



5585 Barbara Drive, Mechanicsburg, PA, 17050

hsestaffing@gmail.com, hsetimeslip@gmail.com

O: 717-512-4417 C: 717-379-1964

HSE Staffing Agency Policy

New hire:

- 1- HSE Staffing Agency Application 5 pages
- 2- Residency certificate
- 3- Employment eligibility
- 4- substance abuse policy
- 5- W-4 form
- 6- Criminal Background
- 7- Physical exam with PPD and Flu shot record (if applicable)
- 8- valid license (RN, LPN, CNA, RT)
- 9- Updated CPR, ACLS (if applicable)
- 10- Copy of:
 - *Driver license
 - *Social security card
- 11- Child Abuse clearance (if applicable)
12. Direct Deposit
- 13- HIPAA in-service
- 14-Heb B declination form
- 15-Skill checklist
- 16-Employee Handbook signature page
- 17- WC Acknowledgment

Scheduling:

The Agency utilize the use of email for scheduling, no text messaging will be used to reply to emails with needs.

Once you pick up a shift consider it confirmed unless told otherwise by the agency.

Time slips:

- * Please fill all needed area, don't leave anything blank to ensure accuracy
- * Please try to send the time slip daily after your shift by using the CamScanner, it is a free app that allows you to take a clear legitimate photo of the time slip and allows you to share it.
- * Email time slips in a separate email with the subject time slip to ensure receipt and payment, don't send it as a reply to another email as this might cause it to be lost or missed.
- *The pay period begins on Wednesdays and end on Tuesdays. The cut off for payroll is at 10am on Wednesdays. Anytime slips sent after that time will not be processed on time and will cause delay on payment. To avoid this issue you can email your time slips on a daily basis after your shift to: ***hsestaffing@gmail.com***



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Call off and cancelation policies:

- 1-** Email any cancelation/call offs or changes to your schedule for our record and use the phone as well for call off or immediate assistance to ensure enough time to replace you.
- 2-** Any cancelation by the facility less than 2 hours prior to the shift, or if you made it to the facility and are sent home, the employee will receive 4 hours paid time
- 3-** Any 3 call offs without a doctor note within a month is a ground for termination.
- 4-** This is a staffing agency, work will be provided as needed by the facility, there is no guarantee that you will get constant work, if you would like full time hours you can apply for more than one agency or seek full time employment from a facility directly as this is a temporary agency that provide temporary employment.
- 5-** I agree to the above terms and conditions of employment and I also agree to the terms and conditions listed on the Employee hand Book

Employee name: _____

Employee signature: _____ Date: _____