



**Assured Healthcare's
STATEMENT OF UNDERSTANDING**

1. All of Assured Healthcare's employees must contact Assured Healthcare when canceling scheduled assignments no later than 4 hours prior to start time of shift. No call/no shows for scheduled shifts are grounds for immediate termination of employment.
2. Switching shifts with other Assured Healthcare employees without prior authorization from HealthCare staff is not authorized.
3. An employee who calls off from 2 or more consecutive shifts (days) for medical reasons must provide a doctor's clearance to work prior to future scheduling of shifts.
4. All new Assured Healthcare employees will begin employment on a 90 day Probationary period. Work performance and punctuality will be monitored and documented during this time.
5. Assured Healthcare's employees are not authorized to schedule shifts with work site managers without prior authorization of Assured Healthcare's staff. A shift that is not confirmed with Assured Healthcare's staff is not considered valid.
6. Frequent tardiness for scheduled shifts will result in customer request not to schedule employee on future assignment with their facility. This can also result in termination of employment with Assured Healthcare.
7. All work-site injuries of Assured Healthcare's employees must be reported immediately to Assured Healthcare's staff. All employees that need evaluation will be directed by Assured Healthcare's staff to report to the nearest emergency room. Employees must report to Assured Healthcare's office within 24 hours of incident to complete paperwork.
8. Please note that Assured Healthcare cannot control customer cancellations of shifts assigned.

I have read the following agreement and understand the terms set forth.

Signature _____ **Date** _____

Witness _____ **Date** _____