

## CONDITIONS OF EMPLOYMENT

**As a temporary employee of Elite Care Management, I agree to the following conditions of employment. I understand that if I do not follow the below conditions, my employment with Elite Care Management will be terminated.**

- Once I accept an assignment from Elite Care Management, I will commit to finish the assignment for the duration stated.
- Once I commit to an assignment, cancellation of that commitment without sufficient notice to Elite Care Management or walking off my assignment will be cause for immediate termination.
- I will take time off from assignments for illness or emergency reasons only. I agree to call Elite Care Management at least 4 hours before my shift the day of my absence.
- I understand that I will not take time off from my assignment for the purpose of interviewing unless I have approval from Elite Care Management before scheduling the interview. In the event that I am able to secure full-time employment, I agree to give Elite Care Management no less than two (2) weeks prior notice before leaving my assignment to start a new position.
- I will never contact any of Elite Care Management's clients directly without prior approval from Elite Care Management.
- I agree not to discuss my salary with any other Elite Care Management Assignment Employees, any client, friend or relative I may refer to Elite Care Management for the possibility of employment.
- I agree that my cell phone and any other personal communication device shall be used only on scheduled breaks away from my designated workspace or when Elite Care Management calls pertaining to a patient.
- All computer and Internet usage should be client related. Any private use at the client site is grounds for immediate termination.
- Once an assignment is completed, I agree to contact Elite Care Management on a weekly basis regarding my availability. I understand that failure to contact Elite Care Management regarding my availability may be considered voluntary termination.

Assignment Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_