



Employee Agreement

*Our Priority is your
Comfort and Satisfaction*

1. Rate of Pay:

- Personal Support Workers – Starting at \$12.00 + 4% vacation pay
- Registered Practical Nurse – New grad starting at \$20.00 + 4% vacation pay
- Registered Nurse – New grad starting at \$27.00 + 4% vacation pay

2. Uniform is scrubs, running shoes with white soles and your name badge. They are to be worn for ALL shifts including private duty homecare and escort services.

3. Timesheets are to be taken to every shift and **MUST** be signed before you leave. There will be a sign-in sheet at most facilities that you will need to fill out when you arrive and leave.

4. Timesheets are due every other Thursday as per the Payroll Schedule. Failure to send your timesheet on time will result in a delay receiving your pay.

5. Do not discuss your rate of pay with our clients or other employees. All scheduling is done through Everest. Arrive at least 10 minutes before your shift starts.

6. If you have to cancel a shift or will be late, call Everest as soon as possible and we will contact the client on your behalf. If possible, call Everest at least 24 hours before cancelling a shift.

7. There is an initial probation period of six (6) months commencing on your first day of working a shift at our clients. If Everest Home Health Care, or the Employee, decides at any time during the probation period that employment is not suitable, either party may terminate employment either during or at the end of the probation period. The probationary period may be extended or shortened at the absolute discretion of Everest Home Health Care.

8. You are required to remain professional and courteous at all times. Failure to do so may lead to your termination. Everest Home Health Care shall be entitled to terminate your employment without notice, indemnities or compensation in any of the following events:

- i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- iv) if you neglect patients by leaving before your shift is completed at a client site or neglect to attend a booked shift at a client.

Today you have received from Everest Home Health Care:

- | | | |
|---|--|---|
| <input type="checkbox"/> Timesheets (2) | <input type="checkbox"/> Payroll schedule | <input type="checkbox"/> Name badge |
| <input type="checkbox"/> Business card | <input type="checkbox"/> Employee Brochure | <input type="checkbox"/> Photocopy of this document |

Please sign and date below to confirm you have read and understood the information stated above.

Signature: _____
Everest Home Health Care

Date: _____

Signature: _____
Employee

Date: _____