

**Nurses PRN**

**Temporary Employee Handbook**

***(Updated December 2019)***

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## Welcome

Welcome to Nurses PRN! We are confident you will enjoy working with Nurses PRN. We work hard to create a competitive environment- keeping you, our employee, foremost in all we do. The amount of work that we will be able to offer you will depend upon your flexibility. Please remember that you represent yourself, the health care professional and Nurses PRN when you work with us. You are what makes Nurses PRN wonderful!

For further news, updates and continuous information please visit us online at: <https://www.prnhealthservices.com/>

Our Mission is to positively impact lives through:

* **Nurse First Focus**-Our nurses feel supported, valued, fulfilled and empower to succeed.
* **Client Satisfaction**- Our clients deliver excellent patient outcomes through our high-quality nurses.
* **Giving Back**-Our success as an organization provides us the opportunity to serve and give back to our communities.

Our Values are:

* **People**- We are mutually accountable and work together to meet needs. We freely give of our time, talent and treasure. We help each other grow develop and succeed in life.
* **Relentless**-We demonstrate a strong will to win. We challenge the status quo to find new and better ways of doing things.
* **Faith**-We model Christian values of humility, respect, and integrity.
* **Courageous**-We take calculated risks, move quickly, learn and think innovatively.
* **Quality**-We never compromise our quality standards.

On behalf of everyone here at Nurses PRN, welcome and thank you for your hard work in serving our clients and the communities we support. We provide work as the needs of our clients become apparent and therefore, we do not guarantee the availability of work. Nurses PRN does not guarantee assignments at specific facilities, however, the utmost effort is made to place you in the areas of your interest and choice. We are glad you are joining us on this exciting journey. We believe we all make a difference-welcome!

Pete Hietpas

President

## Purpose of the Employee Handbook

This handbook has been prepared to acquaint our employees with the organization’s benefits, policies, procedures, expectations, rules, and regulations; however, it should not be considered all-inclusive. Please read and become familiar with this information. If you have any questions regarding the handbook, or matters which are not covered, please direct them to your Recruiter or Account Manager.

This handbook has been prepared for informational purposes only and certainly cannot cover every situation or answer every question one might have. This handbook is a guide, and as such, does not create a contract, expressed or implied, or constitute a guarantee of any rights or benefits or the vesting of any benefit for active employees.

All employees are employed “at-will” and employment is not for any definite period. “At-will” means that either the employee or the organization may terminate the employment relationship at any time, for any reason with or without notice.

This handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written. In addition, the organization may need to add, change or cancel items within the handbook at any time, with or without prior notice.

## Legal/Policies

## Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Nurses PRN (the “organization”) will be based solely on merit, qualifications and abilities. The organization provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, arrest record, conviction record, use or non-use of lawful products off the organization’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (as defined in 111.321, Wis. Stats), or any other characteristic protected by law in its employment practices.

Equal employment opportunity notices are posted as required by law. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Recruiter, Account Manager or Human Resources. Employees are able to raise concerns and make reports without fear of reprisal.

## American with Disabilities Act (ADA) and Reasonable Accommodation

Reasonable accommodation is available to all employees with a disability, when the disability affects the performance of job functions and the individual is otherwise qualified to safely perform the essential duties and assignments connected with the position. Each request is evaluated based on the merits of the situation in accordance with defined criteria, not the disability of the individual. The organization will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the organization. To request accommodation, please contact human resources.

## Commitment to Diversity

Nurses PRN is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives.

## Confidentiality

Nurses PRN acknowledges that employees may have access to proprietary or confidential information. Employees shall use confidential information appropriately and with respect for the rights of individuals. Information may not be disclosed to a third party during or after employment with the organization. Privileged information shall not be used for personal gain or to the detriment of the organization. All proprietary information is to be treated as confidential information, unless otherwise directed by this policy or applicable law. Violation of this policy will result in progressive discipline, up to and including termination.

## Discrimination and Harassment Free Workplace

All Nurses PRN employees have the right to work in an environment where they are treated with respect and dignity and are free of all forms of harassment. We will not tolerate, condone or allow harassment by any employee or nonemployee who conducts business with Nurses PRN. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, ancestry, national origin, or other characteristic protected by state or federal law.

The organization considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the organization shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline, up to and including termination.

**Definitions**

Verbal Harassment: Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene or graphic description of an individual’s body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

Non-Verbal Harassment*:* Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the Internet or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls, or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination.

Physical Harassment*:* Unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcome Harassment: For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcomed despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Sexual Harassment*:* Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment; or

Other sexually oriented conduct, whether intended or not, that is unwelcoming and has the effect of creating a work environment that is hostile, intimidating, offensive or humiliating to workers, may also constitute sexual harassment.

Other Forms of Harassment*:* Persistent and unwelcome conduct or actions on the basis of race, color, religion, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work and other protected categories under federal or state law is prohibited under this policy.

**Complaint Procedures**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You are encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incident(s) as soon as possible to a supervisor or Human Resources so that an investigation can be conducted and, if necessary, steps may be taken to protect the employee from further harassment, and so that appropriate remedial action, where appropriate, may be initiated. The supervisor or Human Resources shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.

Human Resources shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event the complaint is substantiated, the organization will take prompt and effective action to address the problem.

**Confidentiality**

Any harassment complaint filed under this policy will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process, and records will be released only if required by state or federal law.

**Retaliation**

The organization will not permit or condone retaliation against an employee who files a harassment complaint, makes a report of harassment or participates in an investigation. Retaliation is a violation of this policy and shall be reported immediately. Any employee found to have retaliated against another employee for filing a harassment complaint, reporting harassment or participating in an investigation will be subject to the same disciplinary action as provided for harassment offenders. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment.

## Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, creates national standards to protect individuals’ medical records and other personal health information.

* It provides patients more control over their health information.
* It sets boundaries on the use and release of health records.
* It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information.
* It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients’ privacy rights.
* And it strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health.
* For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used. It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made.
* It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure.
* It generally gives patients the right to examine and obtain a copy of their own health records and request corrections.
* It empowers individuals to control certain uses and disclosures of their health information.

Whenever working in health care facilities for Nurses PRN, you must make sure to maintain strict confidentiality of patient information and records. Each facility will be developing ways to assist in maintaining the privacy rights for individuals they serve. You must abide by their developed rules, procedures and policies. If you have questions or concerns please call Nurses PRN’s Chief Nursing Officer at 888.830.8811. You may also visit the website for the United States Department of Health and Human Services: [www.hhs.gov/ocr/hipaa/.com](http://www.hhs.gov/ocr/hipaa/.com)

## Joint Commission-Safety and Security

**Reporting Facility Patient Safety Risks**

If an employee becomes aware of a patient safety risk or an ethical issue relating to care, treatment and services provided in a facility, the employee is to notify the facility supervisor as soon as possible. If the employee feels the situation is unresolved, the employee is to report the incident to Nurses PRN Branch Manager and Nurses PRN will follow-up with the facility accordingly.

**Reporting Facility Security Incidents**

If an employee becomes aware of a security incident that occurs while on assignment, the employee is to report that incident to the facility supervisor as soon as possible. If the employee feels the situation is unresolved, the employee is to report the incident to Nurses PRN Branch Manager and Nurses PRN will follow-up with the facility accordingly.

If you feel your concern has not been resolved after reporting it to Nurses PRN, you are encouraged to contact The Joint Commission via email at complaint@jointcommission.org or in writing:

The Joint Commission- Office of Quality Monitoring

One Renaissance Boulevard

Oakbrook Terrace, IL 60181

Nurses PRN will not take retaliatory disciplinary action against employees when they do report safety or quality of care concerns to The Joint Commission.

## Employee Responsibilities and Expectations

## Attendance

Regular and punctual attendance is required of every employee. It is the employee’s responsibility to be ready to begin his or her professional duties on time each day and to return on time from scheduled meal breaks. Other employees and our customers depend on you! We understand there are justifiable reasons to be absent from work, however, employment assumes the availability for work and excessive absenteeism and/or tardiness may lead to discipline, up to and including termination. Employees are expected to comply with the reporting procedures for absences and tardiness as outlined in this handbook and communicated to them by their supervisor. We will enforce the following guidelines and disciplinary action based on a 24-point system from your start date.

**If you must be absent, you must call Nurses PRN (888-830-8811). Please do not call the client directly.**

1. If you are out sick for three (3) or more consecutive workdays or you have sustained an injury outside of work hours, you **must obtain a doctor’s note before you can return to work.** The doctor’s note must indicate that you are healthy, are able to work with zero restrictions and you are not contagious. However, this does not excuse your absence.
2. Upon request, an employee’s attendance status will be provided to the facility by their Account Manager.
3. All absent days for scheduled shifts will be counted. **There are no excused absences**. We understand that life situations occur, thus absences are tolerated through the following point system:

|  |
| --- |
| If you call-in ***more than 2 hours*** before the start of your shift, the following pts will be deducted: |
| Weekday |  3 points |
| Saturday & Sunday |  5 points |
| Holiday |  7 points |
| Saturday & Sunday of same weekend or double shift |  15 points |
| If you call-in ***less than 2 hours*** before the start of your shift, the following pts will be deducted: |
| Any day |  10 points |
| If you leave ***before the end*** of your shift, the following points will be deducted:*If less than 2 hours are worked it will be considered an absence and will be subject to points coinciding with the day of the week missed.* |
| Weekday |  2 points |
| Weekend |  3 points |
| If you are ***tardy*** for your shift, the following points will be deducted: |
| Less than 10 minutes |  1 point |
| More than 10 minutes |  2 points |
| If you are a **DNR** (do not return) at the request of that facility, the following pts will be deducted: |
| 1st occurrence |  2 points and/or termination |
| 2nd occurrence |  5 points and/or termination |
| 3rd occurrence |  up to 10 pts and/or termination |

1. If calling in for a scheduled shift you **may not leave a message** – you must speak to a Nurses PRN Account Manager or the call-in will be considered a ***No Call / No Show***.
2. During your first ninety (90) days of employment from your first shift worked, if you have **3 call-ins** for any reason, this will be subject for review of **employment termination without regard to what your current point status.**
3. Disciplinary action in relation to point status:

Lose 6 points (18 points left)……………Verbal Warning

Lose 12 points (12 points left)………….Written Warning

Lose 18 points (6 points left)……………Final Written Warning

Lose 24 points (0 points left)……………Termination

1. Points may be given at the discretion of the Account Manager, but will not excuse excessive call-ins. You are able to regain any points that are lost by: (24 points max / no banking points)

Picking up a last minute shift 2 points

Picking up a last minute weekend shift 4 points

Working 8-20 hours/week with No Call-Ins during a month 2 points

Working 21 + hours/week with No Call-Ins during a month 4 points

Receiving a Superstar Award or a compliment from a facility 5 points

1. Nurses PRN may amend the contents of this policy at any time.
2. ***No Call / No Show*** will be considered a **voluntary resignation**.
3. Multiple call-ins/tardiness is reason for termination.

## **Code of Conduc**t

Nurses PRN is committed to the highest professional standards and fosters a culture of integrity and accountability. A physical and emotionally safe environment, as well as respect and understanding of one another, are essential for an effective work environment. The success of our business is dependent on the lasting relationships we build with our customers and employees by gaining their trust and confidence in us. Our credibility is achieved by adhering to our commitments, displaying honesty and integrity and reaching company goals through honorable conduct. Collaboration and cooperation enhance achievement and job performance. High expectations combined with a positive, caring environment motivate people to strive for excellence. Our president operates with an open-door policy at all times as well.

We are committed to providing our clients with the most qualified, professional personnel available to fill their staffing needs. We rely on you to fulfill that commitment as a representative of Nurses PRN.

When you work for Nurses PRN you are the face of who we are out on an assignment.

Employees of Nurses PRN are expected to conduct themselves in a responsible, professional, ethical, and respectful manner. Employees are also expected to conduct themselves as responsible citizens. To promote the best possible working environment these expectations apply to all employees and supplement any other policies. Violations may result in disciplinary action, up to and including termination.

* Arrive for your shift approximately 15 minutes prior to the scheduled start time.
* Speak to and treat fellow employees and customers in an appropriate and respectful manner;
* Uphold the dignity and decorum of your position in every way;
	+ Employees who have responsibility for medication administration must sign out all narcotics and medications and understand the facility’s medication waste policy. Take the time to review to ensure you are familiar with all policies and procedures at the location you are working. This is your responsibility to know this information.
	+ It is required that any Nurses PRN employee who inadvertently takes the medication or treatment keys home will return them to the facility immediately upon notification.
	+ All documentation/charting required by the facility will be completed by all Nurses PRN employees before leaving the assignment.
	+ Do not leave patient(s) unattended when going for meal break without reporting off to the charge nurse. Do not leave the facility without reporting such for the meal break.
* Maintain confidentiality of information, as prescribed by state and federal law;
* Obey all supervisory written and/or oral direction;
	+ When on assignment, all employees must follow the direction of the assigned supervisory personnel. The supervisor may assign you to any area of the facility where the need is most acute, based upon your training and experience. Assignments may be changed during the shift. Follow all client protocol and procedures. If you are unsure of a specific practice please talk to your assignment supervisor.
	+ Charge positions are usually defined by the client and are not defined by Nurses PRN. Contact Nurses PRN if you have questions regarding a charge role.
* Be awake and attentive while at work;
* Do not engage in personal activities during work hours;
	+ Do not discuss personal problems with patients, families or other facility personnel.
	+ Do not have personal visits while working at facilities.
	+ Do not borrow money from patients/families or do any banking for patients/families.
* Do not engage in any activity which distracts or disrupts other employees on the performance of their duties;
* Conduct oneself in a professional manner so as not to bring discredit upon themselves or the organization, including any off-site event that Nurses PRN is sponsoring;
* Notify Chief Nursing Officer or Human Resources of any arrest or conviction (with the exception of a minor traffic offense), any criminal statute or municipal ordinance violation within five (5) days of such arrest or conviction; and
* Participate in and/or cooperate with any client or organization investigation.

## Carrying a Concealed Weapon

No Nurses PRN employee may possess, use, make, or store any dangerous weapon in any building or facility that is owned, occupied, or being served by the organization.

In addition, to the extent such restrictions are not otherwise prohibited by law:

* No Nurses PRN employee shall possess or use a dangerous weapon at any time when acting within the scope of his/her employment; and
* No Nurses PRN employee shall possess or use any dangerous weapon when acting in his/her organization-authorized capacity, regardless of the location where such duties are performed.

**Additional Employee Responsibilities**

If any Nurses PRN employee has reason to believe that an employee, visitor, or other person possesses or has used or stored a weapon in violation of this or any other policy, that employee is required to report such belief to a supervisor, or human resources. There will be no retaliation against any employee who, in good faith, reports a violation of this policy or participates in the investigation of such a report.

**Sanctions for Violations**

Employees violating the policy may be subject to disciplinary action up to and including termination of employment and shall be referred to law enforcement officials for possible prosecution under applicable laws or ordinances.

## Conflict of Interest

At Nurses PRN all employees must avoid any relationship or activity that might impair, or appear to impair, our ability to make objective and fair decisions when performing our jobs. A conflict of interest is engaging, or having financial interest, in an activity that conflicts with the employee’s responsibilities. This includes soliciting to employees the private sale of goods as an employee may not use his or her position to obtain financial gain (See Solicitation). Avoid conflict-of-interest situations and refrain from accepting any gift, fee, free services or anything of substantial value for or because of any act performed or withheld in the performance of duties.

Some specific examples of conflict of interest are:

* **Family members**: Individuals may not report directly to those who they are related to.
* **Employees working for more than one staffing agency**: Nurses PRN does not prohibit employees from working for more than one agency. We understand that you have many options and our goal is for Nurses PRN to be your agency of choice. If a situation occurs where an employee of Nurses PRN works for another agency that staffs the same facilities as Nurses PRN, there may be facility guidelines that Nurses PRN must follow regarding staffing employees at that particular facility. These guidelines will be communicated to any employee involved in this situation.
* **Gifts, gratuities and business courtesies**: Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom Nurses PRN does or may do business with.
	+ The courtesies may not be lavish or excessive, not frequent and do not reflect a pattern of frequent acceptance from the same person or entity;
	+ The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier who contract is expiring in the near future;
	+ The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her supervisor or having courtesies known by the public.

## Drug, Alcohol and Tobacco Free Workplace

Nurses PRN prohibits the use, possession, concealment, transportation, promotion or distribution of illegal drugs, drug paraphernalia or unauthorized drugs or unauthorized use of alcohol on its premises, any facility we work in or during a work-related event off premises. "Illegal drugs" means illicit drugs and controlled substances, and includes prescription medications which contain a controlled substance and are used for a purpose for which they were not prescribed or intended.

Employees must not report to work impaired by any drug, intoxicant or narcotic. If there is reasonable suspicion that an employee shows signs of using or being under the influence of drugs/alcohol or has other facts that would lead to concern about the employee’s safety and/or the safety of others, the employee may be requested to submit to a drug screening or alcohol test. Refusal to submit to such a test or violation of this policy, may result in disciplinary action, up to and including immediate termination, at the discretion of Nurses PRN.

**Confirmatory Test** - If the initial result on a drug test is positive, the sample tested will be subject to a confirmatory test. No employee will be terminated, disciplined, discriminated against solely on the basis of an initial positive test result until reviewed by a Medical Review Officer (MRO) to verify findings.

The individual will be notified of the test results by a MRO and will be allowed to submit prescription information to explain the positive test result. The MRO will either confirm the positive result or determine that the test result is negative.

If the employee is not satisfied with the positive test result they may, at their own expense, request a second confirmatory retest of the original sample, conducted either by the original testing laboratory or by another licensed laboratory. This must be requested within 4 hours of notification.

**Consequences of a Positive Test Result**

If an applicant has a positive confirmatory test, any conditional job offer will be withdrawn immediately and the applicant will be ineligible for employment with Nurses PRN. A referral for counseling or rehabilitation program may be initiated by Nurses PRN, but all costs associated with it will be the responsibility of the applicant. If an employee has a positive confirmatory test, he or she will be required to participate in a drug and/or alcohol counseling or rehabilitation program as a condition of continued employment. The employee may be suspended during the period of rehabilitation but will not be discharged unless he or she: (1) refuses rehabilitation; (2) does not successfully complete the rehabilitation program; (3) tests positive for drugs or alcohol following completion of the program; or (4) violates other Nurses PRN employment practices. An employee who completes a drug or alcohol counseling or rehabilitation program may be required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for any period following treatment allowable by law. The employee will be responsible for all costs associated with the counseling or rehabilitation program. A licensed professional may be subject to state licensing or impaired professional programs reporting.

Employees must, as a condition of employment, abide by terms of this policy. In addition, an employee must notify the organization of any criminal drug statute conviction for a violation occurring on organization premises or while conducting organization business off premises.

Nurses PRN does not permit smoking or vaping/e-cigarettes in any of the organization facilities or those we contract with. Employees may smoke outside in designated areas during their meal break. When smoking or otherwise using tobacco or similar products outside, do not leave any traces of litter. Additionally, all state, county municipal restrictions must be followed and adhered to. Please remember to conform to the smoking or tobacco use policy of our clients when working at a client site.

**Opportunity for Assistance**

Nurses PRN encourages any employee who believes they may have a drug and/or alcohol problem, to seek professional assistance before such problem becomes a workplace issue. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to participate in a rehabilitation or treatment program. The organization also offers an Employee Assistance Program (EAP) for employees and their immediate family members.

## Freedom of Speech

When expressing one’s personal opinion as an employee, or where audiences regard you as a representative of the organization it is an expectation that your speech is aligned with organization expectations, policies and norms. When expressing personal opinions outside of your role as an employee regarding organization policies or practices, each employee shall clearly communicate that the opinion is his/hers, not the organizations, shall refrain from:

* statements disrupting the maintenance of discipline by the organization;
* expressions that would disrupt harmony among employees;
* threats towards and defamatory statements about other employees and officials in the organization; and
* making statements about the organization that he/she know are false and are made without regard for truth or accuracy.

## Grievance Procedure

It is the policy of the organization to treat all employees equitably and fairly in matters affecting their employment. Each employee of the organization shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. If an employee has a concern regarding any aspect of Nurses PRN, the employee should try to resolve it with the person in question, and if this is not possible, work with their supervisor or Human Resources. If an employee does not feel comfortable reporting a complaint through this manner, they can report it via email to prncares@prninc.com. All complaints reported to this address will be investigated in a timely manner.

## Internet Usage

Internet use is prohibited at any time, unless directed by supervisor related to patient care. Employees will not upload, post, transmit, share, store or otherwise make publicly available on any social site the private information of any third party or self, including addresses, phone numbers, email addresses, Social Security numbers, and credit card numbers. Anything posted on a website by an employee constitutes public speech and will be held to all the standards and expectations in this handbook.

## Personal Data Changes

In an effort to ensure accurate record keeping, we ask that employees notify their Account Manager or Recruiter whenever there is a change in their personal information. This include changes in name, marital status, address, phone number, emergency contacts (and their applicable information) and any information which may impact their insurance coverage, if applicable. The address provided by you on your W-4 form is the address which will be used by Nurses PRN to determine the appropriate tax deductions.

## Phones and Personal Devices

We understand that most employees carry personal phones/devices while at work. However, employees must make personal calls or text messages only during their meal break in designated area (outside of patient care areas). Do not use the facility telephone when you are working to make personal calls. Nurses PRN strongly suggests that you do not give your phone number to a client as your schedule is to be arranged through our office.

## Political Activity

All employees have civic responsibilities and rights including the right to vote, be an active member of the political party of their choice, campaign for candidates for election to public office, and seek, campaign for and serve in public office.

Any political activity of employees must be conducted outside of work hours and off work premises. Employees may not use organization equipment, materials, or resources of any type including electronic mail and internet systems or the buildings of the organization for the purpose of solicitation, promotion, election or defeat of any candidate for public office, referendum, legislation, or other political action.

## Professional Appearance

An employee’s appearance reflects the company’s image to the public. All employees are expected to dress in a manner consistent with good hygiene, safety, and consistent with their professional responsibility. Professional attire conducive to the work environment you are in is mandatory. If you are uncertain as to what attire is appropriate, discuss this with Nurses PRN prior to the assignment. Please make sure your uniform is always clean. If you arrive at work out of uniform, you may be sent home without pay to change. Some facilities may have specific uniform color requirements. Please check with your Account Manager before working your first shift at a facility. Hair style or dress may not disrupt the work environment nor cause a health or safety hazard. If dress or hygiene is considered inappropriate, employees will be asked to correct the situation.

The following items of clothing are acceptable:

Scrub pants, scrub top, name tag, white tennis shoes, gait belt, ink pen, timesheet, long hair pulled back.

The following items of clothing are not acceptable:

T-Shirts, leggings, stretch pants, shorts, any type of jeans, see-through garments, bare midriffs, excessive body piercings or tattoos, sweatshirts, hats or scarves, loose jewelry, open-toed shoes, false, long or painted nails.

## Resignation Notice

All employees are employed at-will and can terminate their employment with or without notification. However, employees who choose to resign from the organization, should provide a written notice of resignation to their Account Manager. Nurses PRN reserves the right to excuse an employee prior to the end of their resignation notice. An employee who terminates employment (voluntarily or involuntarily) will receive their final paycheck on the next regular payday or in accordance with that state’s applicable labor law.

## Scheduling

Nurses PRN is accessible 24 hours a day 7 days a week. Nurses PRN’s Account Managers are available to assist you with scheduling, availability, shift confirmation and any other questions or concerns. All of your scheduling will be coordinated through Nurses PRN. In order to give you the best possible assignments to fit your needs, we recommend you give us your availability four (4) weeks in advance. Many clients give us their needs 2-6 weeks in advance, therefore those employees who have provided availability will be given assignments first.

If after providing availability your plans change, please notify Nurses PRN immediately. We expect you to be available on the dates that you give us and we will schedule you based on that availability. If circumstances unexpectedly arise, which cause you to be late to an assignment, you must notify Nurses PRN. Never call the client directly. You must call Nurses PRN as soon as you realize that you will be late.

At times it is difficult for us to contact our employees. Therefore, we ask that you initiate communication with our office one to two times per week (once to provide your availability and once to confirm your shifts for the upcoming week).

\*Cancellations of per diem or contracted shifts are subject to Nurses PRN’s Attendance/Discipline policy.

**On-Line Access**

You can update your availability online, view pay stubs, download important forms, access this manual, email your Account Manager, and view license and other credentials expiration information. Upon hire you will create a username and password for the Workforce Portal.

The log-in link is located on Nurses PRN home page: [www.prnhealthservices.com](http://www.prnhealthservices.com).

**To view and change your calendar** - Select your current and future availability by checking the appropriate box that you will see on the screen. You must save the calendar each time you make changes. The system will let you know when the calendar is finished saving. An email will automatically be sent to your Account Manager notifying them of the changes. HOWEVER, ONCE YOU HAVE CONFIRMED A SHIFT YOU MAY NOT CHANGE YOUR AVAILABILITY TO CANCEL SHIFTS ONLINE! IT WILL COUNT AS A CALL-IN. YOU MUST CALL YOUR ACCOUNT MANAGER TO MAKE CHANGES FOR ALL CONFIRMED SHIFTS.

To email your Account Manager - Select “send a message to your staffing specialist” at the bottom of your calendar. You can email your Account Manager information on facilities or just say hello!

To view your pay stubs - Select “review pay stubs” to review each pay stub. They are listed by date.

**Staffing Assignments/Floating**

Nurses PRN places employees only in areas of practice that are within the scope of their license, registration, certification, and or clinical competence. Nurses PRN employees are expected to cooperate fully with the supervisory staff at the assigned facility. The staff may assign you to any area of the facility where the need is most acute, based upon your training and experience. Assignments may be changed at any time during the shift. There are no assignment or unit guarantees unless discussed prior to working at that facility. If you are placed in an assignment or are floated to an area that does not match your skill level and experience; you are required to contact Nurses PRN immediately. Nurses PRN will follow-up with facility accordingly**.**

It is Nurses PRN’s expectation and understanding that you may be asked to “float” at some point while working for Nurses PRN. On occasion, staff may be asked to float to an area outside of their specialty experience due to critical staffing circumstances. This assignment may be accepted upon direction and assignment of facility supervisor. Any assigned duties will be based on your skills and abilities. A “staff helper” role will be assumed to the area floated. Any tasks, procedures or assignments you feel unprepared *for* should not be completed and you must immediately report this to the facility supervisor. Notification to Nurses PRN of such assignment should occur as soon as possible.

**Contract (Travel or Local Long Term Agreements) Cancellations**

Nurses PRN contracted employees should refer to their individual assignment confirmation and/or facility policy regarding cancellation guidelines. The Employment Professional Agreement dictates professional expectations when accepting assignments through Nurses PRN. Accepting a commitment to this type of assignment requires you to give up your flexibility. Any cancelled shifts will also be subject to the Attendance/Discipline policy and any fees that may apply.

**Only Nurses PRN can make arrangements for someone else to cover your shift in the event of illness or an emergency. If you are ill, or have an emergency while at a facility, you must contact Nurses PRN immediately.**

## Social Networking Sites - Personal Use Guidelines

In general, what an employee does on his or her own time outside of work will not be regulated by the organization. However, the organization may monitor and regulate employee postings or activities outside of work if:

* The employee chooses to identify him or herself as an employee of the organization;
* The activity affects the employee’s job performance or the performance of other organization employees; or
* The activity involves or relates to the organization, or other family members or employees.

It is important to understand the public nature of these sites and the risks, responsibility and accountability that users must assume if they participate in such communications, including but not limited to, blogs, forums, LinkedIn, Facebook, Instagram, Snapchat, YouTube, Google+ and any other social media platform. Nurses PRN reserves the right to terminate any membership, delete any profile and any content that may be posted on any online social site.

## Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees, solicitation is strictly prohibited while the employee being solicited or the employee doing the soliciting is on “work time.” “Work time” is defined as time during which an employee is not on a meal break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on work time and at all times in working areas. No commercial, charitable, or personal soliciting, selling, or collecting will be engaged in by employees.

## Organization Employment Processes

## Credentialing Requirements-Annual

Nurses PRN requires all clinical staff to have a current license or certification according to state standards of practice and to maintain specific certifications depending upon specialty.

Nurses PRN requires specific health and immunization records per specialty which are listed accordingly. This list is not all inclusive as Nurses PRN is required to abide by our client and state requirements. All requirements are to be met upon hire and annually as defined below:

* Current professional license, certification or experience in area of practice
* Current CPR- American Heart Association BLS Provider
* Current PALS or ACLS based on specialty- American Heart Association
* Documentation of physical exam within the past twelve months and required annually thereafter
* Documentation of 2 MMR Immunizations or rubeola, rubella and mumps titers (Positive or Immune Titers)
* Documentation of 2 Varicella Immunizations or Titer (Positive or Immune Titers)
* Documentation of Hepatitis B Immunizations or series completion or titers (Positive or Immune Titers)
* 10 panel Drug screen at hire and per client requirements
* Fit tests and evaluations per client requirements
* TB/PPD or QuantiFERON/T Spot test within the past twelve months and per client requirements
* If has past positive result must provide documentation of a negative chest x-ray within past twelve months and complete PRNs TB questionnaire form
* If candidate cannot provide a chest X-ray within the past twelve months for medical reasons a note from a physician stating the individual is free from TB or communicable disease and the date of the last chest x-ray along with the TB questionnaire is sufficient.
* Any other license, certification, health screening documentation, and immunization records required by client or state
* I9 validation of two forms of identification

**Expiring Credentials**

A member of Nurses PRN will be contacting you with reminders throughout the year to help keep all of your documents current. Please note this contact may be via email, phone and texts. Any credentials not updated or completed by their due date may lead to cancellation of shifts and potential termination of employment.

## Discipline

Discipline may result when an employee’s actions fall short of generally accepted standards of professional behavior or violate a policy or rule, when an employee’s performance is not acceptable, or the employee’s conduct is detrimental to the interests of the organization.

Typically, disciplinary action will involve any of four steps: verbal warning, written warning, suspension with or without pay, and termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. Nurses PRN reserves the right to impose disciplinary action as may be appropriate in particular circumstances. The CNO, or designee, may suspend any employee, with or without compensation, as a disciplinary measure, pending an investigation, or for any other appropriate reason.

**Separation / Discharge / Termination** Employees may be separated from the payroll of Nurses PRN due to the closing of Nurses PRN.

Employees may be terminated by Nurses PRN with or without cause and with or without notice for any reason, including but not limited to the following:

1. Inability to perform the duties of your job description
2. Non-compliance with work rules or Code of Conduct (see Code of Conduct section). The following list of work rules is not all inclusive, but represents unacceptable behavior which may result in immediate discharge or disciplinary action.
* Gross negligence in care of resident or in performance of assigned duties for which the employee is responsible.
* Gross negligence in care of employer’s equipment, materials or resident’s property.
* Unauthorized use of any of the facility’s property, equipment, materials or working materials.
* HIPAA or confidentiality violation involving resident or patient information or personal information.
* Insubordination, including disobedience, failure or refusal to carry out a lawful assignment or instruction.
* Threatening or attempting to do bodily harm to another person during working hours. Fighting on the job or other violence on the premises.
* Leaving the facility during working hours without the expressed permission of the Supervisor.
* No Call or No Show for any scheduled shift is voluntary resignation.
* Falsifying office records, including time sheets intentionally or with intent to falsify.
* Safety violations, which result in injury/great potential for injury including improper transferring techniques or failure to follow plan of care.
* Intentional violation of employment agreement on job description.
* Failure to comply with reasonable health, safety and sanitation requirements, rules and regulations where there is danger to the health or well-being of a resident or fellow employee.
* Minor negligence in performance of duties assigned to the employee.
* Making false or malicious statements concerning other employees, supervisors, residents, the employer or other related parties of Nurses PRN.
* Failure to use responsible judgment or being discourteous in dealing with fellow employees or the general public.
* Threatening or using abusive language toward others or discrimination toward others based upon race, color, sex, religion, age, handicap, disability, national origin, ancestry, sexual orientation, marital status, veteran status, or any other discriminatory basis protected by applicable local, state or federal law.
* Profanity used towards residents, supervisors, co-workers or visitors.

## Identification (ID) Picture Badge

Nurses PRN employees are required to wear their Nurses PRN picture ID badge at all times while working scheduled shifts. Client personnel working with you must be able to identify you according to name, certification and employer. Should you lose or damage your ID badge, please call Nurses PRN immediately for a replacement. If Nurses PRN’s ID badge is not received by the employee prior to the employee’s first shift, a valid picture ID issued by a state, federal, or regulatory agency is required to be presented when reporting to an assignment.

## Orientation

Orientation is required at all client facilities. Orientations are scheduled by your Account Manager and are designated to acquaint you with our clients as well as provide you with vital information and a sense of security when you accept your first assignment with the client.

To attend orientation sessions you must be scheduled through Nurses PRN. Unless otherwise directed by your Nurses PRN Account Manager, you must arrive 15 minutes before the start time and be in full uniform (scrubs, stethoscope (if needed), pens, time keeping device, name tag and time sheet) and appear neat and clean, as if you were going to work. Cellphones should be left with your personal items in the designated areas. Orientations usually include a tour of the facility, thus jeans and casual wear are not acceptable. Always carry a copy of your required licensure/certificate and CPR card(s) to all assignments, including orientation. On your time sheet, please document the amount of time that was considered “Orientation.” Payment for orientation is typically paid at half your hourly rate. Please contact your Account Manager to confirm your specific rates.

If this is your first assignment at a facility:

When arriving at a facility for the first time, be sure to ask someone for an explanation of facility codes, fire code, disaster procedures and the location of emergency equipment. When returning to a facility, briefly refresh your memory before proceeding. Do not be satisfied with a vague wave towards manuals; in an emergency – you won’t have time to read them. Make sure you identify who your direct supervisor is and where the facility emergency numbers are located.

Please be aware of the following based on your certifications:

* + Medication administration and waste policies
	+ Central line policies
	+ Blood Administration policy
	+ Narcotic Counting Process (long term care)
	+ Keys process as needed

Some facilities have special check-in/check-out procedures in the nursing/staffing office. Your Account Manager will instruct you concerning such procedures at each facility.

## Overtime

Overtime may be authorized by Nurses PRN and the facility to meet the needs of the business. All overtime must be pre-approved and is processed in accordance with FLSA law.

## Performance Evaluation

Nurses PRN is a Joint Commission certified staffing agency. An account of your job performance and your competencies will be evaluated throughout your employment. Your job performance will be monitored by your Account Manager/Recruiter and any areas of concern will be reviewed with you.

A performance evaluation will be completed annually at a minimum with the client/facility supervisor that consists of quality of skills, patient care/facility care, and agency expectations. This evaluation will be shared with the employee upon request and any specific areas of concern identified will be reviewed. This evaluation will become part of employee’s permanent employment record.

## Permanent Placement

Our employees are our greatest ASSETS! Nurses PRN can offer Temporary to Permanent or direct Permanent Placement options at our client’s request. This applies only to customers with whom you have been placed or submitted to work through Nurses PRN or any of the facilities that Nurses PRN speaks with you about. There is a 180 day waiting period from your last day worked at a client before you can work there without Nurses PRN being involved. If the facility is interested in “buying-out” your time prior to the end of the 180-day waiting period, you are able to transfer over to their facility at that time. We appreciate your cooperation as we are not successful without you, our dedicated employee.

## Professional Development

Nurses PRN supports each employee in their ongoing development. As a demonstration of our commitment to the education and advancement of our employees, Nurses PRN has partnered with CE Direct to provide you with unlimited FREE Continuing Education units (CEU’s)! CE Direct offers over 1000 online courses covering multiple modalities. CE Direct provides real time testing and instant receipt of printable CE certificates upon passing the course exam. There are also CE courses related to nursing certifications. Please contact your Account Manager or Recruiter if you are interested in accessing the free CE courses.

## Referral Process

We know that everyone enjoys working with a friend so we offer referral rewards. As your referee works and earns his/her paycheck- you earn a check based on the hours they worked. These are sent out every two (2) weeks.

Please visit our webpage for additional information, special incentives and easy “On-Line Submission Form”: <http://www.prnhealthservices.com/refer-a-friend.php>

## Severe Weather

If inclement weather is in the forecast, employees are expected to plan ahead to be able to work their scheduled hours. If unable to get to work, or if you expect to be late please contact Nurses PRN immediately.

## Timekeeping

It is your responsibility to turn in your time sheet. You may fax it to 877.500.4932 or drop off your time sheet at your Nurses PRN office by Monday at noon for weekly or by 9am for next day. Please call to verify that your time sheet has been received to ensure that you will be paid on the following payroll. We cannot guarantee payment if you do not call to verify that your timesheet has been received.

After each shift that you work, complete your time sheet accurately and have it signed by a supervisor at the facility in which you have worked. Payment is based on the information provided on your time sheet. If the facility does not use a signature system, payroll will be based on individual facility payroll tracking system.

**Payment Options**

|  |  |
| --- | --- |
| **WEEKLY** | **NEXT-DAY PAY** |
| Payment Option: Direct Deposit or Live Check | Payment Option: Direct Deposit Only |
| Timesheets Due: Monday @ NOON | Timesheets Due: Daily by 9:00am |
| Timesheet Form: Weekly Timesheet | Timesheet Form: Daily Timesheet - One (1) shift per Timesheet |
| Payroll Taxes: Taxed at a weekly tax rate % | Payroll Taxes: Taxed at a daily tax rate % unless notified in writing  |
| *1. No deposit can be made on Saturday or Sunday.**2. You must choose to have either “Weekly Pay” or “Next Day Pay”*  |

**Pay Periods**The standard pay period for each state is Sunday through Saturday unless otherwise noted. The pay period for contracted individuals is based on the facility that you choose to work at will override this standard.

**Payment**
Payment is based on the information provided on your timesheet. Incomplete and /or illegible timesheets will not be paid until we have the correct and complete information.

This includes:

* In/Out Times
* Facility Signatures
* Necessary Lunch Initials
* Shift and weekend differentials may vary depending upon the facility worked.
* Overtime pay will be paid at the rate of time and ½ for any hours worked over 40 during a workweek. **Overtime must be approved by your Account Manager before worked to guarantee payment.**

**Meal Break**

A thirty (30) minute meal break will automatically be deducted from your shift if you work over six (6) hours. If you do not take a meal break, make sure you indicate “no lunch/meal break” and have the supervisor initial the correct box on your time sheet.

**Show-Up Pay**

All employees will receive a maximum of two (2) hours pay for showing up at a facility in which you have been cancelled. Please note that Show-Up Pay is not an "inherent right" of the supplemental employee. Show-Up Pay is a voluntary recognition by Nurses PRN that circumstances can sometimes exist which result in involuntary cancellations.

**No Show-Up Pay if:**

1. Nurses PRN is able to reach the employee prior to the employee arriving at the client.
2. The employee is unwilling to accept an alternate assignment for which she/he is qualified.
3. Nurses PRN and/or client have NO record of any assignment for the allegedly cancelled shift.
4. Nurses PRN is unable to reach the employee because of her/his inaccessibility.

(It is the employee's responsibility to check with the scheduling office prior to an assignment.)

**Direct Deposits**

Direct deposits have until the end of the business day on Friday to enter your account. Direct deposit will be effective immediately provided the information provided is 100% accurate. Please provide a voided check along with the direct deposit slip. If you are depositing into your savings account, verify with your bank or credit union as to what to provide your employer for this type of direct deposit.

**Live Checks**

Payroll checks are issued weekly and mailed on Friday from our corporate office in Wisconsin.

**Lost Paycheck**

If a check is delayed or lost in the mail, Nurses PRN will not re-issue the check until ten (10) business days after the original issue date. There will be a cost of $20.00 to the employee if a new check is issued before the ten (10) business day period.

**Late Timesheets**

Any timesheets submitted after thirty (30) days will result in delayed payment. Upon facility approval, payment will be sent.

**Contracted Employees (if applicable):**

Contract Renewals may vary, but a minimum of a twelve (12) week contract is required and all contract renewal incentives are paid after the second week into the new contract. Remember, to be paid a contract renewal, all credentials must be updated and on file.

**View Your Pay Stubs**

The log-in link is located on Nurses PRN home page: [www.prnhealthservices.com](http://www.prnhealthservices.com)

Enter in your assigned username and password. Direct deposit receipts are not mailed unless requested in writing to Nurses PRN’s corporate office payroll department.

## Transportation

You are expected to provide your own transportation to and from work. Transportation conflicts will not be an acceptable reason for canceling a shift. If you rely on public transportation, take whatever measures necessary to ensure early arrival. If you have accepted an assignment, you are responsible for that assignment.

Nurses PRN employees may not use their own vehicle to transport patients or families of patients unless prior facility and Nurses PRN consent is obtained per client guidelines.

## Benefits

## 401(k) Plan-

All employees are eligible to participate in the 401(k)-plan following the completion of six (6) months of employment during which time a minimum of five-hundred (500) hours of service is performed, may enter the plan on a quarterly basis. Those who have completed six (6) months of employment and completed one thousand (1000) hours in any complete calendar year, may also enter the plan on January 1 of the respective year. Information regarding details of the plan will be sent to those eligible upon meeting eligibility requirements. The plan does not allow for loans, but does allow for specific hardship withdrawal situations. See Human Resources if this need should arise.

Each employee may contribute from 1-100% of their salary, up to the federal maximum allowed. Nurses PRN has the following match contribution:

Years of Service\* Match Contribution

1-2 years 10%

3-4 years 20%

5-99 years 30%

\*Years of service is determined by the number of calendar years with 1000+ hours of work. Employee must be actively employed on December 31 of the respective year to receive the match contribution.

## COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act) is a law that allows the organization to offer employees the opportunity to remain on the organization’s medical, dental and vision benefits at full cost to the employee, in certain instances where coverage under the plan would otherwise end. This may occur as a result of termination, reduction in hours, military leave, and other qualifying events. Notice will be sent to those eligible for continuation of coverage.

## Dental, Medical and Vision Insurance

Nurses PRN will provide a comprehensive medical, dental and vision insurance plan to all regular employees who are scheduled to work a minimum of thirty (30) hours a week. Employees are eligible on the first day of work. Please refer to the insurance enrollment information for the details of each plan and each Summary Plan Description is available through Human Resources and our Intranet, PRN Connection.

An eligible employee who has chosen not to participate in the organization’s insurance plans may enter the plan, single or family as appropriate, within thirty (30) days’ notice if they experience a Qualifying Life Event (QLE) as defined by law.

## Employee Assistance Program

All employees, and their immediate family members, have access to an Employee Assistance Program (EAP). This is a free benefit and all services provided are kept strictly confidential. The organization recognizes that employees may experience personal problems that have an impact on their individual well-being or job performance. The purpose of contracting with an outside agency to provide confidential professional assistance is to offer support to employees when it is needed. Further information can be obtained in Human Resources.

## FMLA

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide eligible employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military. Any earned and unused PTO will be utilized during this leave. Questions regarding these laws and the organization’s FMLA and WFMLA policy, and required forms, should be directed to Human Resources. See Appendix A for full details.

## Holidays

Nurses PRN recognizes six (6) holidays for which you will be paid time and one half if worked. The holiday pay will start the night shift prior to the holiday and ends the PM shift of the holiday. Holiday pay depends upon the facility you are staffed through. It is your responsibility to check with your Account Manager before working if the facility acknowledges the holiday.

• Memorial Day • Thanksgiving Day

• New Year’s Day • July 4th

• Christmas Day • Labor Day

Christmas Eve and New Year’s Eve holiday pay will begin at the start of the PM shift.

## Liability Coverage

The organization covers employees for liability in accordance with the terms of the organization’s liability insurance policy. This insurance is to cover employees against any potential liability while the employee is fulfilling his or her employment responsibilities. Liability insurance coverage requires employees to follow company policies.

## Life Insurance/Surviving Spouse Benefit

Full-time employees are provided a basic life insurance policy valued at $25,000, effective your first working day of hire. Full-time employees may also elect additional voluntary life insurance through our carrier. For more information, please contact Human Resources.

## Malpractice Insurance

All employees are covered by Nurses PRN’s Malpractice Insurance when on an assignment through Nurses PRN. We strongly recommend that you carry your own additional Malpractice Insurance if you are working private duty outside of your hours through Nurses PRN.

## Worker’s Compensation

All employees are covered by Worker’s Compensation Insurance if an employee is injured while working. All injuries incurred on the job must be reported to the employee’s supervisor immediately, if able, or within twenty-four (24) hours after the occurrence of the injury. Failure to report as required may result in denial of worker's compensation benefits. All employees are expected to follow organization safety rules and regulations and are expected to report unsafe conditions or practices to the appropriate supervisor.

Safety is our number one concern for all of our employees. If you are injured on the job while working for Nurses PRN please contact 888.830.8811 and report your injury **immediately**, someone is available to take your call 24/7.

You must also complete an Incident Report available on Workforce Portal or at the facility that you are working; and Fax it to the CNO within 24 hours of injury to 920-968-7866 (Confidential Fax).

The organization is committed to keeping employees safe and returning injured employees to modified or alternative work whenever possible and as soon as possible after an injury. This may be done by temporarily modifying the employee’s regular job or providing the employee with alternative work assignments. The employee’s medical condition, along with any limitations or restrictions given by the attending physician, will be considered and followed when identifying appropriate modified or alternative positions. Employees may not become enriched as a result of collecting workers compensation benefits. FMLA (if utilized) runs concurrently with any worker’s compensation benefits.

Workers Compensation benefits are administered in accordance with each state’s legal requirements. If a claim has not been filed with workers compensation, there are no guarantees in reimbursement for services received as a direct result of incident. Any blood borne pathogens or exposure incident will be subject to facility policy and procedure at the time of incident. It is your responsibility to comply with the workers compensation officer to ensure continuation of benefits, a return to work plan of care, and update Nurses PRN on any changes in treatment or plan of care.

If your injury requires emergency treatment, you should seek medical attention from the nearest, most practical source. Nurses PRN is not required to provide work for a non-work related restriction at any time. Nurses PRN retains the right to require a full medical release with no restrictions or request a signed job description by a MD for any non-work-related injury or health concerns which may impose a threat to self or patient care. Documentation of such release may be required prior to any scheduling of shifts. Any appointments or medical costs associated with such request will not be at the employee’s expense.

## Appendix A

## Family and Medical Leave (FMLA)

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military. Questions regarding these laws and the organization’s FMLA and WFMLA (or employee state specific) policy, should be directed to Human Resources.

**Eligibility Notice**

When an employee requests FMLA leave, or when the employer acquires knowledge that an employee’s leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee’s eligibility to take FMLA leave within five (5) business days, absent extenuating circumstances.

**Rights and Responsibilities Notice**

The organization shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. The organization is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form:

U.S. DEPT OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.

**Designation Notice**

The organization shall inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. U.S. DEP’T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf> .

## Employee Acknowledgement

## Acknowledgement of Receipt of Handbook

I acknowledge that I have received the Nurses PRN Employee Handbook. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, organization practices, nor other communications create an employment contract or term. I understand that policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal and change by the organization at any time with or without prior notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the organization to employ me now or hereafter and that my employment may be terminated by me or the organization without reason at any time. I understand that no representative of the organization has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

* I consent to electronic delivery (at email provided) of health plan notices/disclosures and PRN Health Services, Inc. 401(k) annual notices/disclosures, including (but not limited to), those detailed below:
* Summary plan descriptions and summaries of material modifications;
* Medicare Part D and COBRA notices;
* CHIP notice and Women’s Health and Cancer Rights Act notice;
* Summary of Benefits and Coverage;
* Notice of Health Insurance Marketplace Coverage Options;
* Summary Plan Description (SPD);
* Summary of Material Modifications (SMM);
* Summary Annual Report (SAR);
* Automatic Enrollment & Fee Notices; and
* Qualified Default Investment Alternative (QDIA) Notices

I may revoke my consent at any time by sending an email to kelly.behling@prninc.com or calling 920-997-8675. I understand that if my email address changes, I must contact Nurses PRN and provide my updated address. I am always able to request and obtain a paper copy of any electronically furnished document free of charge by contacting Kelly.behling@prninc.com or calling 920-997-8675.

* I **do not consent** to receive all insurance or other legal notices electronically and prefer to be sent a paper copy to the permanent address I have provided to Nurses PRN.

Employee Name (Please Print) Employee Signature

Date: