



CAREGIVER EMPLOYMENT CONTRACT

The following Employment Contract is by and between the Caregiver (“Caregiver”) and 4 Nurses at Work, LLC (herein “The Company” and/or “4 Nurses at Work”).

Job Description

1. The Caregiver is responsible for the overall care for specifically assigned clients.
2. The Caregiver is responsible for learning, implanting and maintaining the core values of the company.
3. The Caregiver is responsible for delivering first class service, excellence to each and every company client.
4. The Caregiver is responsible for communicating all schedule changes, concerns, and any other care related issues directly to the Care Manager for each client they have been assigned to.
5. The Caregiver is responsible for documenting in accordance with The Company documentation system set forth.
6. The Caregiver is responsible for studying and carrying out each “Care Plan” in detail for each client they are assigned to.
7. The Caregiver is responsible and accountable for accurately and honestly clocking-in and clocking-out using the company timekeeping system.
8. The Caregiver is expected to perform the duties that are outlined in each care plan. Care giver understands that if there is any concern with any of the duties listed below, that he/she will immediately express the concern to a Supervisor who can assist with additional training on any of the items:
 - a) Companionship
 - b) Laundry
 - c) Light Housekeeping
 - d) Meal planning and preparation
 - e) Bathing/showering assistance
 - f) Personal hygiene
 - g) Errands & shopping
 - h) Incidental transportation
 - i) Medication Reminder
 - j) Incontinence Related duties
 - k) Additional duties that may be requested

Behavior Standards

1. Inappropriate language, jokes and the like are prohibited. An action as such presents a very unprofessional image and reflects poorly on the company.
2. You are never to discuss your salary/wages with anyone but with company management. This information is confidential and is never to be shared with clients or other caregivers. Sharing such confidential information may result in termination of employment.
3. Caregivers are prohibited from soliciting any type of other business like multi-level marketing, direct marketing, etc... to company’s clients or family members while under our employ. Any violation may result in immediate termination.

Dressing Standards

1. Caregivers must ALWAYS wear their company supplied name badge and/or uniform during working hours, unless excused by company management for a specific client. Caregivers not wearing their name badge or wearing something inappropriate and against company dressing standards will be placed on probation for 60 days. If the caregiver is found not wearing their name badge for a second time during the 60 day probation, they will be terminated. During the probation period, the caregiver will be re-evaluated.
2. The Caregiver is responsible for ensuring their own attire complies with the company Dress Standards as outlined within this contract.
 - a) Pants should be tan, blue or black. No jeans or shorts and slacks must cover the legs completely.
 - b) "Scrubs" both tops and /or bottoms are encouraged, however not necessarily required. If scrub bottom are worn, most patterns and colors are acceptable if presentable & professional.
 - c) No T-shirts halter or sleeveless tops are allowed. Shirts should cover the full chest area.
 - d) Clothing should be clean, presentable and professional looking.
3. Clothing must be washed and kept clean, neat and professional during client visits, ironed if necessary. Wrinkled clothing is not tolerated and presents a poor image of both the Caregiver and The Company.
4. Hair and makeup, if applicable, must be modestly done and appear professional.
5. Perfumes/Colognes should be kept to a minimum as many clients are allergic and/or sensitive to perfumes and colognes.
6. No open toed shoes, high heeled shoes, sandals, or shoes without full ankle support and toe covering are allowed while on the job. This can cause injury to you and your client. Tennis shoes, medical shoes and professional shoes are ideal.

Caregiver Standards of Expectations

The 4 Nurses at Work Commitment (Core Value)

1. Professionalism

- a) I will wear the company name badge on each and every shift, unless otherwise authorized by management.
- b) I will never discuss with client or their family members personal matters that would appear unprofessional by the company's standards. Such personal matters can put a client in an awkward position and create a negative atmosphere for 4 Nurses at Work and the caregiver.
- c) I will always be professional and respect the client's physical items and privacy.

- d) I will NEVER give a client's phone number to anyone, including my own family. If someone needs to get a hold of me I will have him or her call 4 Nurses at Work first who will then contact me at the client's home if it is an emergency.
- e) I will never give personal information, including my address and phone number, to any client or family member. When asked I will tell them to reach me at the office number.
- f) I will never call a client directly, unless authorized by 4 Nurses at Work's management.
- g) I will not smoke on my way or during a shift. If my shift is more than 4 hours, I will smoke during my 10 minute break and only outside. I will make sure my clothes do not smell of smoke while on a shift.
- h) I will turn my cell phone off while at a client's house and will NEVER make or take personal calls while working a shift unless otherwise authorized.

- i) I will not speak poorly of other team members to clients and their families. This includes 4 Nurses at Work employees and other professional healthcare staff involved in the care of the client. If I do have an issue with a team member, I will speak to the 4 Nurses at Work management.
- j) I will never speak ill or negatively of 4 Nurses at Work in the presence of a client, a Caregiver or family member. I understand that the company has an open door policy and if I have grievances or concerns about 4 Nurses at Work, I will talk directly to the Director,
- k) I understand that I am an employee of 4 Nurses at Work LLC and that all care related issues must be communicated directly with the Supervisor and not the client.
- l) I will respect the authority of the Supervisors and follow thru their various requests as long as I am not asked to violate any rules set forth by 4Nurses at Work. If for some reason I have a concern about any of the Supervisors, I understand that I can express this to the Care Director or President of 4 Nurses at Work.
- m) I will respect the authority of the field Supervisors and follow thru various requests as long as I am not asked to violate any rules set forth by 4 Nurses at Work. If for some reason I have a concern about any of the Field Supervisors, I understand that I can express this to the President of 4 Nurses at Work.

2. Consistent Care

- a) I will follow each care plan and make sure that my clients get the same high level of care during each and every time I visit.
- b) I will always accurately CLOCK IN and CLOCK OUT using the time tracking system set forth by 4 Nurses at Work. I understand that failure to do so may result in not getting paid for that particular shift and in some instances may result in termination. If I forget to use telephony, I agree to immediately notify the office so they can adjust the schedule accordingly.

- c) If I am a live-in or am required to fill out a time sheet for any reason, I will fill it out accurately and turn it into the office no later than 9AM every other Monday morning.
- d) I understand 4 Nurses at Work will not tolerate tardiness. I agree to be on time to each and every shift and understand that excessive tardiness will result in termination.
- e) I will not ask for excessive time off.
- f) When I do take days off, I will ALWAYS notify the office 10 business days (2 weeks) in advance of the time I need off, unless in dire emergencies and unusual circumstances. Failure to comply with this rule may result in disciplinary action, including termination.
- g) I will document the duties performed for the client in the documentation logs at the end of each visit. The documentation will include tasks performed for the client. I will note/narrate all duties, not included on the documentation checklist, in the notes section of the documentation logs. Such and every shift, I may face disciplinary action.
- h) I will keep my employee file up to date. This includes a yearly driving record, auto insurance (whenever it is renewed), TB test, and all other necessary documentation as requested by the office staff.
- i) I will strive to be proactive when working with 4 Nurses at Work clients and make sure that I never leave a client's home without it looking better than when I arrived. That includes a clean kitchen, bedrooms, bathrooms, etc., if requested in the care plan.
- j) Whenever possible, I agree to fill-in for Caregivers unable to make it to their shift because I understand that I may need the same from them at some future point. I agree to always communicate such requests or fill-ins to the office immediately.
- k) I agree to call out of an assignment 4 hours before my starting shift if I have an emergency. I realize that failure to do so will involve disciplinary action against me and or termination of employment.

3. Honest Care with Integrity

- a) I will always be honest to 4 Nurses at Work, LLC and their clients.
- b) I understand that all client information in the care plan is confidential and must not be shared with others outside 4 Nurses at Work.
- c) I will never take advantage of 4 Nurses at Work clients in any way.
- d) I will always try to fulfill my responsibilities outlined in each Client Care plan.
- e) I will always be honest when documenting, at the end of each shift, what I did for the client that day.
- f) I will never solicit a 4 Nurses at Work client for private care or for any other services or products.

(Please read the General Standards section for more on this subject).

4. Compassionate Care

- a) I will always strive to adhere to 4 Nurses at Work mission of “performing my duties with honesty, integrity, confidence, concern, commitment, cheerfulness, compassion, consistency and care. I will treat every client as a friend and perform each task as if they were family.”

- b) I will treat each client with respect and dignity and remember that they are adults.

5. Quality Training for Care

- a) I will attend at least 75% of all monthly in-services during the course of a year. I understand that my compensation for these in-services is in the knowledge I will gain; my attendance is mandatory.
- b) I will become First Aid certified within 120 days of hire and keep it from expiring going forward. I understand that 4 Nurses at Work will not pay for this certification.
- c) I will strive to seek no less than 6 hours of training, as required by the State Health Department, each year while employed with 4 Nurses at Work.

General Standards

1. I understand that I will be paid for completed services by the hour or by the job, depending on instructions from 4 Nurses at Work.
2. I have been issued the Policies and Procedures and agree to thoroughly read and abide by them and understand that failure to abide by any of them above or below may result in termination.
3. I understand that 4 Nurses at Work provides in-home, non-medical care to elderly. I agree that if I am unsure if a task can be performed, I will first check with my Field Supervisor.
4. I understand and commit that I will not make any private arrangements with or provide care independently to any 4 Nurses at Work client during my employment and for one year after leaving employment with the company. Any violation of this policy will result in financial liability by me to 4 Nurses at Work in the amount of one-half of any moneys received from any such clients. I also understand that my clients have signed a contract with 4 Nurses at Work that financially penalizes them for hiring away the company care givers for private work, and by violating this policy, I am also causing them to violate their contract.
5. I agree that I will provide 4 Nurses at Work two (2) weeks written notice if I decide to terminate my employment. I understand that my final paycheck will be made available no later than three business days from the end of my last day. I also understand that I will not receive my final paycheck until all company items loaned to me are returned I/E uniforms, employee manual, safety belts, phone, electronic devices etc.
6. I understand that if I am found to be using drugs or alcohol while on the job, or if I show up to work in an intoxicated state, these are grounds for immediate dismissal and even legal action if STATE or FEDERAL laws have been violated.
7. I understand that if I fail to report to work and fail to notify the office, that I will be considered to have voluntarily quit my job without notice and will forfeit pay for the current pay period. I also understand that if I am licensed as a C.N.A or other licensed healthcare professional that 4 Nurses at Work reserves the right to report client abandonment to the State Health Department, which may result in losing the applicable license.
8. I understand that 4 Nurses at Work encourages Caregivers to recommend ideas for the vision of the company. We, at 4 Nurses at Work realize that some of the

