



# SAMARITAN

S E R V I C E S I N C .

**We Care**

## **Samaritan Services Inc.**

Welcome to Samaritan Services Inc. We are looking forward to sharing a long and rewarding relationship with you, beginning with the next phase in your professional career.

Samaritan Services is a fully licensed, insured and bonded health care agency, servicing health care facilities and homes in the New York City and New Jersey area.

Our company's mission is **“To provide the most superior nursing care through a workforce of highly skilled and dedicated health care professionals.”**

We accomplish our goals by implementing and practicing the key components to delivering exceptional health care service; skills, dedication, continuous improvement, high client retention and affordable health care service.

## **Benefits**

Compensation shall be based upon training and years of experience in a particular area of expertise. Remunerations for services will be compensated on a weekly basis through direct deposit. Samaritan Services offers the following:

- A comprehensive medical and dental plan
- 401 (K) plan
- Paid vacation
- Overtime payment calculated at 1.5 times the employee's regular rate for each hour worked after 40 hours during a one-week period.

## **Immigration sponsorship:**

We are delighted to share with you that Samaritan Services possesses a very high rate of approval for sponsorship. This complex procedure is accomplished by utilizing a team of experienced and knowledgeable attorneys. The verification of your credentials and certification documents is the first step in the sponsorship process. CGFNS (Commission of Graduates of Foreign Nursing Schools) International is an organization duly certified by the United States government that assists applicants through this involved process. For more information, please visit [www.cgfns.org](http://www.cgfns.org)

### **Our Philosophy**

Samaritan Services Inc. is an equal opportunity employer and does not engage in any unlawful discrimination pertaining to: race, color, national origin, religion, age, sex or disability. In all solicitations and advertisements regarding the employment process, Samaritan Services hires the most qualified applicants without any type of discrimination.

### **Orientation**

Payment for orientation varies by facility. Samaritan Services will inform the staff before he/she is scheduled to an assigned location.

### **Introductory Period of Employment**

The first 90 days of your employment is considered an introductory period. It is designed to give you a chance to become familiar with the company and to learn your job. It also gives your supervisor a chance to work more closely with you while you learn about your job and to evaluate your performance. If you successfully complete the introductory period, you will be considered a regular employee. Your length of service will be calculated from your first day of work and you may be eligible for benefits according to the guidelines set forth in the benefits section of this handbook.

### **Appearance/Dress Code**

In the performance of our duties we have frequent contact with our clients, vendors, consultants and the general public. All employees are expected to represent the Samaritan Services standard in their dress and must always present themselves in a professional manner, while adhering to the dress code of the institution to which they are assigned.

All employees of Samaritan Services must wear the appropriate uniform based upon the individual facility policy.

### **Policy Against Other Forms of Harassment**

It is the Company's policy to prohibit harassment of any employee by another employee, management representative, or business invitee including, but not limited to, harassment on the basis of age, race, color, national origin, gender, religion, sexual orientation, ancestry, disability or any other characteristic protected by law. While it may not be easy to define exactly what harassment is, it does include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing and other similar verbal or physical conduct.

Any employee who feels that he or she is a victim of such harassment should immediately report the matter to their supervisor, manager or any other member of management. For the company to be able to remedy alleged harassment, it is imperative that claims be brought to the attention of management. Failure to report claims of harassment hampers the company's ability to take necessary steps to counteract such situations. Violations of this policy will not be permitted and may result in discipline and up to and including discharge.

All reports of harassment will be thoroughly and discreetly investigated by members of management that are not involved in the alleged harassment.

### **Policy Against Sexual Harassment**

It is the company's policy to prohibit harassment of any employee by any executive, superior, employee or visitor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the company. It is to ensure that at our company, all employees are free from harassment on the basis of gender. While it is not easy to define precisely what sexual harassment is, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments, pictures or communications. Depending upon the circumstances, harassment can also include unwelcome joking, teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Anyone who feels that he or she was witnessed or been subjected to sexual harassment should immediately report the matter to Mrs. Phyllis Ross. Every report of harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge for the harasser. In addition, the company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy.

### **Complaints and Grievances**

Any employee who has a complaint or grievance shall have an opportunity to confer with his/her manager. If the matter relates to a facility or client, Samaritan Services must be informed immediately. If necessary, Samaritan Services represents its employees on behalf of its staff.

### **Paid Vacation**

Samaritan Services provides a paid vacation program for its full time employees. A full time employee is defined as someone who works 35 hours per week. Our vacation plan is based upon the length of continuous service with the company. Employees should submit requests for vacation via e-mail to your supervisor at least 6 weeks prior to desired vacation time. All vacation must be used within one calendar year or it will be automatically forfeited.

All employees are eligible to take vacation as it is earned as followed:

#### **Length of Service**

1-3 Years  
4 Years+

#### **Paid Vacation Days**

5 days  
10 days

### **Paid Holidays**

All nurses will be paid time and a half when working on the following holidays. Please note that the holiday schedule solely depends upon the facility in which you are assigned to. Samaritan Services will furnish this information to you once the company is notified.

#### **New Year's Day**

**\*President's Day (Varies by facility)**

**\*Memorial Day (Varies by facility)**

**Independence Day (4<sup>th</sup> of July)**

**Labor Day**

**\*Veteran's Day (Varies by facility)**

**Thanksgiving Day**

**Christmas Day**

### **Standards of Conduct**

Work standards are necessary to make sure everyone has a common understanding of what is expected. This allows the Company to consistently enforce a set of standards that creates a positive work environment. Workers are advised that all concerns and issues relevant to work should be directed to the management of Samaritan Services.

### **Discipline**

Samaritan Services reserves the rights to discharge, suspend, or discipline an employee for cause, which includes but is not limited to:

- Knowingly, supplying false information on employment applications

- Not adhering to the Professional Code of Conduct
- Abusive behavior towards a client, whether verbal, physical and/or sexual
- Breach of Patient Confidentiality
- Failing to report to work without proper prior notice
- Knowingly submitting a false time sheet
- Neglecting to receive annual medical examination or other documents deemed necessary for continued employment.

**Shift Cancellation**

It is Samaritan Service’s policy that an employee notifies the agency at least eight hours in advance prior to the commencement of his /her assigned shift. We understand that this may seem stringent; however this policy has significantly enhanced the delivery of care by maintaining our commitment to the service needs of our clients.

**Welcome Package Acknowledgement**

This is to certify that I have read and understood the content of the enclosed package, and that I am in agreement ***without exception*** to the various matters herein outlined.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*Signature*