

Medical Temporaries, Inc.

Unlike any staffing agency in the Hampton Roads area, we have been serving the medical community since 1989, specializing in medical and dental personnel placement. Excellent service to you and our clients is our commitment.

Both clerical and clinical applicants are placed based on their experience and the clients criteria. Our reputation and our ability to find you additional assignments depends upon **your** performance.

Freedom of Choice

As a full service agency, we provide our clients with PRN, short term temporary, long term temporary and temp to hire placements, many of which lead to long term employment. The choice is yours, and the more flexible you are the better your chances for achieving your career goals. You can choose to work only temporary assignments or let us help you find long term employment.

Employee Agreement

Your application packet required you to sign an Employment Agreement so that we can assist you in finding long term employment through our Temp To Hire Program. To become eligible for direct hire by the client, you must work for the agency for a period of 90 days of fulltime employment or 520 hours of parttime employment, consecutively, on a particular assignment for a particular client. Upon completion of these conditions the client may hire you directly. Any direct hire opportunity resulting from a referral, fax, introduction, interview, temp assignment or recommendation by Medical Temporaries, Inc. must follow the terms of the Temp To Hire Program. Employee agrees that a resignation from Medical Temporaries, Inc. from the assignment does not make the employee eligible for hire by the client unless you have completed the 90 days or 520 hours. Employee agrees that you cannot accept direct employment from a client for 1 year unless the 90 days or 520 hours have been met.

An Equal Opportunity Employer

This means we do not hire our applicants based on race, color, sex, age, religion, natural origin, or disability.

HOW DO I GET PAID?

Payday is every Friday for the previous week's work. The pay period is from Sunday to Saturday. You must follow the instructions below to get paid on time. You may sign up for direct deposit so that your funds will arrive at your bank. You are required to turn in a separate Time Sheet for each assignment and your attention to detail on the Time Sheet is critical.

Turn in completed Time Sheets by 4:00 pm on Monday. You may bring it to our office or fax a copy. You are to mail the original to us in the envelope that you will receive with your paycheck or advice of deposit. An extra Time Sheet will also be included.

It is your responsibility to properly fill out your Time Sheet, get it signed by your supervisor, and turn it in on time. It must be signed by your supervisor before we can pay you. If you do not have a Time Sheet with you, you may call us and we will fax one to you.

Your start, finish, and lunch times should be rounded off by quarter hours. You must subtract your lunch time (i.e. 30 min., 1 hour, etc.) and total your hours. Only hours over 40 are considered overtime. Overtime must be approved in advance.

Please check "HOLD" on your Time Sheet if you elect to pick up your check at the office on Friday between 8:00 am to 5:00 pm. If you are not able to pick it up, please call us as soon as possible with your preference.

If you check "MAIL", your paycheck will be mailed on Wednesday. Please make sure we have your current mailing address. If you choose to have your paycheck mailed, we can not guarantee when it will be delivered as you are putting that in the hands of the United States Postal Service. If a paycheck is lost in the mail, we have a policy in place which can assist you in getting a replacement check.

If you check "Direct Deposit on File" your funds will be electronically submitted to your bank for Friday posting if you have completed the Authorization for Direct Deposits. We do not have control over posting changes due to the banks' holiday schedule.

WHO IS MY EMPLOYER?

Welcome to Medical Temporaries, Inc.! You become an employee of Medical Temporaries, Inc. the day you start your first assignment. We are responsible to the client to notify them regarding your status.

You must notify us directly if you:

- Are sick and can't go to work. Calling the client worksite is not sufficient. You must call our office prior to your scheduled work time. You may be asked to provide proof of your absence such as a doctor's note.
- Have any problem which will make you late for work.
- Want to give a notice to leave your assignment. A two week notice is required.
- Need to approve time off.
- Have any problem or concern that might affect your ability to perform your job.
- Have an injury on the job.
- Are available for work.
- Are offered a long term position at your current assignment.

Our office hours are from 7:30 am to 5:00 pm. You may leave a message if it is after hours or page us if it is an emergency. Please state your name, position, and where you are currently working along with your phone number.

A two week notice is required if, for any reason, you want to leave your assignment. This allows us time to find you another assignment, and also to staff the position you are leaving. Two weeks is the customary amount of notice expected in the professional world, and all employers greatly appreciate your not leaving without notice.

You may not be eligible for rehire if you do not give proper notice.

"Our success is your success."

Dress Code

All employees or potential employees of Medical Temporaries, Inc. must report to work in a professional, business appropriate manner. Short skirts, shorts, tank or camisole tops, leggings, jeans, skorts, and capri & crop pants are not acceptable attire. Employees should report to work neat, clean, and pressed. Facial piercing should be removed during any interview and while at work. All tattoos must be covered. Excessively long nails are not acceptable. Employees must be in compliance with the company's dress code policy regardless of what the client allows with other employees.

Conduct Code

As a representative of Medical Temporaries, Inc. employees and those potential employees who are sent out to interview with our clients are expected to conduct themselves in a professional manner. Inappropriate conduct that can lead to termination of employment or a "not eligible for employment status" includes, but is not limited to: personal use of company telephone and or computer equipment, offensive language and or harassment of any kind to any person; violation of customers not smoking policies; use of personal cell phones during working hours; using work time for personal business or tasks.

Grounds for termination include, but are not limited to failure to follow these policies and procedures.

Random Drug Screening Policy

Medical Temporaries, Inc. performs random drug screens on employees and some clients require pre-placement screening. You may be required to participate in this screening. Failing drug screening can also be cause for termination.

Cell Phone Policy

Absolutely no cell phones are allowed at the job site. It is inappropriate to answer your cell phone, make calls, or text message during work time. For emergencies, leave our office number. We will contact you.

Pay Rate Confidentiality Statement

Pay rates are confidential and are not to be discussed with co-workers.

Benefits Explanation

All working employees qualify for an insurance plan sponsored by Medical Temporaries, Inc. Once you have started your first assignment, you may request further information about the benefits package.

Your Performance Criteria

It is critical that you:

- Keep your commitments
- Be dependable
- Don't miss work
- Be on time
- Be truthful about skill level
- Follow these policies

Keep Us Informed

Any changes of name, licensure, address, phone numbers, work history, and tax withholding status must be submitted in writing. Resumes must be updated to reflect current work experience.

Medical Temporaries

inc.

Policies and Procedures

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