



Occupational Health Connections

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## EMPLOYEE HANDBOOK

We have prepared this handbook as a guide to help you learn more about Occupational Health Connections, Inc. (OHC), your responsibilities, your benefits and the privileges you enjoy during your employment with us. This Handbook supersedes all prior handbooks and sets forth OHC's currently established employee guidelines. Of course, all of the details of each guideline could not be included in the Handbook. You should contact your supervisor if you have questions not answered by this handbook.

OHC reserves the right to change, correct, modify, or revoke this Handbook or any of its terms at any time, with or without notice. **Nothing contained in this Handbook creates a contract of employment or gives rise to any express or implied guarantee of employment.** OHC reserves the right to take appropriate action in any situation, depending on the circumstances.



## Occupational Health Connections

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Welcome!

On behalf of your colleagues, I welcome you to Occupational Health Connections (OHC), and wish you every success here. We recognize that our future success is largely a function of your ingenuity, dedication, and hard work. We are always willing to “lend an ear” to your suggestions and seriously consider their implementation to better serve our clients.

This Handbook was developed to describe some of the policies of OHC and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about employment with OHC.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,  
Occupational Health Connections, Inc.

Nancy A. Clover, President

## **APPLICATION OF EMPLOYEE HANDBOOK**

The policies in this Handbook apply to all employees of OHC.

## **UPDATING THE HANDBOOK**

From time to time, policy changes may be effected to correspond with new areas of concern. You will be advised of these changes upon their implementation. OHC reserves the right to make changes to this Handbook at any time and for any reason.

## **OPEN DOOR POLICY**

OHC recognizes that employment problems may arise in even the best work environments. We encourage open and frank communications between employees and management. Only by doing so may any problems be resolved to everyone's satisfaction.

Should you have questions or concerns regarding your work or OHC policy, please call to discuss them with your supervisor. She encourages frank discussion on making your employment here at OHC enjoyable and rewarding. If she is not immediately available to take your call, leave a message, as she checks her messages frequently.

Remember that many times the supervisor may be unaware of certain problems and, unless brought to her attention, the problems may go undetected.

It is imperative that the problems and concerns raised in this section are to be discussed only with your supervisor, not with fellow employees of OHC, or clients and their employees.

## **CHANGES IN AN OHC EMPLOYEE'S STATUS**

If there are any changes in the status of your professional license, you must report such changes to your supervisor immediately.

If there are any changes in the status of your malpractice insurance, or any claims against your policy, such changes or claims must be reported to your supervisor immediately.

If there are any changes to your health status that would normally be considered to impair your ability to perform safe and sound patient care, you must notify your supervisor immediately.

If there are any changes in your ability to respond to emergencies, you must notify your supervisor immediately. OHC employees must be able to respond in emergency situations, such as performing CPR, and responding with emergency equipment, among others. Any condition that would interfere with your ability to respond to emergencies shall be discussed with your supervisor prior to accepting an assignment.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of OHC to afford equal employment opportunity to all employees and job applicants without regard to race, sex, color, national origin, religion, age, veteran status, marital status, disability or handicap, or any other factor prohibited by state or federal law. All aspects of personnel management, including but not limited to, recruitment, selection, promotions and compensation, will be administered in accordance with this policy.

## **IMMIGRATION LAW COMPLIANCE**

OHC only employs United States citizens and aliens who are authorized to work in the United States and does not discriminate against employees or job applicants on the basis of citizenship or national origin.

The Immigration Reform and Control Act of 1986 requires that each new employee complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with OHC within the past three years, or if their previous I-9 is no longer retained or valid. Current employees may also be required to update Form I-9 from time to time as requested by management. Provision of the required information and timely completion of I-9 forms is a condition of employment at OHC.

## **YOUR HEALTH AND SAFETY**

OHC emphasizes the importance of safety in our day-to-day operations. OHC will place employees in client's facilities, in which the company believes, will provide a clean, safe and healthy place to work. Employees are expected to do their part in helping to maintain Occupational Safety and Health Act (OSHA) standards and to work safely. Posted safety rules must be observed, and protective clothing, including gloves, must be worn where required. Employees are also expected to keep their workplace neat and clean. Smoking at a Client's facility is strictly prohibited.

Additionally, when you are located on the premises of a client, you must obey all workplace health, safety and security rules as set out by our client regarding the conduct of its own employees and non-employees.

Any accidents or injuries occurring as a result of the performance of your work duties shall be reported to your supervisor immediately.

For your safety and well being OHC may require mandatory Health and Safety training. It is your responsibility to complete this training in a timely fashion and to return any documentation required.

## **WORKERS COMPENSATION**

OHC carries Workers Compensation as required by law. “Notice to Employees” posters are located on our web site. [www.OccHealthConnections.com](http://www.OccHealthConnections.com) along with other mandatory work place posters.

## **INSURANCE BENEFITS**

Short and long term disability insurance is available to employees who have been employed with the Company for longer than six months, and who have worked at least thirty-two (32) hours a week for the immediately preceding six months. This disability insurance is paid by the employee.

In addition employees are covered under workers compensation and unemployment insurance.

No other insurance benefits are provided by or available from OHC at this time.

## **PAID VACATIONS, TIME OFF**

After 6 months of employment you are eligible for the paid time off benefit. For every 8 hours worked, you will be eligible for .5 hrs of paid time off (PTO). If you worked full time you would accrue 130 hours which is 3.25 weeks a year of PTO. PTO is prorated based on hours worked. Your accrued hours will show up on your pay stub. This benefit can be used for vacation days, holidays, education days, personal leave, and sick leave.

You are eligible to use your PTO after 6 months of employment. You may only take PTO that you have accrued. PTO must be taken in blocks of 8 hours. You must request in writing that you want to be paid PTO by Friday for the next week’s payroll. PTO will be subject to taxes and payroll deductions.

PTO is not earned in pay periods during which any unpaid time off, leave, short or long term disability leave or workers' compensation leave are taken. All accrued PTO time must be taken before the start of the unpaid Family Medical Leave (FMLA) time or any unpaid leave. Your PTO benefit paid does not accrue paid time off – example if you use 8 hours paid time off you do not accrue the .5 hours in your bank.

If you leave OHC’s employment before 6 months you are ineligible to receive the PTO accrued. If you leave after 6 months you will be eligible for the PTO accrued. You may carry over a maximum of 40 hours of PTO from one calendar year to the next.

## **SIMPLE IRA PLAN**

If you have worked for OHC for 2 years and made \$5000 in each of those years, you are eligible.

## **ASSIGNMENTS AND LUNCH PERIODS**

If you accept an assignment, it is your obligation to complete the assignment. Our clients are depending on OHC to provide important occupational health services. If for some reason beyond your control, you are unable to work the assignment, or complete the assignment, you must call your supervisor and the onsite client contact immediately.

If for some reason an assignment is cancelled or changed, your supervisor will notify you immediately, and if another assignment comes in you will be offered it first.

The President of OHC, Nancy Clover, will have sole and unfettered discretion as to the appropriate placement of employees on assignments. There is no guarantee of a set amount of hours per week, or of a certain number of days per week.

Lunch periods and/or cancelled assignments are not compensated or paid for.

## **TIME SHEETS, PAY, AND PAYROLL CHECKS**

Time reports must be completed weekly, and/or when you finish that assignment. All time reports must be in by **Friday at 6pm**. Fill out your time sheet on line at [www.OccHealthConnections.com](http://www.OccHealthConnections.com) or email or fax your time sheet directly to 978-258-2682. Your time report should only reflect actual time worked. Time reports shall be filled in completely and legibly. Time sheets must include location worked and date, the actual time you arrived and departed from the work site. Use a separate time report for each client site. If required by clients, fill out their time sheet in addition to OHC's.

Employees will be paid only for actual hours that they have worked on assignments.

Direct deposit of paychecks into your bank account is mandatory. You may split your direct deposit so that a percentage goes into checking & some into savings.

You are paid on Thursday, the week after you work. You will receive a stub that looks like a check that will say 0. At the bottom and you will see your pay and direct deposit information.

It is your responsibility to verify all information is correct.

## **ATTENDANCE AND TARDINESS**

You are expected to report to your assignment on time, and work for the scheduled amount of time. If you are unable to go to an assignment, or will be late for an assignment, you must contact the site and your supervisor immediately. If you are unable to speak directly to your supervisor, leave her a message, and then contact the client's facility and notify the proper person there. If you must absolutely leave an assignment early, you shall notify the client's contact person at the facility, and call your supervisor and leave her a message if she is not available.

You shall not leave the client's property during your paid work time, without prior approval from your supervisor.

## **TERMINATIONS**

Terminations are treated in a confidential and professional manner by OHC, and in accordance with our equal opportunity statement. Both you and OHC may terminate your employment at any time and for any reason. Permanent employment or employment for certain term cannot be guaranteed or promised.

If you do not work for OHC for six months your position is considered terminated.

## **LEAVES OF ABSENCE**

Leaves of absence will be granted under certain circumstances. Leaves of absence are of three types: military leave; family and/or medical leave; and personal leave. A request for a leave of absence must be made in writing, and if a leave of absence is granted, it must be approved in writing by your supervisor prior to commencement of the leave period.

1. Military Leave. An employee who is obligated to serve in a United States military organization or state militia group will be given the necessary time off without pay to fulfill this obligation, and will retain all of his or her rights for continued assignments/employment under federal law.
2. Family and/or Medical Leave. Employees who have worked for at least twelve months and at least 1,250 hours during the preceding twelve-month period may be eligible for a family leave. Family and medical leaves are available to employees who work the minimum hours, provided that they are: disabled by a serious health condition; responsible for the care of a spouse, son or daughter who has a serious medical condition; or responsible for the care for a child born to or placed with them during the past year. For purposes of this policy, the term “serious health condition” is defined as an illness, injury, impairment of physical or medical condition that involves in-patient care or continuing treatment by a health care provider. Up to twelve weeks of unpaid family or medical leave are available to eligible employees during each twelve-month period of their employment. This section does not apply to employees who have sustained work-related injuries.
3. Personal Leave. OHC will generally permit non-medical leaves of absence. An employee requiring a personal leave must present a written request to their supervisor. The written request must contain the length of the leave of absence requested, with dates, and explain the circumstances that prompt the request. Approval of the personal leave is totally within the discretion of the OHC. An approved personal leave must be in writing by your supervisor. After six months of not working for OHC your position will be considered terminated.

## **IMPAIRED EMPLOYEES OF CLIENT**

When working for OHC at a client's facility you may come in contact with an impaired employee of the client. If a client's employee comes to you that you suspect of being impaired by substance abuse, consult the facilities policies. Evaluate the employee for work fitness. Document your findings and any suspicions from the reporting party. If you feel the employee is impaired, refer them for further evaluation, treatment or testing. Transportation should be arranged by the client. No OHC employees shall provide transportation. If the employee refuses, inform client's management to determine further action. Finally be sensitive to any confidentially issues.

## **TRANSPORTATION OF CLIENT'S EMPLOYEES**

Under no circumstances will you as an employee of OHC, transport client's employees, or any other person, during the performance of your duties. If you determine, based on your medical training, that a person needs to be transported from the client's facility, you are to use the methods that the facility has in place; such as an ambulance, cab, or facility security. Again, the transporting of persons by OHC employees while on the job is **strictly forbidden**.

## **PROPER ATTIRE AT CLIENT'S FACILITY**

In order to project yourself and the Company as professionals, a neat appearance is a must for all OHC employees. We expect you to exercise good judgment and dress appropriately for your assignments. Your attire must be suitable and appropriate for your duties at the assignment, and of course open toe shoes are prohibited. Please refer to OHC Dress Code Policy as provided to you at the time of employment and posted on [www.OccHealthConnections.com](http://www.OccHealthConnections.com)

For your safety, and the safety of persons around you, employees are required to wear proper safety equipment when appropriate, with no exceptions. This safety equipment may include but is not limited to gloves, goggles, hard hat, hearing protection, safety glasses and safety shoes.

## **TELEPHONE, E-MAIL, AND INTERNET USE**

While at a client's facility utilize the following procedures, and limit personal use to a bare minimum.

As an employee of OHC your use or misuse of telephonic communications, while on an assignment, at a client's facility, reflects positively or negatively on the company. While using the telephone conduct yourself in a professional, yet friendly manner. When answering the telephone at a client's facility, identify where you are located and your name. When starting an assignment inquire as to the name of the department in which you will be located, and how to distinguish between inside and outside calls. Outside calls should be answered by identifying the name of the company, the department, and then your name. Inside calls should be answered by identifying the department, and then your name. It is important to take accurate written



messages, and be able to successfully transfer calls. Finally, if you have indicated to a caller that you will get back to them, then by all means call them back, even if you do not have the answer or information that they requested.

Internet and e-mail use while at a client's facility is prohibited, unless necessitated by the requirements of your assignment.

## **SEXUAL HARASSMENT**

OHC has a policy to insure that all employees are free from sexual harassment. Sexual harassment generally consists of any unwelcome behavior or conduct of a sexual nature which causes or creates discomfort and/or interferes with job performance or creates an intimidating hostile or offensive working environment. OHC prohibits sexual harassment in any form and will take swift and appropriate action whenever an incident of sexual harassment is reported.

## **GRIEVANCE PROCEDURE, Involving Discrimination Complaints, Including Those Related to Sexual Harassment**

Any employee who believes that he or she has been subjected to sexual harassment or any other form of discrimination should notify his or her supervisor or, if the supervisor is involved, higher level management (if applicable). Complaints of sexual harassment or other discrimination will be promptly investigated and will be kept as confidential as possible. OHC will not retaliate or otherwise penalize an employee for making a discrimination or harassment claim. Any employee found to have sexually harassed or otherwise discriminated against another employee will be subject to discipline, including suspension and/or termination.

## **PROCEDURES TO FOLLOW AT CLIENT'S FACILITY**

You should be clean and neat in your appearance and habits.

Accurately complete any forms required by the client. All accident forms must be completed, and all nursing activity will be documented. All notes shall be signed. If the client requests that you complete documentation, it is your responsibility to complete it. If you neglect to complete the required documentation, or fail to sign such documentation while on an assignment, you shall be required to complete such documentation, when requested by OHC, after the completion of the assignment without additional compensation.

Please remember that all medical information and records are confidential.

As a representative of OHC it is very important to the success of the company to give the clients and their employee's first-class customer service. If you don't know something, please try to find it out.

The unit must be left cleaner and better than you found it, by doing general clean up, restocking of supplies, checking expiration dates and anything else necessary.

Finally, it is your responsibility to know the location of emergency equipment and how to use it. You must check all equipment to see that it is functioning properly and has not expired.

## **SERVICES PROVIDED TO CLIENTS BY OHC**

OHC provides a wide range of occupational health services to clients. OHC places occupational MDs, NPs, RNs, LPNs, and Medical Assistants. These are positions that OHC places in long term contracts, per diem or permanent placement. OHC employees are eligible to earn a referral bonus for each person they refer to the company that is subsequently placed in an assignment by OHC. A referral bonus is also available for any company that is referred and subsequently becomes a client of OHC.

## **SOLICITATION OF WORK FROM OHC CLIENTS**

OHC employees are prohibited from soliciting OHC clients for work that does not utilize OHC as the placement agency. OHC employees desiring to work for OHC clients shall do so through their OHC supervisor.

## **SOLICITATION OF WORK BY OHC CLIENTS**

If an OHC client solicits you to work for them, you shall immediately contact your supervisor. . OHC employees desiring to work for OHC clients shall do so through their OHC supervisor.

If an OHC client makes an inquiry of you regarding additional services provided by you or OHC, you shall immediately contact your supervisor for her assistance.

## **SECURITY AND CONFIDENTIAL INFORMATION**

OHC's client lists, client pricing, finances, assignment duration, employee information, systems, policies, procedures, practices, plans or processes are Company property and highly confidential, and it is the obligation of each employee to keep such Company information confidential and unavailable to persons not involved in OHC business. Employees should, therefore, not discuss OHC's confidential information with any person who does not work for the Company, and if anyone not affiliated with OHC questions you about the Company or its confidential information, you should immediately refer those requests for information to your supervisor.

Upon termination of employment for any reason, employees are required to immediately return to OHC copies of all documents in their possession which contain such confidential information. Other Company property must also be immediately returned to OHC upon termination of employment.



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**ACKNOWLEDGEMENT**

This is to acknowledge that I have received a copy of Occupational Health Connections' Employee Handbook.

I understand that it is my responsibility to read the Handbook and understand its terms. If I have any questions concerning information contained in the Handbook, I will bring them to the attention of my supervisor.

I understand that the statements contained in the Handbook constitute management and employee guidelines only, and are in no way to be interpreted as a contract between OHC and any of its employees. I further understand that the Company reserves the right to change, modify, or delete any of its work rules and policies at any time, with or without notice.

This will also confirm that I understand that this Employee Handbook is not a contract of employment and that no express or implied promise or guarantee with regard to the duration or terms of my employment, wages, or benefits is binding upon OHC unless made in writing and duly executed by OHC's President and is clearly and specifically identified as a contract or agreement.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Employee's Full Printed Name

\_\_\_\_\_  
Date Employee Signed Acknowledgement