

## Orientation Pay Policy

Notice: All employee and employee candidates

Orientation Pay for all employee and employee candidates.

- After successful completion of your classroom training and after you work one complete shift independently (not shadow shifts) then you will be paid 50% of your base rate for your training/orientation and shadow shifts.
- Maricopa County Sheriffs Office – 3 days of classroom orientation and 2 shadow shifts followed by the successful completion of one solo shift.
- Travis County Sheriff's Office – Maximum of 5 days of training including shadow shifts and computer training
- All employee orientation shifts/hours will be paid at ½ your agreed upon pay rate.
- All timekeeping documentation must be submitted within 24 hours of completion of the shift. If you do not submit timekeeping/time sheets etc within 24 hours you agree to forfeit your pay for these shifts.

You must successfully complete entire classroom orientation, complete 8 or 12 hours shadow shifts and work one complete 8hr or 12 hour shift independently to receive payment for classroom training, shadow shifts and your independent shift. If you do not complete the entire orientation process you will not be paid for any classroom, shadow and nor independent shifts.

You agree you have read and understand and agree to the terms set forth regarding payment to you from Clinical Staff Support, Inc, and/or Nursing Group, Inc. You also understand that if you do not successfully complete the entire orientation process you will not be paid for any of the hours partially and or unsuccessfully completed.

Definition of successful completion is not being terminated, sent home, leaving facility before you complete the entire independent shift, leaving facility for any reason and not returning to complete your independent shift, failure to submit or incomplete time-sheets or time tracking documentation, these are some but not all of the examples of not successfully completing your orientation and or any of the scheduled shifts. Partial completion of orientation is considered non successful completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing my name above either digitally or manually, I certify that I have read understand and agree to comply with the policy. My signature certifies my understanding of the above policy and agreement with the above policy. I agree if I do not follow the policy this is cause for disciplinary action up to which may include immediate termination.