
MedFirst Staffing Employment Guidelines

I have a working telephone and transportation.

I understand it is my responsibility to keep MedFirst Staffing informed of any change of address or phone number.

I understand if my personnel file is incomplete I will not be eligible for work. I will respond within 2 business days for any request by MedFirst for needed information.

If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact MedFirst five (5) hours before my designated start time. Failure to do so may be grounds for dismissal or indicate that I have quit. I understand that MedFirst is on call 24 hours a day, 7 days a week.

I understand that if I do not report to work as scheduled, without notifying the MedFirst office, my absence will be considered a “no call, no show”. I further understand that a “no call, no show” will be grounds for termination.

I understand that I am expected to complete any job assignment that I accept. If I do not complete the assignment, MedFirst can assume that I have voluntarily quit. Failure to complete an assignment without proper notification may result in an adjustment of my pay rate.

I understand that I am an employee of MedFirst and only MedFirst or I can terminate my employment. When an assignment ends, I must call the MedFirst office daily for my next job assignment. Failure to do so or to accept work when offered will indicate I have voluntarily quit and may affect my unemployment benefits.

I understand that as a MedFirst employee I am prohibited from working for MedFirst’s clients, either as an employee or through another employment or contracting agency for a period of one (1) year, without the expressed written consent of MedFirst Staffing.

Unless special arrangements have been made, I understand MedFirst will not recognize or pay for any hour worked by an employee in the absence of an individual time sheet signed by both the client and the employee.

I understand that MedFirst employees are paid once a week. Our pay period starts on *Sunday* and ends on *Saturday*.

I understand that I am responsible for completing a time sheet each week that I work for MedFirst. I further understand that my time sheet must be completely filled out, signed by myself and a representative of the client and sent to the MedFirst office no later than

noon each Monday following the week worked. Time sheets may be faxed to the office at any time. The MedFirst fax number is (864) 421-0397 or (877) 421-0397. Any late time sheets will not be paid until the next payroll (following week).

I understand that my paycheck will be ready on *Thursday* following the week worked.

I understand that MedFirst offers Direct Deposit to all employees.

I understand that MedFirst has a strict “Sexual Harassment Policy” and any complaints should be reported immediately.

I understand that MedFirst recognizes the FMLA and I may be eligible for this leave if needed.

I have viewed any postings and/or videos on safety and/or health issues.

I understand that I must complete all required testing and/or orientation materials before beginning an assignment.

If I sustain an injury on the job, I will inform the client and MedFirst immediately after the accident. MedFirst will coordinate with the client and Employee the proper procedure for treatment and reporting of the accident. I understand that MedFirst is on call 24 hours a day, 7 days a week. I will also submit to an immediate drug/alcohol test. Failure to promptly report an accident or injury could jeopardize my insurance benefits. (Failure to submit to an immediate drug/alcohol test may result in termination of my employment.)

MedFirst has developed a modified duty program that will allow injured workers to return to work on modified status by making accommodations for work restrictions. I understand that modified duty will be available if an on-the-job injury occurs.

I will not accept a position for which I am not qualified. I understand if I am on an assignment and the work I am asked to perform is different than the job description I was given, I will notify MedFirst immediately.

I understand that MedFirst is on call 24 hours a day, seven days a week, including holidays. To reach MedFirst after hours, I can call the MedFirst office at (864) 421-0394 or (888) 421-0395, and press 1 to speak with the after hours coordinator.

We, at MedFirst Staffing, LLC, thank you for registering with us and look forward to working with you!

Applicant Signature

Date

MedFirst Staff Member Signature

Date