***Welcome to your hiring day! We have hours available for you and are so excited to have you here! Our talent management team is here to guide you through and provide you the information you need to become a successful Caregiver. You can use this checklist to track your progress to start working as quickly as possible. We even provided an additional checklist you can use after hire to make sure you have the best experience possible!***

**Pre-Hire Checklist (Hiring Day)**

* Complete the WellSky application and background check authorization
* Complete drug screen
* Complete Paylocity event packet
* Download mobile apps
  + Sandata
  + United Healthcare
  + Amerigroup
  + WellSky
  + Relias
  + Paylocity
* Register for Relias training
* Complete Level 0 training in Relias
* Complete Level 1 training in Relias
* Received New Hire Folder

**Post-Hire Checklist**

* Complete training shifts
* Assigned and working shifts!
* Complete Level 2 in Relias (Not applicable for CNAs)
* Complete Level 3 in Relias (Not applicable for for CNAs)
* Talk to your supervisor about our Lead Caregiver program and career opportunities
* Talk to your supervisor about our CNA Tuition Reimbursement program
* Talk to your supervisor about how you can become an SSHC Caregiver of the Month
* Review and enroll in benefits
* Make 401K plan adjustments
* Review our Employee Assistance Program information in your new hire folder
* Complete our electronic new hire survey - we love to hear your feedback!
* Join our employees only Facebook group

**Thank you for becoming a valued member of the Senior Solutions Team!**

**“Adding years to life and life to years”**

**WELCOME!**We are so excited to welcome you as an employee of Senior Solutions!

One of the keys to our success as a company is hiring good employees. You were hired because the Senior Solutions management team believes you have the skills and potential to help the company and our clients succeed. We expect and depend upon you to perform the tasks assigned to the best of your abilities. We believe your hard work and commitment will not only help the company succeed but will give you a sense of pride and accomplishment.

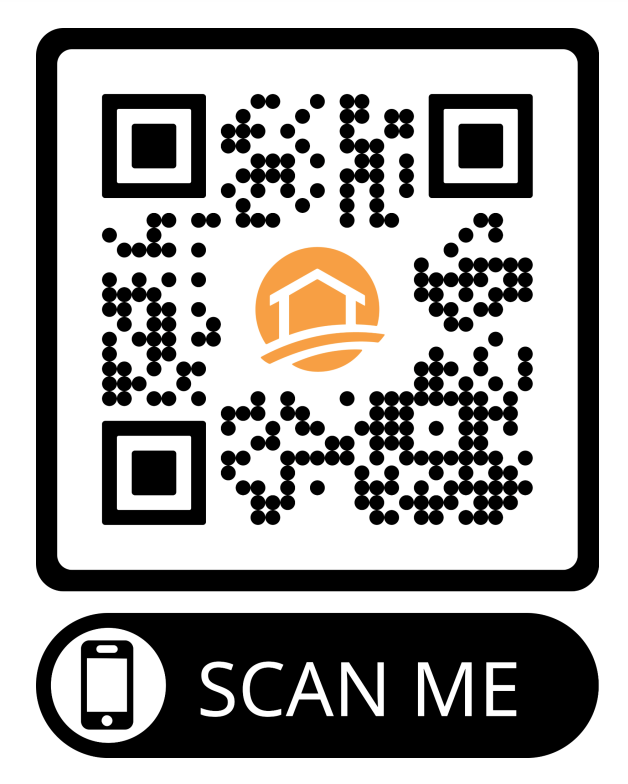
You have joined an organization that has established a proud reputation in the home care profession. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. Everyone has an impact on the quality of work here at Senior Solutions, and we expect you to continue the tradition of offering top-notch home care services.

We are happy to have you as a member of the team! We hope your employment proves very satisfying and that you will make an important contribution to our future. Every person has an important role in our operations, and we value the abilities, experience, and background that you bring with you. It is the Senior Solutions team who provide the services that our clients rely upon and enable us to grow and create new opportunities in the years to come.   
  
The Senior Solutions management team intends to provide you with all the support and resources you will need to perform your job effectively. If, at any time, you need assistance or guidance, please do not hesitate to ask any of the members of the Senior Solutions management team. They are here to help you perform to the best of your ability. Once again, welcome to Senior Solutions! We are glad to have you with us!

Sincerely,

**Kunu Kaushal**   
**Founder & CEO**

**Caregiver Mobile Apps   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Best Practices of a Professional Caregiver**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our professional Caregivers should make sure to **ALWAYS**

* *Always* follow all mandatory clock in/out instructions
* *Always* adhere to the company dress code
* *Always* adhere to the company call out policy and procedures
* *Always* provide the highest quality of care to your assigned clients
* *Always* arrive to all scheduled shifts on time
* *Always* call the office if you are running late, leaving early, unable to make your shift, have issues clocking in/out, have questions regarding your client, etc.
* *Always* provide care for the duration of your shift unless otherwise notified by office personnel
* *Always* contact your direct supervisor if you have any questions or concerns
* *Always* have all required mobile apps downloaded to ensure you have what you need at your fingertips
* *Always* review the care plan of your clients in Wellsky to provide the best possible care

Our professional Caregivers should make sure to **NEVER**

* *Never* take children, spouses, family members, friends, or any other unauthorized person to shifts. This is a direct HIPAA violation and grounds for termination.
* *Never* smoke in/at/around your client’s home.
* *Never* eat or drink the client’s food or beverages - even if the client say it is ok
* *Never* accept personal property, money, gift cards, or any other gifts from clients of their family members.
* *Never* discuss your personal business with your client and their families
* *Never* be on your cell phone during your shift - your client is your priority. You may keep your phone in your pocket on silent in case of emergency and/or to clock in/out, but you may not be texting, making calls, watching videos, browsing social media sites, etc while on the clock.
* *Never* give your personal phone number to the client or their families. All communication must go through the office
* *Never* add the client or their families to your personal social media account

**Caregiver Dress Code Policy**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is Senior Solutions policy to always present ourselves in the most professional manner possible. Employees should look well-groomed and should be dressed appropriately for their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public and their clients.

Below are the guidelines for professional dress code:

* Senior Solutions branded shirt, this can be a polo or t-shirt
* Khaki, blue or black professional dress pants are preferred
* Solid colored scrub pants or jeans (in good condition) are allowed
* Closed toe/non-slip shoes (rubber soles recommended for safety)
* Name badge with Senior Solutions lanyard
* Note: Tank tops, t-shirts, jogging suits, flip flops, slippers, sandals, garments that are unnecessarily revealing, sweatpants, and other similar apparel are not permitted

The company encourages employees to seek the advice of their immediate supervisor if they have questions regarding appropriate dress or appearance at work. Employees who report to work improperly dressed or groomed may be instructed by their supervisor to return home to change, The time that non-exempt employees are absent from work for this purpose will be unpaid unless state law requires otherwise.

Nothing in this policy is intended to prevent employees from wearing hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable municipal, state, or federal law.

The company will reasonably accommodate exceptions to this policy of required due to an employee’s religious beliefs, medical condition, or disability. Employees who need such an accommodation should contact their immediate supervisor or the company’s Human Resources Department.

**Critical Incident Best Practices**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHAT TO REPORT**

* Changes in the client’s condition; ability to walk, medical condition, behavior, alertness, etc.
* Any suspected abuse, neglect, or exploitation from family members or other paid caregivers. This includes knowledge of other agencies in the home such as hospice care or home health.
* Any time the client is seen at an ER or Urgent Care facility.
* Any falls or medical emergencies.
* Covid exposure and positive results of either the client or family members within the home.
* Any calls to EMS/transportation to the ER.
* Unlivable conditions or the lack of food/water/electricity.
* Better to report than not! Many clients rely on their caregivers to speak up for them. Advocate for your client by reporting any and all issues to the office, so we can see to it that the client gets the best care.

**WHAT TO AVOID**

* Do not give the client/client’s family member your contact or social media information . All communications should go through the office.
* Do not accept any gifts from the clients/client's family. This includes food, drinks, money, and other gifts.
* Do not transport the client anywhere. You can run errands for the client, but they can not ride with you.
* Do not keep the client’s house key or make a copy of their house key. Caregivers are only allowed to be at the client’s house while clocked in for the provision of services.
* Always give the client their receipt and change, if asked to run errands. Ensure the client signs the transaction log provided, stating they’ve received all of their funds back.
* Be active while on shift! Avoid being on your excessive cell phone use or walking out to your personal vehicle on shift. When in the client’s home keep busy with cleaning tasks and consult the care plan for the member if you need additional tasks.

**Injury and Illness Reporting Policy**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **IF YOU HAVE AN ACCIDENT OR ARE INJURED ON THE JOB YOU MUST**

* Tell your employer you have been injured, as soon as possible. The law requires that you report the accident or your knowledge of a job-related injury within 30 days of your knowledge of the accident or injury.
* When you do so, you must ask your employer what doctor you can see. You must see a doctor authorized by your employer or the insurance company.
* Your employer may tell you to call the insurance company handling your claim.
* If it is an emergency and your employer is not available to tell you where to go for treatment, go to the nearest emergency room and let your employer know as soon as possible what has happened.

**AFTER YOU OR YOUR EMPLOYER REPORTS THE INJURY TO THE INSURANCE COMPANY, MANY COMPANIES WILL HAVE AN INSURANCE CLAIM ADJUSTER CALL YOU WITHIN 24 HOURS TO EXPLAIN YOUR RIGHTS AND OBLIGATIONS**

* If you receive a message and a number to call, you should call as soon as possible to find out what you need to do to get medical treatment.
* Within 3-5 business days after you or your employer report the accident, you should receive an informational brochure explaining your rights and obligations, and a Notification Letter explaining the services provided by the Employee Assistance Office of the Division of Workers’ Compensation.

**WHEN YOU SEE THE DOCTOR**

* Give the doctor a full description of the accident or how you were injured.
* Answer all questions the doctor might have about any past or current medical conditions or injuries.
* Discuss with the doctor if the injury is related to work or not.
* If related to work, find out if you can work or not.
* If you are released to work but can’t return to your same job, you should get instructions from the doctor on what work you can and cannot do.
* Keep and attend all appointments with your doctor, or benefits may be suspended.

**AFTER SEEING THE DOCTOR**

* Speak with your employer as soon as you leave the doctor. Tell your employer how much your job means to you and explain to them what work the doctor said you can and cannot do.
* If you are admitted to a hospital, call or have someone call your employer for you to explain what happened and where you are.
* Give your employer the doctor’s note as soon as possible.
* Ask your employer if they have work for you to return to that does not require you to do things the doctor said you cannot do yet.
* If yes, ask when you should report for work.
* If not, make sure your employer has a way to contact you if appropriate work becomes available.
* Contact the insurance company and let them know what the doctor said about your injuries and work status.You should continue to stay in contact with your employer and the insurance company throughout your treatment and recovery

**Call Out Policy**\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Effective February 1, 2017, a ***24 hour notice*** (the sooner, the better!) is required when you are needing to be off and/or removed from your scheduled shift(s). An excused call-off must come with documentation such as a doctor’s note, jury summons, etc. Any call-off within 24 hours of your shift(s) start time without documentation is considered unexcused.

**ACCEPTABLE CALL OUT METHOD**  
The only acceptable method to call out is by speaking with your scheduling coordinator.

**UNACCEPTABLE CALL OUT METHODS**  
Text message, voicemail, email, reply to shift reminders, and other means other than speaking with your scheduling coordinator.

**24 HOUR MINIMUM POLICY**  
If any employee calls out under the 24 hour minimum, the disciplinary action is as follows:

* 1st Offense - Written warning
* 2nd Offense - Written warning
* 3rd Offense - Termination if 1st and 2nd warning are within 90 days

**PROBATION POLICY**

* 30 - 90 day probation period, depending on the severity of the action
* Termination will be enforced if the employee breaks any company policy while on probation

**EMERGENCY SITUATIONS**  
In the event of a medical emergency or car accident, documentation can be sent to HR to review.   
  
**NO CALL NO SHOW**  
Being a No Call No Show will result in automatic termination under the assumption that you quit. No exceptions!

**Relias FAQ**\_\_\_\_\_\_\_\_\_\_

**WHAT IS MY LOGIN INFORMATION?**

* Username: your full email address
* Password: Caregiver1!
* If you are having difficulty logging in or need to reset your login information, you can follow the instructions on the login page of the website/mobile app or contact your supervisor for assistance.

**WHAT IS THE ORGANIZATIONAL ID?**

Once you have registered your account you will need to enter an organization ID as part of the login process. The organizational ID associated with Senior Solutions is 11351

**HOW LONG DO NEW HIRES HAVE TO COMPLETE LEVEL 2 and LEVEL 3?**Level 2 and 3 training is required to be completed within the first 45 days of employment. We encourage all of our new employees to complete the training within their first 30 days of employment if not sooner. The training is available online and can be done remotely or you may schedule time to come to the office or an alternative location for access to a computer and wi-fi. Reach out to your supervisor if you need assistance in coordinating a place to complete the training.   
  
**WHAT HAPPENS IF I DO NOT COMPLETE THE TRAINING in MY FIRST 45 DAYS**  
If after the initial 45 days you do not complete Level 2 and Level 3 training, you will be given an additional 15 days to cp,plete the training but will be restricted from working in the field during this extension. Failure to complete the training at the end of the extension will result in termination of employment with eligibility to re-apply after 6 months of termination date.  
  
**WHO IS REQUIRED TO COMPLETE LEVEL 2 and LEVEL 3**  
All new hires are required to complete these levels, unless they provided a valid CNA, RN, or LPN license upon hire. Certified MA’s can earn the higher rate of pay but must complete levels 2 and 3 upon hire along with non certified caregivers due to the scope of the training provided that is specific to our clients.

**BENEFITS OF COMPLETING TRAINING**

* Increase your hourly rate
* Expand your knowledge base through free education
* Ability to service an abundance of clients which leads to more hours to choose from
* Eligibility for career advancement through the Lead Caregiver Program
* Level 3 and above Caregivers will be offered shifts on a first come, first serve basis

**WellSky Personal Care App Guide**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOGGING IN**

* Enter your username (email address) and tap ***Continue to Login***
* Enter in your password and ***Login.*** *Note: for security reasons, WellSky Personal Care will not remember passwords.*
* If you work for more than one agency, tap the agency you wish to use to sign in.
* Ensure that you have enabled location services on and choose to share your location with the mobile app.

**FINGERPRINT/FACE ID**

* You must first enable Fingerprint/Face ID on your mobile device then enable Fingerprint/Face Id from your profile in the mobile app.
* Once you have configured Fingerprint/Face ID, you can tap ***Log In with FaceID/Fingerprint.***

**YOUR PROFILE**

* In the upper-left corner, tap the mobile app main menu
* In the upper-left corner, tap your name/agency name to open your profile
* FORGOT PASSWORD? Tap ***forgot password*** then enter your email address and tap ***reset*** to send an email to reset your password.

**GETTING DIRECTIONS**

* ***On An Apple Device:*** On the ***‘Shifts***’ page, tap the client’s address. Select the route and tap ***‘GO’***. To see details such as apartment number, go to the mobile app main menu and tap ***‘Clients’***. Tap the client’s name to view their profile information. Note: Apple will default to Apple Maps unless you change it to use Google Maps.
* ***On An Android Device:*** On the ***‘Shifts’*** page, tap the client’s address. Select which mapping app to use (if you have more than one installed). Select the route and tap ***‘Start’.*** To see details such as apartment number, go to the mobile app main menu and tap ***‘Clients’***. Tap the client's name to view their profile information. Note: Android lets you select your navigation application. Google Maps should be the default.

**ACCESS CLIENT INFORMATION**

* From the main menu, tap ***Clients***
* Tap on the ***client’s name*** to open their profile and view:Location and map to the client’s address, contact information, upcoming shifts, care plan, and emergency contacts.

**ACCESSING THE CARE PLAN**

* From the client profile or the shift details, tap ***Care Plan***
* Tap on the ***arrows*** next to the Care Plan sections to expand and view more details
* If the Care Plan is updated you may be required to read and acknowledge the updated Care Plan. If this happens, read through the updated Care Plan then sign or tap ‘Acknowledge’ to acknowledge that you have read the updated Care Plan. A record is made for your agency that you have acknowledged the updated Care Plan.

**CLOCK IN FOR A SHIFT**

* From the Shifts screen, tap the shift you wish to clock-in to
* Review the tasks assigned to the shift
* Tap the orange Clock-In button at the bottom of the screen
  + If you are too far away, you may not be able to clock in. Note the distance in the green bar at the bottom.
  + If you are too early, you may not be able to clock in yet.

**COMPLETE the COVID-19 CLIENT/CLIENT CONTACT QUESTIONNAIRE**

* After clock-in, you will the COVID-19 Client Questionnaire
* Ask the client or a family member each COVID-19 screening question about the client and record the answer. Any yes responses will trigger an alert to your agency so that they may follow up
* When finished, tap Submit to submit the client’s responses
* Repeat for Client Contact Questionnaire if applicable

**CLOCK OUT FOR A SHIFT**

* Tap Clock Out
* Update and confirm all tasks statuses to record complete or incomplete tasks
  + To clock out, you must indicate the status of all shift tasks
  + If a task ***was*** complete, ***tap yes***. Follow your agency’s best practices regarding comments for completed tasks.
  + If a task ***was not*** complete, ***tap no.*** You will be required to enter a reason why the task was not complete. After entering your comment, tap ***Submit*** to save. Tap the ***X*** to close and return to your shift details
* Report a change in condition
  + You may be asked yes/no questions and if your client’s condition has changed.
  + If you answer yes to any of the questions, you will be asked for more details. This will trigger an alert to your office so they can follow up accordingly.
* Safety At work: WorkSafe
  + During the clock-out process, you may be asked if you had a safe shift.
  + If you had a safe shift, tap Yes and continue clocking out
  + If not, tao No and explain why your shift was not safe
  + You may also be asked if you were injured. If so, respond with Yes and explain was happened
  + Tap Next to continue the clock-out process
* Electronic signatures
  + If prompted for the client’s signature, hand the phone to the client, ask them to review the shift details and ask them to sign and confirm the information is correct. After the client has signed, tap Next. If prompted for your signature, review the details and sign.
* Tap ***Next*** toadvance through the clock-out process
* Tap ***Confirm*** to confirm shift details and clock-out of your shift
* ***WAIT*** to exit the app until you see the ***‘Great Job!”*** screen to ensure that your clock-out has been recorded.

**Paylocity Self Service Portal**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
With the Paylocity Self Service Portal and mobile app, you can access your data inside outside the workplace, at any time, from your desktop, laptop, tablet or smartphone. With secure, on-demand access to essential data in a single, convenient location, the Self Service Portal empowers you to easily access real-time data and electronically view checks, submit time-off requests, access benefits, and more!

✓ COMPANY DIRECTORY

✓ ACCESS PAY INFORMATION

✓ EDIT PERSONAL DETAILS

✓ ADD/UPDATE BANKING INFORMATION

✓ CHANGE YOUR WITHHOLDINGS

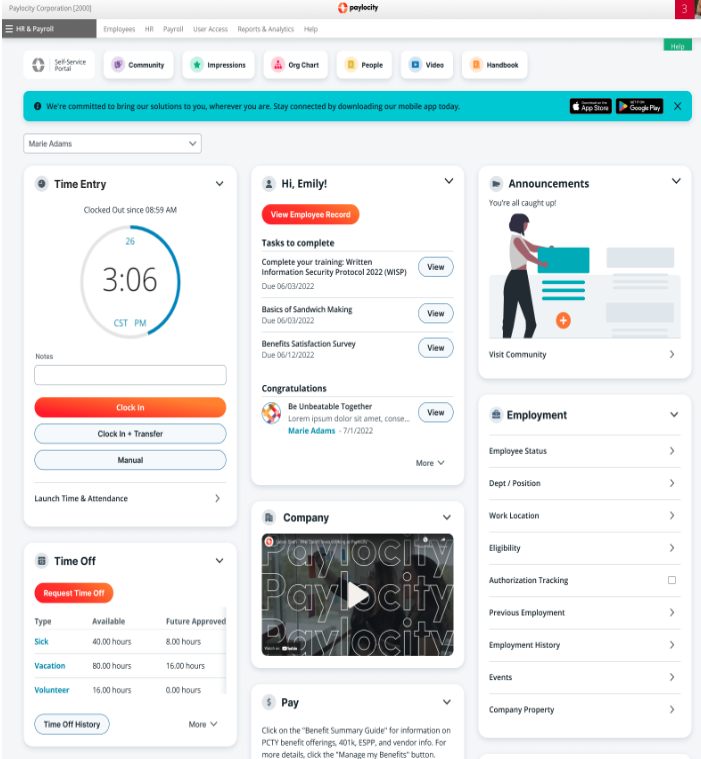
✓ MANAGE BENEFIT ACCOUNTS

✓ ACCESS W-2 INFORMATION

✓ STAY CONNECTED THROUGH COMMUNITY

✓ SHOUT OUT YOUR PEERS WITH IMPRESSIONS **FORGET YOUR LOGIN INFORMATION?**

* Select ***‘Forgot Your Password or Company ID?***’ On the login screen
* Enter the Company ID (88754), your username, and an email or phone number attached to your account. Then select the orange ‘Continue’ button at the bottom of the screen.
* A one-time password will be sent to the selected delivery method. Enter the one-timepasscode and select ‘Continue’.
* Choose a new password. The password must meet 3 of the following requirements: A number, an uppercase letter, a lowercase letter, a non-alphanumeric character such as # or !
* Select Finish to complete the password reset. Once completed, the login screen displays.

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**Caregiver Payroll Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Payroll is weekly on Fridays. Some institutions may allow you to have your funds visible/available before Friday, but the official payday is every Friday. You will receive notification that your electronic check is available for viewing on Friday mornings.
* If you are using the correct app to clock in and out there should be no issue in being paid correctly or on time. If you are not using the correct apps to clock in/out, arriving to your shifts too early or too late, not completing the full process, experience unreported app/device issues, etc. could cause delays in payment and reimbursement at the EVV failure rates listed on the wage and acceptance form reviewed and signed during onboarding.
* In the rare instances that you must use a timesheet, there can be a delay if timesheets are not properly filled out or sent in to: [intake@sscares.com](mailto:intake@sscares.com) by Monday, 12pm Noon (CST) every Monday. ***You should only submit a timesheet if instructed by your supervisor. It is the responsibility of the Caregiver to follow all clock in and out instructions for each shift.***
* You are the only one who can make changes to your direct deposit information. This can be done through the Paylocity website and mobile app.
* When direct deposit information is updated initially at time of hire and anytime changes are made to direct deposit there after, the first 2 paychecks will be mailed to your home address from the main office on the Thursday preceding the payday. Caregivers located out of the Jackson and Memphis locations can pick up their checks at the local branch by communicating with your supervisor.
* On Demand Pay is available. This may allow you to get paid early. There is a fee of $1.25 for each On Demand Pay transaction. 80% of your available wages can be made available. You are limited to 12 transactions a month. For more information please speak with your Service Supervisor.
* Holiday pay is available for caregivers that work an actual shift on the following days: Thanksgiving, Christmas Day and New Year’s Day.
* 2023 Office Closures:
  + New Year’s Day (Monday, January 2nd)
  + Good Friday (Friday, April 7th)
  + Memorial Day (Monday, May 29th)
  + Juneteenth (Monday, June 19th)
  + Independence Day (Tuesday, July 4th)
  + Labor Day (Monday, September 4th)
  + Thanksgiving Day (Thursday, November 23rd)
  + Christmas Day (Monday, December 25th)

**On Demand Pay Policy**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Senior Solutions wants to honor all the hard work our Caregivers do by providing them with the opportunity to participate in On Demand Pay benefit program.

## **WHAT IS ON DEMAND PAY?**

* + Qualified individuals can request a portion of their earned wages before their regular payday. No loans. No interest. This feature is accessed and utilized through the Paylocity app on all mobile devices.The deposit typically occurs the same day if requested prior to 2:00 PM Central Time. Otherwise, the deposit occurs the next business day.

## **THE DETAILS**

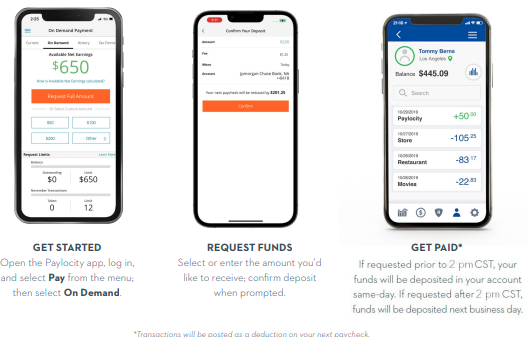
* + Employees are limited to 12 withdrawals per month.
  + Transactions are limited to $50- $500.00 per withdrawal.
  + Employees can withdraw up to 80% of their anticipated bi-weekly pay out.
  + There is a service fee of $1.25 per transaction.

## **QUALIFICATIONS**

* + Must meet ALL of the requirements of a Level 3.
  + Must be employed with Senior Solutions for a minimum of 30 days.
  + Must sign up for either direct deposit or a pay card.
  + Eligible after meeting above requirements and after 2 pay period have been processed

## **ACCESSING ON DEMAND PAY**

* + Open the Paylocity application, log in and select Pay from the menu; then select On Demand.
  + Select or enter the amount you’d like to receive (a $50 minimum); confirm deposit when prompted.
  + Wages will be deposited the next business day.
  + Transactions will appear on your next paycheck as deductions.
  + Keep in mind, Paylocity administers this benefit on our behalf, timing and access may be subject to issues beyond Senior Solutions control.



**2023 Payroll Calendar**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pay Periods Check Dates**

| **Week #** | **Monday to Sunday** | **Friday** |
| --- | --- | --- |
| 1 | 12/26/2022 to 01/01/2023 | 01/06/2023 |
| 2 | 01/02/2023 to 01/08/2023 | 01/13/2023 |
| 3 | 01/09/2023 to 01/15/2023 | 01/20/2023 |
| 4 | 01/16/2023 to 01/22/2023 | 01/27/2023 |
| 5 | 01/23/2023 to 01/29/2023 | 02/03/2023 |
| 6 | 01/30/2023 to 02/05/2023 | 02/10/2023 |
| 7 | 02/06/2023 to 02/12/2023 | 02/17/2023 |
| 8 | 02/13/2023 to 02/19/2023 | 02/24/2023 |
| 9 | 02/20/2023 to 02/26/2023 | 03/03/2023 |
| 10 | 02/27/2023 to 03/05/2023 | 03/10/2023 |
| 11 | 03/06/2023 to 03/12/2023 | 03/17/2023 |
| 12 | 03/13/2023 to 03/19/2023 | 03/24/2023 |
| 13 | 03/20/2023 to 03/26/2023 | 03/31/2023 |
| 14 | 03/27/2023 to 04/02/2023 | 04/07/2023 |
| 15 | 04/03/2023 to 04/09/2023 | 04/14/2023 |
| 16 | 04/10/2023 to 04/16/2023 | 04/28/2023 |
| 17 | 04/17/2023 to 04/23/2023 | 04/28/2023 |
| 18 | 04/24/2023 to 04/30/2023 | 05/05/2023 |
| 19 | 05/01/2023 to 05/07/2023 | 05/12/2023 |
| 20 | 05/08/2023 to 05/14/2023 | 05/19/2023 |
| 21 | 05/15/2023 to 05/21/2023 | 05/26/2023 |
| 22 | 05/22/2023 to 05/28/2023 | 06/02/2023 |
| 23 | 05/29/2023 to 06/04/2023 | 06/09/2023 |
| 24 | 06/05/2023 to 06/11/2023 | 06/16/2023 |
| 25 | 06/12/2023 to 06/18/2023 | 06/23/2023 |
| 26 | 06/19/2023 to 06/25/2023 | 06/30/2023 |
| 27 | 06/26/2023 to 07/02/2023 | 07/07/2023 |
| 28 | 07/03/2023 to 07/09/2023 | 07/14/2023 |
| 29 | 07/10/2023 to 07/16/2023 | 07/21/2023 |
| 30 | 07/17/2023 to 07/23/2023 | 07/28/2023 |
| 31 | 07/24/2023 to 07/30/2023 | 08/04/2023 |
| 32 | 07/31/2023 to 08/06/2023 | 08/11/2023 |
| 33 | 08/07/2023 to 08/13/2023 | 08/18/2023 |
| 34 | 08/14/2023 to 08/20/2023 | 08/25/2023 |
| 35 | 08/21/2023 to 08/27/2023 | 09/01/2023 |
| 36 | 08/28/2023 to 09/03/2023 | 09/08/2023 |
| 37 | 09/04/2023 to 09/10/2023 | 09/15/2023 |
| 38 | 09/11/2023 to 09/17/2023 | 09/22/2023 |
| 39 | 09/18/2023 to 09/24/2023 | 09/29/2023 |
| 40 | 09/25/2023 to 10/01/2023 | 10/06/2023 |
| 41 | 10/02/2023 to 10/08/2023 | 10/13/2023 |
| 42 | 10/09/2023 to 10/15/2023 | 10/20/2023 |
| 43 | 10/16/2023 to 10/22/2023 | 10/27/2023 |
| 44 | 10/23/2023 to 10/29/2023 | 11/03/2023 |
| 45 | 10/30/2023 to 11/05/2023 | 11/10/2023 |
| 46 | 11/06/2023 to 11/12/2023 | 11/17/2023 |
| 47 | 11/13/2023 to 11/19/2023 | 11/24/2023 |
| 48 | 11/20/2023 to 11/26/2023 | 12/01/2023 |
| 49 | 11/27/2023 to 12/03/2023 | 12/08/2023 |
| 50 | 12/04/2023 to 12/10/2023 | 12/15/2023 |
| 51 | 12/11/2023 to 12/17/2023 | 12/22/2023 |
| 52 | 12/18/2023 to 12/24/2023 | 12/29/2023 |
| 1 of the New Year | 12/25/2023 to 12/31/2023 | 01/05/2024 |

**Caregiver Referral Bonus**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Did you know?** A Caregiver can receive a **$50** bonus for referring another Caregiver! Both Caregivers must actively be employed and working shifts. If this requirement is met, the referring Caregiver will receive $50 on the paycheck following the 30 day mark of the referred employee’s hire date. There is no limit to the referral bonus as long as all stipulations are met!

Note: To make sure you are eligible for your referral bonuses, always make sure the applicant is putting both your first and last name on their Paylocity application!

**CNA Tuition Reimbursement Program**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

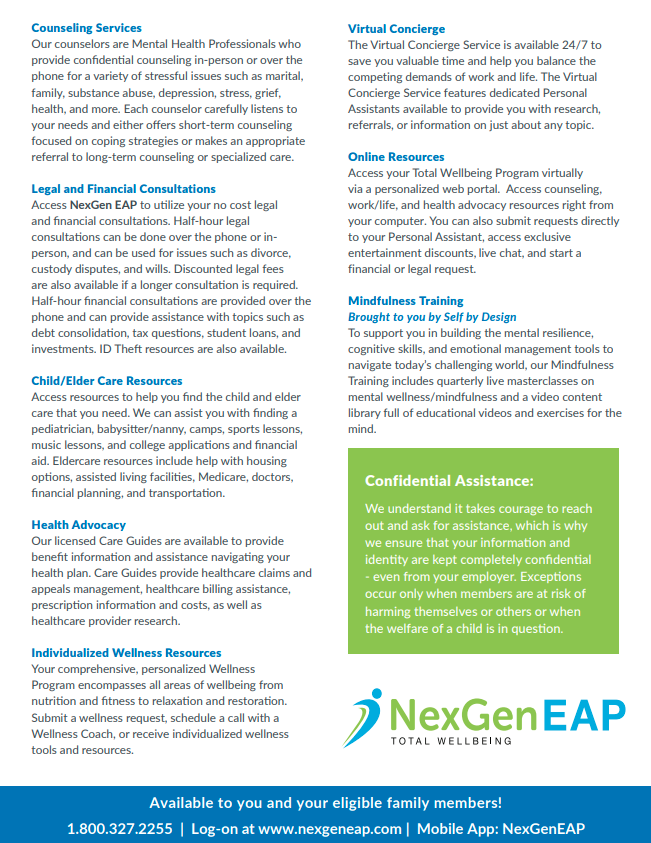
We encourage personal and professional growth by taking outside courses in order to obtain a CNA certification to take advantage of our career growth opportunities. The employee will be reimbursed up to a $300 value for approved educational opportunities as long as all of the requirements listed below are met. All CNA programs must be certified by the Tennessee Board of Regents.   
  
If you are a new employee who has received their CNA certification within 60 days of date of hire, and have been employed with the company for a minimum of 90 days, you will be eligible for up to $300 of tuition reimbursement if proper documentation, including the receipt of payments and a copy of the certification letter, is submitted. If you fall into this category please compile the required documentation and reach out to your direct supervisor for submission and payment.

**Requirements**

1. The employee must be employed for a minimum of 90 days.
2. The employee must be actively working shifts within their availability.
3. The employee must effectively communicate with the direct supervisor of any availability or shift changes that may need to be made in order for the employee to successfully complete the CNA program they are enrolled in.
4. The employee must have completed the additional Level training offered upon hire.
5. The employee must be in good standing, with no disciplinary or counseling documentation, within the last 90 days of employment.
6. Any employees who are terminated or resign before completing the courses and receiving their reimbursement will no longer be eligible for the tuition reimbursement program.

**For more information on this program please contact your Service Supervisor.**

**Employee Assistance Program**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  

**401K Plan Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
