

Employee Emergency Contact

Hospital of Choice _____

Emergency Contact Name	Phone Number

Primary Physician _____

Authorization For Paycheck Pickup

Persons authorized to take delivery of my paycheck:

Phone Number Release Policy

I agree to allow ReliaCare Agency, Inc. to distribute, publish, or release the following designated phone numbers:

I understand that the numbers will be used internally for the purpose of distribution to other ReliaCare Agency, Inc. employees and agree to hold ReliaCare Agency, Inc. harmless from any results due to other employees actions regarding the release of the numbers.

Employee Acknowledgement Of Receipt Of And Agreement With The Policies Of The Employee Handbook

I hereby acknowledge receipt of and agree with all of the policies of the Employee Handbook available on the company website

I understand and agree that this Handbook supersedes and replaces any prior and contemporaneous policies and/or statements of the Agency. Also, I know that the policies and benefits described are conditions of employment but do not constitute an express or implied contract between the Agency and myself. Nothing in this Handbook is intended to, nor shall it, create any contractual relations between the Agency and any of its employees. I also understand that the Agency reserves the unilateral right to add, delete, or amend the Agency policies and benefits with or without notice. A copy of the new policies are available on the company website.

I understand and agree that my employment with ReliaCare Agency, Inc. is on an "at-will" basis, which means it may be terminated at any time, with or without cause, and with or without notice for any or no reason. Nothing in either the Handbook or anything contained in any documents or statements, oral or written, shall change these terms.

If an employee is a "no call/no show" for a scheduled shift, the employee will be automatically considered a voluntary quit. There will be NO exception to the rule. Employees need to speak with the on-call supervisor if they will not be reporting to a scheduled shift. Leaving an office voicemail or texting is NOT acceptable.

If an employee desires to work additional hours, it is the SOLE responsibility of the employee to contact the main office requesting additional work.

I understand that upon termination a written exit interview will be conducted before my final paycheck will be release.

Signed

Dated