



16654 Soledad Canyon Rd. Suite 419 Canyon Country, CA 91387  
Phone: (888) 640-7111 Fax: (661) 309-9073

**Policies for the Nurse Employee**

1. Office hours are from 8:00 A.M. to 5:00 P.M., Monday to Friday. If you have any concerns or problems that might affect your work performance, notify staff through phone number 888-640-7111
2. Must maintain a current Mantoux/X-ray; otherwise you will not be able to work.
3. Must maintain a CPR licensure at all times. CPR classes are offered at Red Cross.
4. Uniform should be in professional taste, scrubs, no logos or advertisement of alcohol, profanity or sayings considered by social norms as political, racial or demeaning to any race, gender or sexual orientation.
5. You are to wear your badge at all times at each facility.
6. You must be on time! If you are going to be late, please call us. Otherwise, pre-scheduling privileges will not be applied to a contractor or to those who are consistently late. No call and no show is cause for termination.
7. Late cancellation guidelines: 6 hours notice must be given in order to cancel a shift. If you do not cancel within the time period or do not show up for your scheduled shift, you may be liable for any fees or cost MayDay Staffing Solutions incurs from your absence.
8. Weekly compensation: Checks will be available for pick up on Friday from 8:00 AM to 5:00 PM unless, prior arrangements have been made, they will be mailed out Friday after 5:00PM.
9. Holiday Rates: Holiday shifts are paid time and one half the regular rate. Holiday begins on the night (11-7) and ends (3-11), with the exception of Christmas and New Year which begins Christmas Eve and New Years Eve (3-11) and Christmas and New Year day (3-11) shift. Holidays: Thanksgiving, Independence Day, Memorial Day and Labor Day.
10. All timesheet must be in every Monday faxed or dropped off before 12 noon, no exceptions!! If you turn in your timesheet after 12 noon, you will be compensated the following week.
11. Don't hold your time cards more than a week; otherwise delayed payment from facility will occur.
12. Update us if you change your contact information.
13. Preliminary Drug Screen is required. You cannot be staffed until this is done.
14. INSURANCE...we ENCOURAGE Professional Liability Insurance from all our employees. If you do not have professional liability insurance, you should purchase it through an insurance carrier of your choice.
15. If you are called off for the scheduled shift within less than 1 ½ hours, you will be compensated for two working hours. However, any call off for more than 1 ½ hours will not be compensated (i.e. MMS calls you off at 1:15 PM for a 3-11 shift – no compensation, if you are called off at 1:35 PM then you will be compensated for 2 hours.)

My signature below confirms that I have carefully read and understand the policies written above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date