

Home at Heart Temporary Contractor-New Hire form

Full Legal Name _____ Hire Date _____

Address _____

Phone number _____ Email _____

Social Security # ____ - ____ - ____ DOB ____ / ____ / ____ Pay Rate \$ _____

I understand that I am being contracted on temporary basis, with no guarantee of hours or employment from Home at Heart for at least 90 days. After 90 days, I understand that my performance, reliability, and ability to continue to work with Home at Heart will be evaluated and at that time will be determined if I am to continue being temporary or hired permanently.

Signature _____ Date _____

Important Policies:

1. **Payroll Policy:** We pay by direct deposit only. You will either need a checking, savings, or pre-paid card with a valid routing and account number to receive pay from us. We pay on a weekly basis, with your first check arriving the 3rd Friday after you begin working. You will be paid for your 1st week of work on the 3rd Friday after you begin working, and weekly after that.

Routing Number (9 Digits only) _____ Account Number _____

2. **No Call/No Show:** Home at Heart has a zero tolerance for no-show and no calls, and failure to give a notice of at least 48 hours for non emergency call ins. Failure to notify someone in management before the beginning of a shift at least 48 hours prior will result in automatic termination and **no payment for the whole week that you were currently working. Or if you weren't currently working you forfeit your final paycheck to Home at Heart. If you must miss work, you must notify someone.**
3. **Dress Code:** You must wear scrubs in each home with a temporary name badge. You must purchase these, as well as closed toe shoes, and keep your jewelry to a minimum. Only stud earrings (NO FACIAL piercings) and a wedding band can be worn.
4. **Type of Employment:** Home at Heart only hires individuals as contracted labor. Taxes will not be taken out of checks. Each individual will be responsible for taxes imposed upon them. Home at Heart will send a 1099 form at the end of each year to all caregivers.

Caregiver Signature _____ Date _____

Availability _____

Home at Heart Policies

1. Please provide a copy of your driver's license, Social Security Card, Vehicle Insurance, and copy of background check (obtained at local Sheriff's Office). We will need direct deposit information as well for your payroll weekly.
2. You will incur some costs up front to begin working with Home at Heart. One of those costs is a background check usually \$10. You will provide your own scrubs at your own expense and discretion. If you are required to be tested for suspicion of drugs or alcohol, we will charge \$10 per occurrence, and take it out of your paycheck. You will not be reimbursed for any of these costs occurring while working or after working for Home at Heart.
3. Home at Heart has the right to pop-in while you are working at any client at any time.
4. Drug and Alcohol testing is required to begin working with Home at Heart. You agree by to federal and state laws to undergo a drug test upon working with Home at Heart, and random drug testing throughout your agreement with Home at Heart. You understand that if you refuse or fail a drug test at any time, Home at Heart has the right to terminate the working relationship with you, the caregiver.
5. Caregivers working with Home at Heart agree to at least travel a minimum of 30 miles one way to maximize the number of hours Home at Heart can assign to each caregiver. We do NOT pay mileage to and from the client's home. We only pay mileage for client related errands/transportation you incur in YOUR PERSONAL vehicle. You are required to record mileage on the app/telephony system and on your timesheet. You will be reimbursed \$.55/mile you incur for client related errands/transportation. If a client vehicle is available to drive, you must drive it or no mileage will be reimbursed. .
6. Our Social Media Policy: it is against company policy and a violation of HIPPA to post any name, picture, or personal identifying information of a client of Home at Heart on any social media platform. You may post about Home at Heart in a positive and encouraging light, but no negative complaints or harassing information.
7. When transporting clients in your vehicle, you must have full coverage insurance, all safety equipment is in good working condition, and your vehicle is clean and free of any smoke smells. Your vehicle insurance will be kept in your caregiver file and updated upon expiration.
8. You authorize Home at Heart to conduct a National Criminal Background check at the expense of Home at Heart. You authorize us to search records and national sex offender registries as well.

Caregiver Signature

Date