

DO's and DON'T's

When working on an assignment with US Medical Staffing:

DO:

- Do arrive on time to your assignment and leave at scheduled time.
- Do contact us if you need to miss time from your assignment [see Call-Out Procedure].
- Do make sure that you obtain the required signatures and that you sign your timesheet.
- Do dress professionally for your assignment.
- Do wear comfortable shoes.
- Do report any incidents or injuries that occur on your assignment to US Medical.
- Do give one week notice if you need to end an assignment.
- Do conduct yourself in a professional and respectful manner.
- Do maintain professional boundaries with your clients.
- Do complete all required assignment documentation in a timely manner.
- Do call if you are going to be late to your assignment.
- Do send your signed time sheet in after you have completed your work week no later than 10am on Tuesdays.

DO NOT:

- Do Not use your cell phone while you are on assignment. Texting is also prohibited while on assignment.
- Do Not discuss your pay rate with other staff.
- Do Not use inappropriate or offensive language.
- Do Not smoke on the property.
- Do Not utilize the internet or other technology resources for anything unrelated to assignment duties.
- Do Not use alcohol while on assignment.
- Do Not fall asleep at your assignment.
- Do Not bring family members or friends with you while on assignment.
- Do Not leave your assignment before your relief gets there.
- Do Not Forget to submit your time sheet prior to 10am each Tuesday or it will delay your pay one week.