



# DO'S AND DON'TS

- *Do use telephone to clock in and out of every shift, along with OTP device if applicable. Make sure you call from the device associated with the clients account with the state.*
- *Do wear your name badge on every shift.*
- *Do fill in your timesheet during every shift. Make sure you use a new sheet for each client & make sure they are signed.*
- *Do dress appropriately for work.*
- *Do arrive 5 minutes early to every shift and make sure you know how to get there in advance.*
- *Do call the office as soon as possible if you are unhappy on a shift. We will do our best to replace you as soon as possible.*
- *Do make sure you have reliable transportation to get to work.*
- *Do contact office with any emergency and document accordingly.*

- *Don't discuss your pay with clients or other caregivers as this is confidential information.*
- *Don't get into arguments with clients or facility staff-EVER!*
- *Don't change the time or date of your assignment without discussing the changes with the office staff.*
- *Don't switch shift with other caregivers without notifying the office staff.*
- *Don't call off a shift without two days' advanced notice.*
- *Don't talk on your cell phone while on a shift unless you are talking to a VTM SERVICES HR Personnel. Don't use the client's phone for anything other than clocking in or out.*
- *Don't leave your shift to come and pick up your paycheck.*
- *Don't leave a shift early for any reason without talking to the VTM SERVICES HR Personnel.*
- *Don't bring friends or family members to your shift-EVER!*
- *Don't leave your shift until a replacement arrives.*
- *Don't sleep or watch TV while on assignment.*
- *Do NOT ask a client to clock in/out for you.*

Sign.....

Date.....