

# RexVital Care Staffing Solutions

## Employee Handbook

### 1. Company Mission

To provide healthcare facilities with dependable, highly skilled professionals while delivering compassionate and safe patient care.

### 2. Equal Opportunity Employer

RexVital provides equal employment opportunities to all employees regardless of race, gender, religion, age, disability, or background.

### 3. Workplace Expectations

- Maintain professionalism at all times
- Follow facility-specific protocols
- Communicate effectively with supervisors
- Represent RexVital with integrity

### 4. Confidentiality (HIPAA)

- Patient information must NEVER be shared
- Violations may result in immediate termination

### 5. Timekeeping & Payroll

- Accurate timesheet submission required
- Fraudulent time reporting will result in termination

### 6. Scheduling Policy

- Employees must confirm assigned shifts
- Last-minute cancellations may affect future scheduling

### 7. Disciplinary Policy

- Verbal warning
- Written warning
- Suspension
- Termination

### 8. Termination Policy

- Policy violations
- Poor performance

- License or certification expiration
- No-call/no-show

## **9. Incident Reporting**

All incidents must be reported immediately to:

- Facility supervisor
- RexVital management

## **10. Employee Responsibility**

- Maintaining active credentials
- Arriving prepared for shifts
- Providing safe, ethical care

## **11. Agreement**

By working with RexVital Care Staffing Solutions, employees agree to comply with all policies outlined in this handbook.