

EHHC Reminders

- Long-Term Care Facilities will be asking all Registered Staff to provide the following documentation at every shift:
 1. Proof of current CNO Registration, and
 2. One additional piece of photo identification that matches the name on the current CNO registration.
- The nursing homes may also take a photocopy of your nursing license for their records.
- Please remember to **TAKE YOUR BREAKS**. In all facilities, for an 8 hour shift you are paid for 7.5 hours. A 12 hour shift is paid for 11.25 hours and 4 hour shifts do not have any breaks.
- We currently have clients in the following areas: Mississauga, Brampton, Toronto, Burlington, Oakville, Georgetown, Etobicoke, Hamilton, Niagara Region, Fort Erie, St. Catharines, Grimsby, Waterdown and Ancaster. And we are still growing!

We have an Employee Referral Bonus Program!



Come Work With Us!



CONTACT INFORMATION

CORPORATE OFFICE
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L5C 2W8

EHHC Hotline/Telephone:

905-270-4426

1-888-583-7378

Fax: 905-270-9604

Email: info@everesthhc.com

www.everesthhc.com

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Everest
Home Health Care

*Our Priority is your
Comfort and Satisfaction*

Welcome to EHHC

What will happen

A staff member from our office will call you with one or more shift requests. We will tell you the name of the facility, shift date, time and floor you will be working on. You will have the choice to accept or turn down the shift.

Every Thursday, call our office or send an email of your availability for the weekend and upcoming week. If you are on our WEEKLY Hot List, you will be contacted by phone as shifts become available.



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Your Obligations to EHC

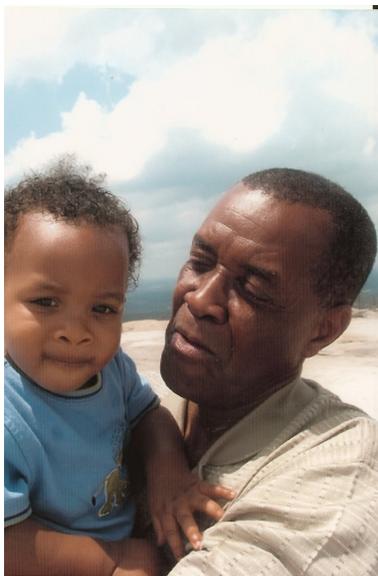
Do not accept a shift if you cannot fully commit to it. If you accept a shift, you must show up for work promptly wearing your uniform (scrubs, running shoes and name badge). If you cannot make it to a shift please call us on our 24/7 EHC Hotline. This number is available 24 hours a day, 7 days a week for these emergencies. Give us as much notice as you can, we prefer 24 hours notice if possible.

Remember, while you are working a shift at a facility to which you are sent, you are considered our employee and you are a representative of EHC. Remember PPR:

P — Punctual (arrive at least 15 minutes early)

P — Professional

R — Respectful



How are my hours tracked?

EHC has a very accurate in-house tracking system, however, you **must** take your time sheet to every shift. Every time sheet requires your name, the dates worked, times, hours, facilities, floors and a valid signature from the nurse in charge. Your time sheet must be signed by the Nurse in Charge or Team Leader **before** you leave the facility. If you have forgotten your time sheet, use a blank sheet of paper. Write your name, date, time, facility and **make sure** you have an authorized signature from the nurse in charge.

Hours are also tracked by the facilities. Each facility has an Agency Sign In/Sign Out Book. Please ensure that you sign in and out of the facilities.

How do I get paid?

Your pay is received by direct deposit. When you register with EHC you will be asked to provide us with your current banking information.

You can either provide us with a VOID cheque or ask your banking institution to fill out the information on your behalf. Either way, we would like a hard copy of this information for your file.

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When do I get paid?

- Employees are paid on a bi-weekly basis on Fridays.
- Fax or email your time sheet to us the day after our pay period ends. EHC pay periods start on Thursday and end on Wednesday.
- Pay Day is the following Friday after we receive your time sheet (please see Payroll Schedule)
- To obtain a copy of the payroll schedule and time sheet, go to our website www.everesthhc.com.
- If you do not have access to a computer and need time sheets, please feel free to call us and we will gladly mail you the documents. Please take photocopies of the timesheets so that you will always have one on file.
- If you are unable to fax or email your time sheet, phone in your hours as to **not delay your pay**. However, we **must** receive a hard copy of your time sheet.



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