

Benefits, Policies and Procedures Manual



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RoadTrip Travel Nursing	866.931.5038 <i>Toll Free</i> 866.676.5038 <i>Fax</i> info@roadtripnursing.com www.roadtripnursing.com
Human Resources	Terri Cohen, <i>Director of Great Employment Experiences</i> 877.722.5038 terri.cohen@pprhealthcare.com
Payroll	Jennifer Cooper, <i>Payroll Director</i> 866.236.5038 jennifer.cooper@pprhealthcare.com
Benefits	Katie Klein, <i>Benefits Specialist</i> 866.515.5038 katie.klein@pprhealthcare.com
Humana Medical/Dental	866.267.7575 <i>Medical</i> 800.558.4444 <i>Dental/Life/Vision</i> www.myhumana.com
Management	Dwight Cooper, <i>CEO</i> 800.249.5038 dwight.cooper@pprhealthcare.com James Ireland, <i>Recruitment Manager</i> 866.537.5038 james.ireland@roadtripnursing.com

Payroll Information



Payroll Process

Road Trip pays bi-weekly. Pay periods begin on Sunday and end on Saturday (unless otherwise specified by the hospital). In order to process payroll, **all Road Trip time sheets must be received by Road Trip every Sunday by 12:00 p.m., Eastern Standard Time.** In the event that a time sheet is not turned in by 12:00 p.m., EST, on Sunday, that paycheck may be delayed until the following pay period.

Road Trip is paperless. The employee will receive a pay statement allowing enrollment in Road Trip's online service. Road Trip offers and encourages direct deposit without charge. To elect direct deposit of a paycheck to an employee's bank account, he/she will need to fill out the Direct Deposit Form and mail it along with a voided check, to Road Trip or fax to 877-309-5038. Once Road Trip has received the Direct Deposit Form and voided check, the employee may receive an additional manual check before direct deposit begins. Once in effect, a check "stub" will be mailed out on the Thursday of a pay week via regular mail. Employees utilizing direct deposit will have payroll funds deposited on the Friday of pay week. Check with a financial institution for further information. Online paychecks will be available for viewing on payday.

Time Sheets

Time sheets are provided by Road Trip. A blank time sheet is included in the New Hire Packet. The employee must make copies from the time sheet provided to use for the duration of his/her assignment. When filling out a time sheet, calculate hours based on 15-minute increments. Each employee is responsible for properly documenting hours on the time sheet, getting signature approval of hours from the facility and faxing the time sheet to Road Trip each week. In addition, if the facility has the employee complete a log for billing purposes, the hours in the log must match those on the Road Trip time sheet. Any discrepancy which results in an overpayment in hours to the employee will be corrected with a future payroll deduction.

It is important that an employee account for all hours that he/she is scheduled to work and that an explanation for any time off is included. Note all schedule changes (ex: sick time, requested time off, or exchanging hours on time sheet). In addition, if there is a missed shift due to facility scheduling, illness or any other reason, please contact Road Trip immediately.

Should the facility request an employee to use it's time sheets, please inform Road Trip immediately. Road Trip can then make appropriate arrangements with the facility before the end of the pay period.

Payroll Information



View Pay Check Online

Road Trip is pleased to offer a service that enables employees to conveniently view pay statements. Using the power of the Internet, employees will be able to access Paycor pay statements. Employees can register by following the instructions listed below. The following information will be needed to proceed:

- Most recent pay statement
- Personalized Registration Letter
- A valid Email address - an Email will be sent to the employee to complete the registration process.
- Acrobat® Reader® - free download available from Login page.
- Microsoft® Internet Explorer - free download available from Login page.

How to Register for Paycor Online Services:

- Go to www.paycor.com – Click on employee login
- Click on Register under the SELF SERVICE option
- Enter employee registration information, including the **Company Access Code** and **Employee Unique Key** as it appears on the personalized registration letter.
- Continue through the registration process and write down the User ID and password.
- After submitting registration online, the employee will receive a confirmation email. **Complete the registration process by clicking the link in the email and entering the User ID and password.** (Employees must do this within 48 hours of receiving the email).

Please note: The Personalized Registration Letter is time sensitive, with an expiration date located at the bottom of the letter. Please register before this date.

The employee should call the payroll coordinator or recruiter if a copy is needed of his/her most recent check stub or registration letter.

Once the registration process is complete, “Bookmark” or “Add to Favorites” the new URL, www.paycor.com.

Payroll Information



Holiday Policy

Road Trip does not pay wages for holidays not worked. Employees will only be paid for the actual hours worked during pay periods in which holidays fall. Road Trip follows the traveler holiday schedule of the facility in which the current assignment is being conducted. If an employee works on one of the holidays predetermined by the facility, he/she will be paid at a rate of 1.5 times the hourly rate. Please contact Road Trip for the holiday schedule and policy of the current facility.

Overtime

Road Trip follows all federal wage, state wage and hour laws for payment of overtime worked. Overtime is considered any regular hours worked over 40 hours per week (some state laws may be different). Some facilities do not authorize overtime work for travelers; therefore, overtime hours worked must be pre-approved by the on-site manager. If this is the case, the manager must also validate the overtime on the employee's time sheet.

On Call/Call Back

In some instances, the employee may be required to be on-call. In these instances, the employee will be paid a predetermined rate. Please indicate the hours in and out. In the event the employee is on-call and gets "called back" to work, he/she will be paid at a rate of 1.5 times the hourly rate as specified in the service agreement. When filling out the time sheet, do not include call back hours in the on-call column. Please indicate the hours worked.

Taxes

Employees will receive a W-4 and a permanent address form with the New Hire Packet. When completed and returned, these will be processed by Road Trip's payroll department. All applicable taxes will be taken out for the state in which an employee is working and for the state of permanent residence.

Pay Corrections

Road Trip takes all the responsible steps to ensure that employees receive the correct amount of pay in each paycheck. Road Trip also sees to it that employees are paid promptly on the scheduled day. In the unlikely event that there is an error in the amount of pay, the employee should immediately bring the discrepancy to the attention of his/her recruiter so that corrections can be made as quickly as possible. Corrections will be made on the next pay period.

Payroll Information



Confidential Information

Compensation data (hourly rates, salary, etc.) are confidential and must not be divulged to anyone. Discussing confidential information or divulging compensation data to co-workers and/or anyone outside the company may result in termination without previous counseling.

Work Schedule/Time Off

Road Trip recommends that the employee reviews with the facility and his/her recruiter all anticipated work schedules during the assignment. This includes weekends and overtime policies. Any absence from scheduled work must be approved by the facility, as well as Road Trip. Missed hours should be made up throughout the duration of the assignment.

Provision of paid housing or housing stipend is based on full-time employment. Full-time is defined as working a minimum of 36-40 (RNs) or 40 (Allied) hours per week. In the event an employee misses more than one day per assignment due to absenteeism or accepting voluntary "send home" or "called off" status, the employee will be accountable for any money Road Trip has already paid on the employee's behalf. This amount will be deducted from the employee's paycheck or from any housing stipend, travel, licensing, or bonus payments that are due to the employee from Road Trip. It is the employee's responsibility to notify their recruiter of any absenteeism, shift cancellations or reduction of hours.

Missed shifts due to illness or approved time off may be made up during the assignment with facility approval. Road Trip will collect money from the employee and/or reimburse any money due to the employee at the end of his/her assignment. While at work on a Road Trip assignment, schedule is determined by the facility. Employees may not perform scheduled work for another employer during an assignment without advance approval from both Road Trip and the facility.

Standards of Professional Conduct



While on assignment, Road Trip employees are representatives of Road Trip. The employee's performance is integral to a facility's future use of healthcare professionals. In recognition of this responsibility, employees are expected to act in a professional manner throughout the course of the assignment.

It is the employee's responsibility to adhere to the rules, policies and procedures set forth by the facility. This includes any required professional competency, drug screening or other testing. The employee is responsible for all information presented during orientation. Allegation or commission of the following acts will be grounds for immediate termination:

- Negligence
- Malpractice
- Tardiness
- Unauthorized absence
- Substance abuse
- Insubordination
- Violation of facility rules
- Unprofessional conduct
- Breach or neglect of duty

In the event of misconduct, wages for hours worked prior to termination will be paid, less any deduction for housing (including lease termination costs) and benefit charges. Upon termination, Road Trip has no further financial obligation to the employee.

Ethics

Road Trip Employees Will:

1. Provide services to patients regardless of race, creed, color, age, or sexual orientation.
2. Respect the patient's right to confidentiality, privacy and individuality.
3. Maintain professional integrity by neither seeking nor receiving personal compensation from purveyor of services in return for the referral of a patient or patients to such purveyor.
4. Be responsible for informing the patient (or his/her representative) and the necessary medical and administrative personnel when a continuity of care plan is judged inappropriate.
5. Maintain complete records and appropriately document the continuity of care process including assessment.
6. Promote interdisciplinary practice and interagency collaborations to achieve continuity of care.
7. Communicate an accurate assessment of patient care needs to service providers.
8. Accurately represent any known limitations of services.
9. Assure quality of practice through an ongoing evaluation process and participation in continuing education.



Travel Reimbursement

Travel Reimbursement Guidelines

Road Trip will reimburse employees for round trip travel expenses in an amount up to \$450. This does not mean the employee will receive \$450 automatically.

Calculation of Reimbursement

For assignments in the 48 contiguous states, reimbursement is based on actual mileage traveled to and from the assignment. Mileage determination is made using a computer program that bases calculations on information from the Microsoft Trip Planner. No receipts are necessary. Reimbursement is paid once the employee begins the assignment.

Reimbursement Amount

Travel reimbursement is based on an all-inclusive round-trip amount.

<u>Roundtrip Miles</u>	<u>Reimbursement</u>	<u>Roundtrip Miles</u>	<u>Reimbursement</u>
1 to 50	\$ 13.00	851 to 900	\$ 234.00
51 to 100	\$ 26.00	901 to 950	\$ 247.00
101 to 150	\$ 39.00	951 to 1000	\$ 260.00
151 to 200	\$ 52.00	1001 to 1050	\$ 273.00
201 to 250	\$ 65.00	1051 to 1100	\$ 286.00
251 to 300	\$ 78.00	1101 to 1150	\$ 299.00
301 to 350	\$ 91.00	1151 to 1200	\$ 312.00
351 to 400	\$ 104.00	1201 to 1250	\$ 325.00
401 to 450	\$ 117.00	1251 to 1300	\$ 338.00
451 to 500	\$ 130.00	1301 to 1350	\$ 351.00
501 to 550	\$ 143.00	1351 to 1400	\$ 364.00
551 to 600	\$ 156.00	1401 to 1450	\$ 377.00
601 to 650	\$ 169.00	1451 to 1500	\$ 390.00
651 to 700	\$ 182.00	1501 to 1550	\$ 403.00
701 to 750	\$ 195.00	1551 to 1600	\$ 416.00
751 to 800	\$ 208.00	1601 to 1650	\$ 429.00
801 to 850	\$ 221.00	1651 to ?	\$ 450.00



Insurance

Medical, Dental, Life Insurance & Vision Discount

Road Trip offers a Group Insurance Program containing health insurance, dental insurance, life insurance and a vision discount plan available for the duration of employment. If electing to participate in the Group Insurance Program, the traveler will be required to pay a minimal premium which will be deducted bi-weekly from the employee's paycheck. Dependent coverage is available under Road Trip's Group policy. If the employee elects to add dependent coverage (i.e. spouse, children), he/she is responsible for 100% of the premium.

Health Insurance – Basic PPO Plan, Premium PPO Plan, or a High Deductible Health Plan with correlating HSA – 4 Tiered Rx Plan
Dental Insurance – Humana Indemnity
Life Insurance - \$25,000 Term Policy for associate only
Vision Discount Plan

Section 125

Road Trip offers a Section 125 plan which allows the employee to make premium contribution(s) to Road Trip's Group Insurance plan on a pre-tax basis. This means the employee's premium payments will be deducted from their gross income before income and Social Security taxes are calculated.

Professional Liability and Workers' Compensation Insurance

100% of premium is paid by Road Trip.

Benefits



401(k) Retirement Plan

Road Trip offers a 401(k) retirement plan. This plan is an easy and convenient way for employees to save for retirement. The employee's contribution also reduces taxes! When the employee contributes a portion of their salary into the retirement plan, he/she will reduce the taxable income by the amount of the contribution. For example, if an employee's annual salary is \$30,000 and he/she contributes \$3,000 to Road Trip's retirement plan, the reportable, taxable income is reduced to \$27,000. The employee immediately saves on income taxes. It is a remarkably effective way of providing for retirement. Road Trip will match employee contributions \$.50 on the dollar up to 6%, and the employees are 100% vested immediately. Employees are eligible to contribute after 6 months of employment.

Referral Bonus

Road Trip's referral bonus program is easy to follow and is a great way for employees to earn extra money. Employees receive \$1,000 for each person referred to Road Trip who completes an assignment.

Bereavement Leave

Road Trip will permit up to three unpaid working days for an employee to be at home in the event of the death of a close relative (spouse, child, mother, father, sister, brother, grandparents, mother-in-law or father-in-law).



Work Injuries/Incidents

It is critical that employees notify PPR about any significant incident that occurs while on assignment. Any on-the-job injuries, exposures to disease, illnesses that may be attributable to the work place or any other significant incidents must be reported to the supervisor at the facility. The PPR recruiter must be informed immediately after the event, as well. If an employee ever experiences a work injury, the employee should always seek first aid or other medical attention as soon as possible. If the employee is not able to first talk with his/her recruiter or worker's compensation officer, check with the on-site supervisor. Then, go to the facility's emergency room, outpatient area or clinic to receive treatment. As long as a work injury is properly documented, reasonable necessary follow-up medical attention will be paid for by the appropriate worker's compensation insurance. This will continue even after the assignment has ended. If the employee anticipates further treatment may be required, be sure to check with the PPR worker's compensation officer. The officer will provide the name, address and policy number for the employee to give future medical providers. Most insurance carriers need to hear from the employee before seeking follow-up treatment in order to give prior approval for payment or physician selection.

Worker's Compensation Insurance (Road Trip Payroll)

A worker's compensation insurance policy is maintained for all assignments in which Road Trip issues employee's paychecks. This provides employees with comprehensive coverage in the event of an on-the-job injury or work-related illness. If an employee is injured on such an assignment and notify Road Trip, our worker's compensation officer promptly files a report with the appropriate insurance carrier to ensure that any associated medical bills will be paid.

In Case of Injury:

(In all states except ND, OH, WA, WV, and WY- call the Road Trip HR Department at (866) 515-5038 for claim reporting instructions for these states)

- 1) Get the facts about the incident
- 2) Secure appropriate medical attention
- 3) Fill out the Worker's Compensation Accident Form and fax it to (866) 695-5039 – attention: Benefits Specialist

Worker's Compensation Insurance (Facility Payroll)

For assignments in which employees are paid by the facility, worker's compensation is generally handled by that facility's risk management or personnel office. Again, the appropriate facility representative must promptly report the injury in order to guarantee that it will be covered by insurance.

For life-threatening injuries, call 911 immediately. Then report the claim following the steps listed above.



Work Injuries/Incidents

Occupational Exposure to Disease

If the employee is in a situation with a likelihood of exposure to a contagious disease (e.g., tuberculosis) or a blood borne pathogen (e.g., hepatitis B or HIV), immediately report this to the facility supervisor. Follow up with a report to the worker's compensation representative. Before the employee starts an assignment, he/she will need to provide documentation of the hepatitis B vaccination series or a waiver of vaccination. While on assignment, any required vaccinations for hepatitis B will be provided to the employee through reimbursement of expense by PPR. If this is not already completed, employees are strongly encouraged to take this significant preventative step. There has been an increased emphasis on educating health professionals on occupational exposure to disease, particularly those illnesses that are communicable by blood borne pathogens. PPR is committed to fulfilling an obligation to reduce the risk of exposure through vaccination, education and follow-up of any incident. If an employee becomes ill and has reason to believe the illness is work-related, it is important that the employee notifies the facility supervisor, PPR recruiter or worker's compensation officer immediately in the same manner that he/she would in the event of injury.

Other Work Place Incidents

If an employee is involved in an incident in which there may be an allegation of negligence or violation of rules or procedures, it is essential that the employee notifies the facility supervisor and Road Trip recruiter immediately. A delay in reporting the matter could result in an insurance company's rejection of any claim that may result.

As with work injuries, reporting involvement in a potential professional liability situation necessitates the collection of information. Before the employee calls the recruiter, record, in writing, as many of the following questions as possible:

- What was the date and time of the incident?
- Where in the facility did the incident occur?
- What was the employee doing at the time of the incident? How did it occur?
- Who were the witnesses to the incident (patients, doctors, etc.)?
- What was the nature of the incident?
- Did the incident result in injury?
- Have there been any threats of legal action? By whom?

It is important that the employee refrains from discussing the incident with anyone other than a representative of Road Trip or facility management until an initial investigation can be conducted. Contact the Director of Human Resources at 877-722-5038 if you have any questions.



Equal Employment/ Immigration

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications and abilities. Road Trip does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristics protected by law.

Road Trip will make reasonable accommodations for qualified individuals with known disabilities unless doing so will result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any associate with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action and/or termination of employment.

Immigration Law Compliance

Road Trip is committed to employing United States citizens and aliens who are authorized to work in the United States. Road Trip does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new associate must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. A rehired employee must also complete the form if he/she has not completed an I-9 with Road Trip within the past three years, or if a previous I-9 is no longer retained or valid.

Employees with questions or those who seek more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Credentialing Requirements



Road Trip's Joint Commission Certification

The Joint Commission on Accreditation of Healthcare Organizations has awarded Road Trip the Health Care Staffing Services Certification. Road Trip has met national standards addressing the ways in which staffing firms determine the staff performance. Road Trip was the seventh staffing company in the U.S. to gain such certification. The Joint Commission seeks to continuously improve the safety and quality of care provided to the public. This is done through the provision of health care accreditation and related services that support performance improvement in health care organizations. The Joint Commission evaluates and accredits more than 15,000 healthcare organizations and programs in the United States. It is the nation's oldest and largest standards-setting and accreditation body in healthcare. Client facilities recognize that Joint Commission certified healthcare staffing companies employ only those professionals who meet well established standards and provide quality patient care. Certification is an important factor in creating a wider variety of employment opportunities for our employees.

Certifications

Employees must maintain a current certificate for Basic Life Support (BLS). For assignments in certain clinical areas, a certificate in Advanced Life Support (ACLS), Neonatal Resuscitation Program (NRP), or Pediatric Life Support (PALS) is required. A copy of current certificates must be submitted for inclusion in Road Trip's files. Employees must bring original certificate(s) when reporting to the assignment so that the facility may inspect and copy the documentation. All certificates must be current prior to beginning the assignment.

Medication Administration & Basic Nursing Skills Testing

Employees will be required to achieve 80% or better on an open-book, medication administration and basic nursing skills test provided by Road Trip. Employees may also be required to pass a medication administration test given by the assigned facility.

OSHA Testing

The Federal Government requires all employers of healthcare workers to provide education in blood borne pathogens, fire safety, and fall prevention. Employees will be required by Road Trip to complete generalized tests related to these areas. Employees must also complete in-service sessions addressing facility-specific OSHA topics conducted by the assigned facility.



Credentialing Requirements

Drug Screening

Prior to the first assignment and then annually, employees will be required to pass a 10-panel drug screen. Employees may also be required to submit to a drug/alcohol screen at the facility. Most facilities have policies that allow random drug screens for any personnel working with the facility's clients/patients.

Tuberculosis Screening

Employees must submit documentation of a negative PPD administered within a year of the initial assignment. If the PPD shows positive for the first time, the employee will be required to present a statement from a physician, PA or nurse practitioner confirming that there is no threat of infecting others with TB. If the employee has shown a positive PPD in the past, he/she must submit documentation showing negative chest X-ray within the past five years and complete a form stating that there are no signs or symptoms of TB.

Drug & Alcohol Use

It is Road Trip's desire to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform jobs in a satisfactory manner. Road Trip retains the right to test current employees at any time in response to reasonable suspicion on the part of management. While on Road Trip premises and while conducting business-related activities off premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescription drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of the job. This must be done effectively and in a safe manner that does not endanger others in the workplace. Violations of this policy may lead to disciplinary action, immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all Road Trip policies, rules and prohibitions relating to conduct in the workplace. Likewise, any leave granted must not cause Road Trip undue hardship.



Credentialing Requirements

Physician's Statement

A statement by a physician, PA or nurse practitioner ascertaining that the employee is physically and mentally able to work must be on file with Road Trip. The appropriate form is provided with the New Hire Packet. There must be an updated physical and physician's statement each year. Some facilities will perform physical examinations at the beginning of an assignment. Other facilities may require pre-employment drug screening while some may ask employees to bring additional health documentation to the assignment. Recruiters will help ensure that employees are prepared to comply with all facilities.

Immunizations and Titters

Documentation of immunity to measles (rubeola), German measles (rubella), mumps, varicella (chicken pox), and hepatitis B must be submitted to Road Trip before the first assignment. Immunity can be shown through documented titers. Attestation of having the disease is not considered sufficient proof of immunity.

Identification/Work Eligibility Documents

On each assignment, employees must bring original documents. These will establish both the employee's identity and employment eligibility. A Social Security card and a driver's license are the most common documents used to complete the Employment Eligibility Verification form (I-9) for Road Trip and the facility. For questions regarding other acceptable documents, call Road Trip or the facility well in advance of departure for the assignment.

Licensure

All states require that employees hold a current license valid to practice in the state in which they are assigned. It is important that employees plan enough time to achieve the legal ability to practice in the state of assignment. Each state has its own requirements for licensure. In the following section of the Road Trip website: https://www.pprhealthcare.com/usa-map/usa_locator_start.html RNs can find state licensing board information and multi-state compact licensing information. Licensure is the employee's responsibility. Employees are accountable for the timely submission of completed, accurate applications and for following all prescribed procedures related to paying fees, obtaining verifications, filing fingerprints and documenting education. Before starting an assignment, each employee must submit to Road Trip a copy of his/her temporary or permanent license for the state in which he/she is assigned. It is also the employee's responsibility to follow-up on the status of permanent licensure if they are issued a temporary license. Employees should carry any required professional license and/or certification from their home state and assignment state during all working hours of the assignment. It is the employee's responsibility to present documentation

Credentialing Requirements



of all required licensure and certification(s) if asked by supervisors. Neither Road Trip nor its clients will pay for any work performed by employees who are not licensed or who do not have the legal right to practice in the state in which services were provided.

To Obtain Reimbursement for Licensure

Road Trip will reimburse any employee for expenses related to achieving licensure once he/she starts the assignment. License-related expenses include fees for verifications and mailing. This does not include food or lodging. A copy of the employee's license and receipts proving expenses must be submitted to Road Trip in order to process licensure expenses. In the event of assignment cancellation, licensure reimbursement may be withheld from any compensation owed to the employee.