability for the upcoming week.

Our work week is Sunday day shift through Saturday night shift. Hours worked by employees in excess of 40 hours per work week are paid at time and one-half of the employee’s regular rates.

Please remind your facility’s Staffing Specialist any overtime shifts must be scheduled and approved in advance with the appropriate signature by the facility and HRS.

It is necessary that you understand these important/common terms you need to know in order to avoid scheduling errors:

Generally, when we say:

- “Seven A” or “12 hour AM shift” = 7:00 AM to 7:30PM
- “Eight hour day/Day shift” = 7:00 AM to 3:30PM
- “Eight hour evening/Evening shift” = 3:00 PM to 11:30 PM
- “Seven P” or “12 hour PM shift” = 7:00 PM to 7:30 AM
- “Eight hour night/Night shift” = 11:00 PM to 7:30 AM
- “Four hour mini shift” = Varies, but we will specify times

Some shifts and starting times may vary based on the facility or unit. Please check with your Staffing Specialist or facility staffing coordinator.

“AVAILABILITY” – This refers to your desired assignments. This does NOT mean SCHEDULED AND CONFIRMED. We need to be notified immediately if there is any change to your availability.

“SCHEDULED”- This is a term that defines when the shifts you gave us as *available* are now booked at a specific facility, on the date and shift discussed with your Staffing Specialist or facility staffing coordinator.

“CONFIRMED” – This is a term that means the facility has your name on their master schedule for applicable shift(s).

“SCHEDULED AND CONFIRMED”- This phrase means that all parties, the facility, HRS, and you have verified the shift. You are on the facility’s, HRS’s and your own personal schedule. You are expected to arrive at your assignment on time if not canceled by HRS.

***CALL IMMEDIATELY IF THERE ARE ANY CHANGES IN YOUR SCHEDULE OR AVAILABILITY.**

SELF SCHEDULING

Occasionally it is possible to schedule yourself directly with the health care facility, either on the unit or in the staffing office. Usually this happens after you have established a good relationship with the facility or unit. If you do self schedule a shift, it is imperative to call HRS when this occurs to pass along this information

to a Staffing Specialist. They will reconfirm your schedule with the health care facility This protects you from any confusion or misconceptions about your shifts. Remember, if we do not have your schedule in our computer scheduling system, you are not officially scheduled with the facility. Having your shifts confirmed with us protects you and us. Do not assume that the facility will call us. It is your responsibility to confirm your schedule.

Health care facilities call us directly to get their shifts filled. **Please do not call the facility directly to inquire about or check on shifts.** The facilities rely on us to coordinate schedules and need not be inconvenienced with calls from the health care professionals as well. Calling the facility may impact negatively on your ability to schedule there.

HEALTH CARE FACILITY LAST MINUTE REQUESTS

We often receive last minute staffing requests from a health care facility. Last minute is considered to be up to one-two hours before the start of the shift until after the shift has begun. If you choose to take this type of assignment, we realize that you will not always be able to reach the facility on time. We appreciate your commitment to providing your services on such short notice. For that reason, you may be paid for the entire shift. We know that you will arrive as soon as possible. We would expect your arrival within 30 minutes to an hour from the time of our call. Of course, we would take into consideration the distance from the facility. In this circumstance, be sure to note LATE CALL on your time record to ensure that you receive full pay.

FLOATING

It is HRS's policy that health care professionals MUST be willing to float to areas within their scope of practice and per individual facility policy. If an issue arises regarding the safety of a float situation please call HRS for intervention, but do not leave the facility. Inflexibility relating to this policy is grounds for discipline, up to and including termination.

CANCELLATIONS

To avoid unnecessary changes or cancellations, HRS asks that you have gone through your personal and professional schedules BEFORE you give us your availability. You may accept or reject any assignment offered to you, but once you ACCEPT the assignment you are obligated to fulfill that commitment. Clinical employee cancellations will not be tolerated except for extreme circumstances that would excuse any clinical employee from reporting to duty in a similar situation. Failure to report for an assignment without notifying a HRS Staffing Specialist is UNACCEPTABLE and in most circumstances, will result in termination of employment with HRS.

If you must cancel a work assignment or are not sure you will be able to cover your assignment due to an extreme circumstance, we ask that you notify a Staffing Specialist at least 6 hours prior to the start of the scheduled shift. This allows HRS the opportunity to fill the assignment with another health care professional. If you cancel a shift with less than 6 hours notice, it will be considered a late cancellation.

HRS reserves the right to restrict or deny scheduling privileges based on facility performance reviews and attendance.

HOSPITAL CANCELLATIONS

The client facility has the right to cancel SCHEDULED AND CONFIRMED shifts. We ask the facilities for a 1 ½ hour cancellation notice. In this case, we will notify the clinical employee when we are made aware of the change and will strive to offer you an alternative assignment. Call your HRS Staffing Specialist if you are canceled while working your shift so that we can note it.

Always remember to check your message service or to call HRS for any possible cancellations.

If you arrive at a facility, and are told you were canceled, please contact HRS immediately for instructions. DO NOT LEAVE. We would prefer to clear up the problem/confusion while you are still at the facility. HRS will then determine if inconvenience pay is due or if we have another assignment for you.

CANCELLATIONS FOR CAUSE OPTIONS

A clinical employee who has had their contract terminated or cancelled for cause will have an opportunity to present their side of the events leading to the termination. There are clearly defined guidelines for documenting any termination and to guarantee fairness to the individual. Unacceptable behavior and clinical incompetence in such cases is further outlined in this manual.

COMPLAINT OR DO NOT RETURN TO A FACILITY

A complaint can be filed with HRS by either phone or email from the client facility to the designated staffer or Clinical Nurse Liaison. The staffer will communicate with the Clinical Liaison or designated party to address the concern. The clinical employee has defined options and may have rebuttal opportunities in the event they are determined to be a Do Not Return (DNR) to a client facility. The clinical employee is NOT to contact the facility under any circumstances. The incident causing the DNR will be discussed with the clinical employee and with the client including the date and time as well as any others involved. Attempts will be made by HRS to resolve the situation with the client facility to have the best outcome for all concerned. HRS will discuss the final decision and findings with the clinical employee. Appropriate counseling, remediation, and or education will be completed as necessary. If warranted the Board of Nursing may be notified. If the clinical employee is not satisfied with the final outcome, the clinical employee may use the employee complaint review procedure by contacting their staffer for details as to how to proceed.

WHILE ON ASSIGNMENT, ALWAYS CARRY VERIFICATION OF CURRENT LICENSE(S), BLS CARD AND HRS PHOTO IDENTIFICATION BADGE

Health care facilities will request to see appropriate/current license and Basic Life Support (BLS) certification card even on return visits. Professionals without proper documentation WILL be sent home by the facility. Lack of documentation is simply unacceptable. Always have verification of your current professional license or certification with you at all times while on assignment. You must wear your HRS photo identification badge when reporting for a work assignment and while on duty.

ALWAYS BE ON TIME

You must report to the Nursing Administration Office, designated Staffing Office, or as directed by your Staffing Specialist, at least 15-30 minutes prior to the start of the shift. Remember the first time to a new facility usually requires a short orientation time. You must always report to the designated staffing office as directed by your Staffing Specialist at the beginning of each new assignment, even if it is a facility you frequent. Shift start times vary facility to facility so check with your Staffing Specialist as to the shift start time so you can be on time. Every facility wants you to sign in and sign out of the facility at the beginning and end of each shift. Some facilities require advance orientation prior to the first assignment.

You must report promptly to the assigned facility at the assigned hour. Please take into consideration the required orientation period if necessary, which varies from facility to facility. Repeated tardiness will not be tolerated. Tardiness is a direct reflection of you as a health care professional and it is never easy to catch up after a late start.

OVERTIME AND TIME WORKED BEYOND SHIFT

When requested by a facility to work any hours beyond your originally scheduled shift you must have your time record signed in the section noted as, "Mandatory explanation of time worked beyond shift." Continued unauthorized overtime will be subject to disciplinary action. For example, the explanation may be, "Unit very busy today, no break," and then the time record is signed by the nursing supervisor, nurse manager, or designated facility employee representative.

The pay rate for hours worked beyond 40 in a workweek is calculated at time and a half of the regular rate. This rate may not be the same as the overtime rate at the facility worked.

TIME RECORDS

Treat your time records as CASH. Please fax your signed timesheets to 1-877-514-4747 or scan and email to damon@hrsagency.com

It is essential for your time record to be absolutely completed and accurate. It is required that a supervisor sign your time slip for worked hours and overtime at the end of each shift. A time record is a simple paper document; however when complete with an authorized signature, these records are representing hundreds of dollars of YOUR MONEY! Time records must be submitted on a daily basis and no later than 90 days after the shift worked.

The facility does not pay for the half-hour lunch period. Health care professionals are not given a paid lunch break. If you are not able to take a lunch break or incur overtime, obtain prior approval from the designated facility employee representative, and have your time record appropriately signed.

As an HRS health care professional you are not authorized to sign another HRS health care professional's time record. The authorized signature must be from a designated facility employee representative, such as a nurse manager, charge nurse or supervisor. Even if a HRS health care

professional is in charge, you still need to have your time record signed by a facility employee. This policy varies according to each facility. Please check with your Staffing Specialist if you are requested by a facility to sign a time record.

Time records are considered legal records and any falsification will be seen as fraudulent activity and will lead to disciplinary action up to and including termination and reporting of the incident to the appropriate board of nursing or licensing board.

PROMPT PAYROLL OPTION

HRS offers prompt daily payroll processing with the convenience of direct deposit wires or cash card deposits.

DIRECT DEPOSIT OPTION

HRS also offers the option of direct deposit into your bank account. With this option, you will be paid weekly for all time records received by Tuesday each week. The funds are deposited directly into your account each Friday.

In order to use this option, you must give the Payroll Specialist at your branch a voided check (for checking accounts) or deposit slip (for savings accounts). There will be a period of time afterwards that you will receive checks as usual while the account is being set up. Once the option is active, you may designate for each time record whether you want direct deposit, pick up, or sent to you by mail. Check with the Payroll Specialist in your branch office for more details on this option and how it works.

CASH CARD OPTION

A payroll benefit of working with HRS is the Global Cash Card payment option. The Global Cash Card will allow the employee to have payroll funds automatically deposited to this ATM/Debit card for immediate cash availability. With a simple fax, the employee can have access to their money within hours. Be aware there are associated fees with using this card. Please check with your local branch to obtain further information.

TAX DEDUCTIONS

HRS issues 1099 forms annually. As a hired contractor, you will be responsible for reporting your earning and paying all taxes. As an employee of HRS, you will be issued a W-2 annually.

HOLIDAYS

Most holidays are paid at time and-a-half or double time. Your pay rate will be determined by the practice at the client facility where you are working. Since this may vary between facilities, please check with your Staffing Specialist regarding holiday pay status as the holiday approaches. Holidays which may be eligible for higher pay rates are limited to:

New Year's Day
July 4th
Thanksgiving Day

Memorial Day
Labor Day
Christmas Day

Some facilities will pay holiday rates on holidays other than the ones listed above, or they may have different beginning and ending times for holiday pay. Check with your Staffing Specialist prior to the holidays in question.

Holidays and Overtime: When you work overtime on a holiday, your pay is calculated as one and a half times the regular rate of pay, not one and a half times the holiday rate of pay. If the holiday is paid at double time by the facility, you will receive the extra amount of pay above the time and a half to equal double time.

CODE OF BUSINESS CONDUCT AND ETHICS/CONFLICTS OF INTEREST

HRS is committed to maintaining the highest standards of business conduct and ethics. Every employee must read and comply with the spirit and letter of the HRS Code of Business Conduct and Ethics. It is the policy of HRS Nursing Staffers that all employees will conduct and maintain the highest ethical standards in the conduct and representation of HRS.

We make special mention of the need to avoid a conflict of interest or the appearance of a conflict of interest. A conflict of interest includes any activity, which is opposed to, or in conflict with, the legitimate interests of HRS. No employee shall directly or indirectly engage in any outside employment, business, or financial interest which conflicts with or appears to conflict with the best interest of HRS Nursing Staffers, and which interferes with an employee's ability to fully carry out assigned duties.

Each employee is expected to conduct themselves with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage and gain.

Guiding principles in performing professional services include:

- Act with integrity and in a lawful manner.

- Not knowingly misrepresent material facts.

- Support principles and procedures of HRS as outlined in this handbook.

- Seek the highest and best use of resources in the performance of all duties.

- Avoid all possible conflicts of interest in personal and professional relationships.

- Act in good faith, responsibly, with due care, competence and diligence.

 - Ensure professional responsibility for own continuing education, knowledge of best practices, laws, regulations and core skills that are required for performance of your professional duties as applicable within the scope of acceptable and prudent nursing practice.

- Observe discretion regarding confidential information (HIPAA) and personal relationships.

 - Be recognized as a responsible partner within the community, facilities HRS serves, among your peers, customers and in society.

Health care professionals must read and abide by HRS's Code of Business Conduct and Ethics, which provides more detail on those matters. Information provided upon request from your local branch recruiter.

GENERAL LIABILITY INSURANCE

We maintain comprehensive professional liability malpractice insurance for all of our health care professionals. Unlike group liability insurance, individual liability insurance is very affordable, and we recommend each health care professional have supplemental coverage.

WORKERS COMPENSATION

In the event of accident, injury or an adverse event, please notify your facility's nurse manager, charge nurse or nursing supervisor immediately and the HRS Staffer at your local branch office no later than 24 hours after the event. Please note that all Workers Compensation claims must be reported to HRS within a 48 hour time frame to ensure coverage.

Keep in touch with HRS Nursing Staffers if you will require long-term testing or follow-up. Send all bills, follow-up doctor's visits directly to the Workers Compensation carrier as instructed.

MILITARY LEAVE

It is the policy of HRS to comply with federal and state laws governing military leave and reinstatement, including leave for annual scheduled duty in the National Guard or with an Armed Forces Reserve group. Please inform your supervisor and Staffing Specialist as soon as you know you will need military leave.

FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)

In accordance with the federal Family and Medical Leave Act (“FMLA”), HRS will grant an unpaid leave of absence of up to 12 work weeks in a 12-month period, measured during the 12-month period preceding the start of the requested leave. Further details may be obtained by contacting Human Resources.

During FMLA leave, group medical plan coverage for the employee and his or her dependents will be maintained at the level and under the conditions coverage would have been provided if the employee had remained continuously employed. The obligation continues up to a maximum of 12 work weeks in a 12-month period. Thereafter, an employee may elect to continue coverage pursuant to COBRA. If paid leave is substituted for unpaid family/medical leave, HRS will deduct your portion of the health plan premium as a regular payroll deduction. If leave is unpaid, you must make arrangements with Human Resources to pay your portion of the premium. A failure to pay premiums may result in a lapse of coverage. If you fail to return at the end of FMLA leave, you may be liable to HRS for its share of the health care premiums.

NO SOLICITATION/NO DISTRIBUTION POLICY

Solicitation will not be permitted when the person soliciting or the person being solicited is on working time. Solicitation will not be permitted in immediate patient care areas, such as patient rooms, operating rooms, and places where patients receive treatment, such as x-ray and therapy areas.

Distribution or circulation of printed materials by employees will not be permitted during working time or at any time in work areas. "Working time" refers to that portion of any work day during which an employee is supposed to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation and distribution by non-employees on HRS's property is strictly prohibited.

HRS employees are required to comply with each facility's policy concerning solicitation and distribution on facility property or within the confines of facility premises in addition to complying with HRS's policy while at that facility.

DISABILITY ACCOMMODATION

HRS is committed to complying with the Americans with Disabilities Act (ADA), as well as state and local laws concerning persons with disabilities, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. If an employee believes he or she needs an accommodation in order to perform his or her job, that employee should contact their local branch supervisor or Director to begin the accommodation process.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and other terms and conditions of employment. Leave of all types will be available to all employees on an equal basis. HRS is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. HRS will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. HRS is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal state and local laws.

EMPLOYEE SAFETY

HRS complies with all applicable federal, state and local health and safety regulations and provides a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.

Employees should report to their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or nurses. Employees are encouraged to submit suggestions concerning safety and health matters.

WORKPLACE VIOLENCE

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, bullying or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors or others in the health care setting. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, patient, family member or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

The best prevention comes from identifying any problems and dealing with them. The expectation is that each employee will treat all other employees as well as patients and other customers with dignity and respect. Supervisors and managers have the obligation to deal with inappropriate behavior by their employees and customers and to provide information to employees on workplace violence and put effective security measures in place.

Self awareness includes paying attention to intuitive feelings, body language and tone of voice. Be responsible for securing your own workplace, for questioning and/or reporting strangers to supervisors, be aware of any threats, physical or verbal and/or disruptive behavior and report such incidents to your supervisor. Do not confront individuals who are a threat and take all threats seriously.

Follow the facility's policy where you are working regarding how such situations should be handled and what resources are at your disposal so you will be familiar with how to deal with workplace threats and emergencies.

INSPECTIONS

HRS reserves the right to inspect any property of HRS Nursing Staffers and anything on HRS's premises at any time whether or not locked. HRS uniforms, merchandise, desks, files, lockers, offices and any other property of HRS are subject to inspection at any time by any supervisor or manager at any location. If the employee has a locked locker, desk, file, office or automobile he or she shall unlock it on request. All packages and other belongings are subject to inspection upon request.

HRS reserves the right to conduct an inspection with or without notice or consent and with or without the affected employee being present. Refusal to cooperate with a HRS inspection may result in disciplinary action up to and including termination.

INCLEMENT WEATHER

Due to the nature of HRS's business and the services we provide, HRS expects all clinical employees to make their best effort to arrive timely at work during severe weather conditions. If severe weather conditions prevent you from arriving on time at work or performing your duties for HRS, you must call your HRS Staffer to cancel your shift as described in the cancellation policy. The President and/or his designee will declare a Weather Emergency when appropriate, and will decide when it goes into effect and when it is terminated.

EMPLOYMENT CLASSIFICATIONS

At the time you are hired, you are classified as either non-exempt or exempt in accordance with the Fair Labor Standards Act (FLSA) and applicable state law.

ELECTRONIC RESOURCES

This policy on computer resources and electronic communications (“electronic resources”), along with the Internet, is designed to help you understand HRS’s expectations regarding the use of its communications resources and electronic equipment and to help you use HRS’s resources wisely.

For the purposes of this policy, references to the internet should be understood to apply to the use of both internet and internal e-mail. References to electronic communications include messages that are transmitted or stored via computer, e-mail, facsimile, voice mail or other similar device provided by HRS. Your conduct while using electronic resources is also governed by HRS’s other existing policies especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of HRS’s resources, sexual harassment, equal employment opportunity, information and security policies and procedures and confidentiality.

REFERENCES

It is HRS’s policy that requests by third party reference checks on our clinical employees or former clinical employees will not be provided over the telephone. If a written request is made we will respond as follows:

We will respond only to those persons who have a signed authorization for release of information from our clinical employee or former clinical employee; we will not volunteer information but will verify only the following information provided by our employee or former clinical employee: dates of employment, position and salary.

If a clinical employee or former clinical employee wants a letter of recommendation, we may provide such a letter, upon request to the local branch recruiter, directly to the clinical employee. HRS does provide reference information as is deemed necessary to current facility clients as is necessary for its clinical employees to complete assignments at those facilities.

EMPLOYEE COMPLAINTS AND PEER REVIEW

The purpose of the employee complaint review procedure is to ensure that any employee who feels he or she has not received fair and equitable treatment may, without fear of reprisal, bring his or her complaint to the attention of HRS management for appropriate consideration and resolution. This complaint review procedure is in addition to the Problem Solving Procedure available when an employee believes the anti-harassment policy has been violated.

Quality patient care is important to us at HRS. Any employee who reports instances of abuse of patient rights, patient abuse, neglect or exploitation to HRS or to the appropriate governmental or regulatory authority should do so freely and without any fear of reprisal.

All employees are entitled to the Peer Review and Problem Solving Process if needed. All employees will be informed of the Peer Review and the Problem Solving Process. This process will be reviewed in orientation.

Suggestions for improving HRS are always welcome. At some time, you may have a complaint, suggestion or questions about your job, your working conditions or the treatment you are receiving. Your good- faith complaints, questions and suggestions also are of concern to HRS. We ask that you take your concerns first to your HRS Staffer, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of the HRS Staffer who will then investigate and provide a solution or explanation.
2. If the problem persists, you may prepare a written complaint, providing specifics, including any HRS policy or practice alleged to have been violated, and present it to the Clinical Liaison who will investigate the complaint, review the issue with the Staffer and provide a solution or explanation.
3. It is recommended that you bring the matter to the Operations Manager as soon as possible after you believe that the local branch Staffer has failed to resolve the matter.
4. The decision rendered by the Operations Manager, Clinical Liaison, or Staffer.

This procedure, which we believe is important for both you and HRS, cannot result in every problem being resolved to your satisfaction. However, HRS values your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

DRUGS AND ALCOHOL

The purpose of this policy is to ensure a drug free work environment which will apply to all individuals hereafter seeking and currently holding employment in order to guarantee the safety and well being of the public and our employees.

HRS prohibits the use of illegal drugs, or the abuse of other controlled substances, prescription drugs or medicines or alcohol, during any time an employee is working for HRS or while on HRS business. "For cause" screening may be done at any time if requested by a client facility or HRS. Specific examples of prohibited conduct related to drugs and alcohol include, but are not limited to, the following:

Use, possession, manufacture, distribution, or sale of controlled substances, illegal drugs or alcohol and/or the distribution or sale of prescription drugs or medicines on the HRS's premises or while on HRS business.

Misuse or abuse of prescription drugs or use of alcohol on HRS premises or while on HRS business.

Use of alcohol or use, possession, manufacture, distribution, or sale of controlled substances and/or illegal drugs off HRS premises that may affect the employee's work performance, his or her safety, the safety of others, or the HRS's reputation in the community or with its customers.

Refusal to submit to and/or cooperate with an investigation or search in accordance with the HRS's inspections policy.

Conviction under any criminal drug and/or alcohol statute while on the HRS premises or while on HRS business.

Failure to notify HRS within five days of a conviction under a drug or alcohol statute for a violation occurring on HRS premises or while on HRS business.

Moderate consumption of alcohol served at HRS-sponsored events will not violate this policy.

Medication: If an employee is being treated with medication that is likely to impair his or her performance, the employee must notify HRS Nursing Staffers prior to commencing their work assignment.

Discipline: Violation of this policy will result in disciplinary action at HRS's discretion, up to and including immediate suspension or termination of employment.

Employee Assistance: Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, return to employment, and reduced personal, family, and social disruption. HRS encourages the earliest possible diagnosis and treatment for alcohol or drug abuse, and supports sound treatment efforts. When feasible, HRS will assist employees in acquiring services to overcome drug and alcohol abuse. Please contact Human Resources for further information.

Testing: HRS, at its discretion, may require drugs and alcohol testing.

Pre-employment: All applicants must pass a drugs/alcohol screening before beginning work or receiving an unconditional offer of employment.

Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working, on HRS's and/or client facility's premises.

Procedures: The employee will be requested to sign a consent form indicating his or her consent to submit to drugs or alcohol testing, and a release of medical information form indicating his or her permission to have the results released to an official of HRS. The employee also has the option of denying consent, and can do so by signing a refusal to submit to drugs or alcohol testing form. Even though the testing is voluntary, refusal to cooperate is grounds for discipline, up to and including termination.

If the employee consents to testing, he or she will travel to the testing facility, or have transportation to the testing facility arranged by HRS. The employee will then be requested to submit to a drugs or alcohol test. The testing will consist of a two-step procedure: an initial screening test and, if that test is positive for drugs or alcohol, a confirmation test using a different, more sensitive testing methodology. Only specimens which test positive under both methodologies will be reported as positive by the laboratory to HRS.

If the screening and confirmation tests confirm the presence of drugs or alcohol, the employee shall be provided with an opportunity to explain the positive test results.

Further, the employee can have the specimen tested by an independent NIDA-certified laboratory, at his or her own expense. If the screening test, confirmation test, and independent test (when applicable) confirm the presence of drugs or alcohol, and exculpatory reasons do not exist that would cause a positive result, the employee will be subject to disciplinary action, up to and including termination. Applicants who refuse to cooperate in or fail to pass a drugs or alcohol test will not be hired.

Confidentiality: Information and records relating to positive test results, drugs and alcohol dependencies and legitimate medical explanations provided to any medical review officer shall be kept confidential and

maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Definitions:

"HRS Premises" includes, but is not limited to, all building, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by HRS and all client facilities.

"Illegal Drugs" means substances whose use or possession is controlled by federal law, but which are not being used or possessed under the supervision of a licensed health care professional.

"Refusal to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

"Under the Influence of Drugs of Alcohol" means a confirmed positive test result for illegal drugs or alcohol use.

Miscellaneous: This policy is not a contract of employment and may be modified by HRS in its discretion. This policy applies to employees covered by collective bargaining agreements and employment contracts to the extent it is not inconsistent with such agreements and contracts. To the extent contracted employees, who are present on HRS's premises, engage or appear to have engaged in conduct that would violate this Policy if done by an employee, such contracted employees will be barred from those premises.

DISCIPLINE AND TERMINATION

When an employee does not perform satisfactorily or does not abide by our generally accepted rules of good conduct, including, but not limited to, those set forth throughout this handbook, the employee can expect appropriate disciplinary action will be taken, which may include verbal warnings, written warnings, suspension, termination and reporting the act to the appropriate state licensing board, depending on the severity of the violation.

All discipline decisions shall be made by management in its sole discretion. Any employee may be terminated by HRS at any time with or without cause.

If any employee has incurred Board of Nursing sanctions during employment, the employee is subject to disciplinary action at HRS's discretion, up to and including suspension or termination of employment.

Violations which will result in discipline and/or termination include, but are not limited to, the following:

1. Misrepresentation or omission of facts in obtaining employment.
2. Falsification of any document including but not limited to time records,(yours or another employee), physical, PPD, evaluation and CPR cards.
3. Making or permitting a false or untrue record relating to any material or work.
4. Defacing, damaging, or destroying property of HRS, any facility or other client facility or of another employee.
5. Interfering with, obstructing or otherwise hindering the production or work performance of another employee.
6. Engaging in horseplay, running, scuffling, or throwing objects on HRS or facility property.
7. Originating or spreading false statements concerning employees, HRS, or any medical facility.

8. Assisting any person to gain unauthorized entrance to or exit from any portion of HRS's or any facility or hospital's premises.
9. Fighting or causing bodily injury to another or other forms of disorderly conduct, including harassment of a fellow employee or arguing with or otherwise being disrespectful to a patient or supervisor.
10. Immoral or indecent conduct.
11. Leaving work area without permission, wasting time, loitering or sleeping during working hours.
12. Careless or inefficient performance of duties, failure to maintain professional standards or productivity.
13. Refusal to accept or follow orders or directions from a supervisor or other members of management or any other form of insubordination.
14. Operating or using any piece of equipment or property without being authorized to do so.
15. Tardiness or absence; failure to report to work without satisfactory reason.
16. Theft, pilferage, or unauthorized removal of property.
17. Smoking in areas where smoking is prohibited.
18. Bringing in, possessing or using weapons on HRS or hospital properties.
19. Violation of HRS anti-alcohol and/or drugs policy specified in this handbook.
20. Violations of HRS policies outlined in other sections of this handbook or other company rules and policies, including HRS's Code of Business Conduct and Ethics.
21. Inadequate or improper job performance.

ADDITIONAL POLICIES AND PROCEDURES FOR LOCAL/TRAVEL CONTRACTS

Local Travel is a popular option for health care professionals who want consistency of location and assignment. More than ever, facilities are looking for consistent health care professionals to fill their long term needs. Facilities and health care professionals work together to determine mutually agreeable schedules. Contracts range from 4-13 weeks in the regional area. Please contact your Local/Travel Recruiter for more information.

If you are working on local travel, HRS and/or the facility will employ you as a temporary clinical staff member and you must agree to perform the assignment set forth in the Nurse Agreement for the entire length of the assignment. This agreement must be signed prior to the start of the assignment.

You also agree to the following conditions:

- A. You must comply with all the rules and regulations of the facility in which you are placed.
- B. You must conduct yourself in a manner that is satisfactory to the facility and to HRS.
- C. You will be expected to work all scheduled hours as determined between yourself and the facility unless another arrangement has been made.
- D. All overtime hours must be approved by the facility.
- E. The facility may cancel a shift if the census drops to a point where they must cancel their own staff. At such time, you will be rotated in with the staff for cancellation.
- F. All absent days need to be called in to both the facility and HRS.
- G. All absent days due to illness or any other reason are to be made up at the end of the term of the assignment.
- H. Tardiness and unexcused absences will not be tolerated. The Facility will determine its policy for number of excused absences.
- I. Any problems encountered will be taken into consideration before allowing you to take another Local Travel assignment.
- J. You must complete the contracted number of hours and weeks to be eligible for applicable bonuses.

- or special promotions that may apply.
- K. When a contract is extended you are to contact your Travel Recruiter for requirement details
 - L. You are responsible for all parking expenses you incur while on assignment.
 - M. You must provide a copy of your schedule to the Travel department. You may either call it in or fax it to HRS.
 - N. Failure to complete a local or national travel contract may result in disciplinary action up to and including termination.

CONTRACT PAYROLL INFORMATION

Payroll checks are distributed in exactly the same manner as described in this handbook. There may be exceptions according to specific facility procedures. Some of the facilities may expect you to fill out a different payroll form that they will fax to us on a weekly basis. We will discuss this with you at the start of the assignment. You must fax in your time record to the Payroll Department weekly (and no later than 90 days after the shift has been worked). Payroll checks will not be given out without a signed time record.

CONTRACT HOLIDAYS AND OVERTIME

The holidays recognized by each facility are different, please ask your Travel Recruiter about the holidays that may fall within your assignment.

Overtime may be offered and worked at the facility's discretion. If you would like to pick up an overtime shift, you must first get permission from your Nurse Manager on the unit for which you are assigned.

Please note: Any time worked at the facility that you are contracted with will be paid at your contracted rate. Overtime will be paid at time plus one-half of your regular (contract) rate.

CONTRACT FLOATING/CANCELLATIONS

When the census drops, most facilities will allow the health care professional to be rotated in with the staff for cancellation of shifts. Some facilities will expect to be able to cancel the health care professional occasionally (for example: once or twice per pay period). Please refer to your Travel Recruiter for the policy at the facility to which you are assigned and whether it is required to for them to make it up. The health care professional is responsible to ask for a make up shift if canceled.

The health care professional must be willing to float to areas other than where the health care professional was originally assigned, according to facility needs. The health care professional may be required to float to areas that are not familiar to him/her but will be able to negotiate his/her assignment appropriately. Health care professionals that are not willing to float will not be considered for a contract assignment.

The assignment can be extended at its conclusion upon agreement by the health care professional, facility and HRS.

CONTRACT DRUGS/ALCOHOL SCREENING AND BACKGROUND CHECKS

Many of our client facilities require pre-employment drug screens and background checks. We cooperate fully with our clients that request this and you may need to have a drugs/alcohol screen/background check done immediately, prior to the start of an assignment.

If a health care professional refuses a drugs/alcohol screen/background check prior to employment, the facility can terminate the assignment. Also, HRS reserves the right to terminate, restrict or deny scheduling privileges based on the results of these screening tools.

CONTRACT COMPLETION BONUSES

Completion bonuses will be available after the final shift has been completed. You must complete all assigned hours in order to be eligible for the bonus. If you have called in sick or were absent for any reason you must offer to make up any missed shifts at the end of your assignment. In order to receive the bonus you must contact the Travel Recruiter in your office and request your bonus.

HRS NURSING TRAVEL

HRS Nursing Travel has the ability to provide you with a choice of assignments. To be eligible to work with HRS Nursing Travel, you must meet the experience criteria and other qualification standards. With your approval, we present your resume and profile to the appropriate hiring representatives.

A health care professional must be willing to make a professional commitment to a 4 to 13 week assignment and keep your commitment. To work a specific assignment your qualifications must meet the clinical requirements of the facility.

The HRS Nursing Travel Recruiter assigned to you will work with you to develop an individualized compensation package to meet the involved parties' needs. Prior to accepting an assignment and signing a employment agreement, accommodations, hourly rate, licensure requirements, travel stipend, individualized options and benefits will be discussed with your recruiter.

HRS Travel Contracts are paid weekly; if you pick up an extra shift at a different facility, your travel contract pay will be processed before a per diem shift can be paid and will be paid at the same time as your contract pay.

HRS Nursing Travel is with you every step of the way. Your recruiter will be in touch with you throughout the length of your assignment.

PERMANENT PLACEMENT SERVICES

Contact us if you are interested in our placement services.

EMERGENCY SITUATIONS

If an emergency situation occurs while you are on a work assignment you will be required to follow and participate in that facility's Emergency Preparedness plan.

In the event of a local, regional or national Emergency situation, HRS will initiate its Emergency Preparedness plan. You may be contacted by your local branch office regarding future assignments. If you are available to assist in an emergency and phone service is available you may call HRS to confirm this availability and assignment. In the event incoming phone service is disrupted HRS will contact clinical staff using alternative services.

QUESTIONS/CONCERNS

If you ever have a question during your assignment, you can call and ask to speak with a Staffing Specialist. HRS phones are answered between the hours of 4:30am and 11:30pm. If you call during off hours please leave a message and it will be retrieved at 4:30am.

OUR FUTURE TOGETHER

We look forward to a pleasant, professional working relationship. Please visit us from time to time on our website at [www. Hrsagency.com](http://www.Hrsagency.com)