



EMPLOYMENT FORMS CHECKLIST – PRN EMPLOYEES

4/01/11

Employee Name: _____ Start Date: _____

Thank you for your interest in joining our PRN staff. Enclosed in this packet are numerous documents that need to be completed and returned to the Human Resource Department prior to you being eligible for work. Once all of the forms are complete, mail them, along with this checklist in the envelope provided. If you prefer to fax them, the fax number is 724/775-8669.

The following items are completed and enclosed in my packet.

- Signed Offer Letter
- Federal Withholding tax form – W-4
- Ohio Withholding tax form or Ohio Reciprocity Form for PA Employees working in Ohio. NOTE: There is no equivalent PA Withholding tax form.
- Emergency Contact form
- Direct Deposit form – MANDATORY enrollment.
- Global Cash Card – in lieu of Direct Deposit form if employee doesn't have a bank account.
- Criminal Background Checks – Please see the Criminal Background Check Information Sheet in this packet (or on Premier's website: Employee Links: HR: PA or OH Criminal Background Check link for detailed instructions. The password is newhire1.
- PA Workers' Compensation Information Acknowledgement Page (only for employees working in PA).
- Physical statement form
- Mantoux (Tuberculosis) statement form and Professional Licensure form
- Employee Handbook Acknowledgement Page
- Job Description Acknowledgement Page
- Residents' Rights Form
- Employment Application
- Voluntary Self-Identification Form
- The completed I-9, which has been witnessed and signed by a Premier staff member.
- Photocopies of the 2 forms of identification, which were used for the I-9 verification process.
- This completed Checklist.

IN ADDITION, PLEASE PROVIDE THE FACILITY WHERE YOU WORK WITH A COPY of your Physical, Mantoux (Tuberculosis) and Professional Licensure.

If you do not currently have the results of a physical examination having been done within the last year, please indicate the date of your next exam: _____. Upon receipt of your exam, please fax a copy of the results to 724/775-8669.

If you have any questions, please contact your recruiter or the Human Resource Department.

Thank you.

Welcome to Premier Therapy's PRN Team!

We are glad you joined our Therapy Team as a PRN (Per Request or Need) employee. Enclosed is your New Hire Packet which contains necessary paperwork to be completed and returned.

What follows are a few FAQs, (Frequently Asked Questions) our new employees commonly ask. We hope you find them to be helpful.

F.A.Q.S

Q. Do I have to have a background check completed and if so, how much will it cost?

A. You either have to provide Premier with the results of a background check completed within the 12 months prior to your employment with us or have a new background check done. In rare cases, you may have to have a state background check and an FBI check done. Reference the Criminal Background Check Information Sheets contained in your packet for detailed instructions. There is one sheet for PA and one for Ohio residents. Please read these carefully! **FINGERPRINTS** may be required for your situation. In Ohio, state and federal background checks must be done electronically through the Ohio Webcheck system. To find a location most convenient for you, log on to www.ohioattorneygeneral.gov; click on Services: Background Checks:Provider:Webcheck Community Listing. The state of Ohio charges processing fees of \$22 for a state check and \$24 for a federal check. Private WebCheck agencies may charge an additional \$5-\$40 for each check done.

Premier offers reimbursement for background checks to full- and part-time employees only.

Q. Is there anything else I need to provide such as my license, TB test results or proof of a physical examination?

A. Yes. Please attach copies of your current professional license, current TB test and physical exam to the designated forms provided in this packet. A current TB test is one that has been done no longer than one year prior to your start date. Your physical exam must be no older than one year prior to your start date and should provide information that indicates you are physically able to perform your job duties.

Q. Am I required to work a designated number of hours each week?

A. No. Premier Therapy prides itself on flexibility. As a PRN employee, you make the decision to work as many or as few hours as your schedule permits. Your **“Commitment to Making a Difference”** is what makes Premier Therapy's PRN staff a valuable and respected entity.

Q. Can I expect to get called for work on a regular basis?

A. Premier Therapy will call you for work on an “as-needed basis”. Our Facility Rehabilitation Directors will make every effort to contact you with as much advance notice as possible. Your availability and flexibility are greatly appreciated.



Q. What do I do with my completed forms?

A. Fax your forms to your recruiter's attention at 724.775.8669. If you prefer to bring them with you to the facility on your first day of work, that is fine. Please complete them as much as possible. Our Facility Rehab Director will assist you with any questions you may have. You can also mail them to our corporate office at Premier Therapy, 701 Sharon Road, Beaver, PA 15009.

Q. Is there anyone to assist me with my paperwork if I have any questions?

A. Yes, please call our H/R Department at 724/775-8740 ext. 115 or toll free at 800/875-7041.

Part-time and full-time team members enjoy...

- Health, Dental, Vision, Life, Short-Term, Long-Term Disability, Supplemental Life, Critical Illness, and Accident Insurances
- 401(k) Plan
- Licensure Renewal Reimbursement
- Background Check Reimbursement
- Holiday and Vacation Pay
- Bonus Opportunities
- Career Growth Opportunities
- Company sponsored Continuing Education
- Employee-of-the-Quarter Recognition

**Please contact our Recruiting
Department if you are interested
in becoming a full-time
or part-time Premier Therapy
team member!**



2011 Payroll Schedule

Pay Period (Sunday-Saturday)	Payroll Verification Report Due to Corp. (Tuesday)	Check Date (Wednesday)
December 19- January 1	January 4, 2011	January 12, 2011
January 2 - January 15	January 18, 2011	January 26, 2011
January 16 - January 29	February 1, 2011	February 9, 2011
January 30 - February 12	February 15, 2011	February 23, 2011
February 13 - February 26	March 1, 2011	March 9, 2011
February 27 - March 12	March 15, 2011	March 23, 2011
March 13 - March 26	March 29, 2011	April 6, 2011
March 27 - April 9	April 12, 2011	April 20, 2011
April 10 - April 23	April 26, 2011	May 4, 2011
April 24 - May 7	May 10, 2011	May 18, 2011
May 8 - May 21	May 24, 2011	June 1, 2011
May 22 - June 4	June 7, 2011	June 15, 2011
June 5 - June 18	June 21, 2011	June 29, 2011
June 19 - July 2	July 5, 2011	July 13, 2011
July 3 - July 16	July 19, 2011	July 27, 2011
July 17 - July 30	August 2, 2011	August 10, 2011
July 31 - August 13	August 16, 2011	August 24, 2011
August 14 - August 27	August 30, 2011	September 7, 2011
August 28 - September 10	September 13, 2011	September 21, 2011
September 11 - September 24	September 27, 2011	October 5, 2011
September 25 - October 8	October 11, 2011	October 19, 2011
October 9 - October 22	October 25, 2011	November 2, 2011
October 23 - November 5	November 8, 2011	November 16, 2011
November 6 - November 19	November 22, 2011	November 30, 2011
November 20 - December 3	December 6, 2011	December 14, 2011
December 4 - December 17	December 20, 2011	December 28, 2011
December 18 - December 31	January 3, 2012	January 11, 2012

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FRDs: Tuesday by noon is the deadline for faxing your Carepoint Payroll Verification Report to the Payroll Department at 724.647.4098.

***Summer and Fall PTO Sell Back Opportunities:** Employees can sell back up to 20 hours of accrued PTO on each of these dates if they are past their 90-day probationary period and as per policy.

+PTO Year-End Carry-Over Amounts: PTO Balances on December 14th check stub minus the amount of PTO being utilized December 4 - December 31 PLUS up to 20 hours is what can be carried over into 2012.



Premier Therapy reserves the right to review, amend or discontinue any plan it deems necessary. This document is a summary intended to provide a general overview of benefits. Benefits are administered according to the respective benefit plan documents and/or contracts issued by the providers. **(July 1, 2011)**

MEDICAL PLAN (Anthem)

Ohio residents are eligible for Anthem Preferred Provider Option (PPO) and PA residents are eligible for Blue Cross/Blue Shield Preferred Provider Option (PPO).

Anthem PPO & Blue Cross/ Blue Shield PPO

- Eligible employees must work 32 hours or more per week.
- Coverage effective following 30-day waiting period after start date.
- Can select between network and non-network providers.
- \$20 co-pay for physician office visits and for preventative care.
- Must meet annual deductible and out-of-pocket maximums.
- Dependent children are covered to the end of the year in which the child attains the age of 19 or to the end of the month in which the child attains age 26 if the child qualifies as a federal tax exemption.

Prescription Drug Coverage (Member Pharmacies)

Co-pay per prescriptions:	<u>Retail</u> (30-day supply)	<u>Mail Order</u> (90-day supply)
Generic	\$15	\$30
Brand-Form	\$40	\$100
Non-Form	\$60	\$150*

*Not available for Specialty Drug Prescriptions

Employee Bi-Weekly Contribution (Medical)

<u>Coverage Level</u>	<u>Bi-weekly deduction</u>
Employee	\$55.10
Employee/One child(ren)	\$93.01
Employee/Spouse	\$121.22
Family	\$170.09

VISION PLAN (Guardian)

- Eligible employees must work 32 hours or more per week.
- Coverage effective 1st of month following a 30-day waiting period after start date.
- Guardian's Vision Service Plan (VSP) integrated network gives members the freedom to choose their provider within the network.

Schedule of Benefits

Exam with dilation as necessary	Once every 12 months
\$100 Frame Allowance	Once every 24 months
Standard Plastic Lenses <i>or</i>	Once every 12 months
\$115 Contact Lens Allowance	Once every 12 months
Member Co-pay at time of Service	\$10 Exam Co-Pay \$25 Lens Co-pay

Employee Bi-Weekly Contribution (Vision)

<u>Coverage Level</u>	<u>Bi-weekly deduction</u>
Employee	\$3.20
Employee + 1	\$4.86
Family	\$8.53

DENTAL PLAN (MetLife)

- Eligible employees must work 32 hours or more per week.
- Coverage effective 1st of the month following 30-day waiting period after start date.
- Three individual deductibles per family. If three family members pay the cash deductible in a calendar year, the deductible for all other insured family members will be waived for the rest of the year.
- Deductible is waived for preventative & orthodontic services.
- Dependent children are covered up to age 20 or to age 26 if a full-time student.
- Orthodontia is covered for children under the age of 19; maximum benefit of \$1,000.

Schedule of Benefits

	<u>In-Network</u>	<u>Out-of-Network</u>
Calendar Year Deductible	\$50	\$50
Annual Maximum	\$1,250	\$1,250
Preventative/Diagnostic Svc.	100%	100%
Basic Services	80%	80%
Major Services	50%	30%
Orthodontic Services	50%	50%

Employee Bi-Weekly Contribution (Dental)

<u>Coverage Level</u>	<u>Bi-weekly deduction</u>
Employee	\$12.06
Employee + 1	\$25.80
Family	\$41.52

DISABILITY BENEFITS PLAN (Guardian)

- Short Term Disability (STD) benefits are paid when eligible employees (working 32 hours or more per week) are unable to perform their regular jobs because of non-occupational illness, injury, or pregnancy and are under a doctor's care. This benefit is voluntary and employee paid.
- STD benefits begin on the 15th of accident or illness for a maximum of 24 weeks thereafter. Benefits are paid at 60% of salary to a maximum of \$1000 per week.
- Long Term Disability (LTD) benefits are paid to eligible employees (working 32 hours or more) after 180 days of disability. LTD benefit is 60% of salary to \$6,000 monthly maximum benefit. This benefit is fully employer paid.
- Both STD and LTD become effective the 1st of the month following a 90-day waiting period after hire date.

LIFE INSURANCE AND AD&D (Guardian)

- Eligible employees must work 32 hour or more per week. This benefit is employer paid.
- Coverage effective the 1st of the month, following a 90-day waiting period after date of hire.
- \$15,000 life insurance benefit and a \$15,000 AD&D benefit.



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ACCIDENT INSURANCE (Unum)

- Eligible employees must work 32 hour or more per week. This benefit is voluntary and employee paid. Coverage begins the 1st of the month following 90-day waiting period.
- Benefit payments made directly to you that help meet out-of-pocket expenses following an accidental injury for both on and off the job. Base plan is guarantee issue so no health questions asked. Guaranteed renewable for life at no rate change, as long as premiums are paid. Spouse and Children are eligible too.
- Sickness Hospital Confinement Rider - Available with Accident Insurance. Pays \$100/day to a max of 30 days for hospital confinement due to a covered accident. Health questions are required and a 12 month pre-existing condition applies. Spouse and children eligible also.
- Cost to be determined during telephonic enrollment.

CRITICAL ILLNESS INSURANCE (Unum)

- Eligible employees must work 32 hour or more per week. This benefit is voluntary and employee paid. Coverage begins the 1st of the month following 90-day waiting period.
- Pays lump sum benefit to you if diagnosed with a covered critical illness. Coverage can be bought in \$1,000 increments from \$5,000 to \$50,000. Available for spouse and children, too. Rates are based on age of last birthday and do not increase. Guaranteed renewable for life as long as premiums are paid.
- Health Screening Benefit Rider - Available when Critical Illness coverage is bought. Pays \$50 per calendar year per insured for covered health screenings tests.
- Cost to be determined during telephonic enrollment.

SUPPLEMENTAL LIFE AND AD&D (Guardian)

- Eligible employees must work 32 hours or more per week. This benefit is voluntary and employee paid.
- Life insurance and AD&D available for self and Dependent Life Insurance is available for eligible dependents including spouse and dependent children.

CONTINUING EDUCATION

- Full-time and designated part-time employees are provided a minimum of two designated continuing education courses annually at no charge.

PROFESSIONAL LICENSURE

- Full-time and designated part-time employees with one year of employment with Premier Therapy will be reimbursed for their state license renewal.

401(k) PLAN (John Hancock USA)

- *All employees become eligible to participate in the Plan on the earlier of 1/1 or 7/1 following the completion of one year of service, 1000 hours or more, and the attainment of age 21.
- Employees have the choice of a regular deferral, with no taxes paid until withdrawal, or a Roth deferral, paying taxes now, and not upon withdrawal. (See note below of when withdrawals can be made).
- Employer matches employee contribution at the rate of \$.50 for each \$1.00 you contribute up to 6% of pay.
- You are always 100% vested in your own voluntary 401(k) contributions. Employer matching and discretionary contributions are subject to the following vesting schedule:
Less than 2 yrs. – 0%, 2 yrs. – 20%, 3 yrs. – 40%, 4 yrs. – 60%, 5 yrs. – 80%, 6 yrs. – 100%
- Funds from your 401(k) plan may be withdrawn for the following reasons only: normal retirement, death, disability, termination of employment and hardship.

*Exception: Rollover amounts from existing retirement funds can be transferred upon hire to John Hancock.

PAID TIME OFF

- Eligible employees must work 20 hours or more per week. PTO accrues during the first 90 days but cannot be used until completion of first 90 days. If employee leaves the company prior to 90 days, PTO accrued is not paid out to employee.
- Annualized accrual of up to 136 hours or 17 days/year for years 1 and 2. Accrued on calendar year, based on number of hours worked. Summer and fall sell back options of up to 20 hours each time on a dollar for dollar basis; year-end, employee may carry over up to 20 hours. Accrual amounts for years 3-5 is 20 days; 6-8 is 23 days; 9-10 is 25 days and 11+ years is 28 days.

HOLIDAYS

- Full- and part-time employees must work a minimum of 20 hours or more per week and are eligible upon hire date. The amount of holiday hours paid will be based on their FTE status.
- Observed holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.
- Holiday Differential Pay (overtime rate) will be paid to full- and part-time aides and clinicians and to non-exempt FRDs providing patient care coverage for holiday treatments. These coverage hours must be in addition to the employee's regular work schedule and need to be pre-approved by the employee's immediate supervisor.

payentry.comtm

-paperless payroll-

**With our Direct Deposit payroll,
your Earnings Information is just a click away!!**



Employee Self Service Enrollment

At Premier Therapy and Atlas Rehab and Wellness you will automatically be enrolled in the Employee Self Service feature of payentry.com, our payroll system. This system provides secure and easy access to your payroll information via the Internet. All employees are required to enroll in Direct Deposit. If you don't have a bank account, a Global Cash Card will be issued. Accessing payentry.com via the Internet allows you to view and print (if desired) your Earnings Statement each pay cycle. Premier does not mail Earnings Statements. A few of the features of this system include:

- Access to your current payroll setup, including information on earnings, deductions, taxes, and direct deposits.
- View previous checks, including all information from the original check stub with the exception of PTO balances.
- You can also see your current PTO accrual balance via the Accruals link. Previous balances as of a certain payroll date are not available.



Accessing Your Account

Once our payroll personnel sets up your information in the payentry.com system, **you will receive a letter in the mail** with instructions including a temporary password for accessing your earnings statement on the Internet.

After receipt of your Direct Deposit enrollment form, a "pre-note" process will occur. This is a banking procedure that will confirm the validity of your account/routing numbers. You will receive a paper pay check until this process occurs. It typically only takes one pay cycle.

If you do not have a bank account for Direct Depositing of your pay check, a Global Cash Card will be issued.



Features and Benefits to the Cardholder:

1. Cardholder can be paid instantly “real time” with no delays.
2. Cardholder can upgrade to a Visa Check Card free of charge (plus shipping/postage).
3. Cardholder can easily obtain their pay stub information as referenced above.
4. Eliminates check-cashing fees.
5. Eliminates costly money transfer fees. Our Card-to-Card transfer feature (generic ATM Debit Cards only) allows cardholder to transfer funds anywhere in the world instantly “real time” for a minimal fee.
6. Cardholder can order convenience checks from Customer Service to pay bills by mail or online.
7. Cardholder can call our 800 number or via the Internet to check real-time balances and transactions at any time free of charge.
8. Cardholder can receive messages/announcements via CTR Systems at anytime through our IVR feature.
9. Cardholder can be notified by our IVR feature of the exact time and amount loaded to their Card.
10. Cardholder can set up “alerts” requesting to be notified by cell phone when their card has been loaded as well as when their card has reached a specified minimum amount. They can also request a text message.
11. Cardholder can use the Global Cash Card at over 1.5 million Star and Plus ATM locations worldwide and 800,000 Point-of-Sale locations (and get money back).
12. Cardholder can access nearly 50,000 surcharge-free ATMs across the country, including the Allpoint Network (www.allpointnetwork.com) and MoneyPass Network (www.moneypass.com).
13. Cardholder can transfer monies by ACH to any account of their choice.
14. Twenty-four hours/seven days a week live Customer Service in English and Spanish.
15. The Global Cash Card is a secured card environment via platform-based, 4-digit PIN protection.
16. All cardholder accounts are FDIC insured.
17. The Global Cash Card is “portable” from employer to employer.
18. Cardholder can enjoy the Global Cash Card Rewards Program (www.bsprewards.com) and participate in discount programs such as healthcare, roadside assistance, entertainment and legal services.

Cardholder Fees:

Enrollment Fee	Free
Annual Fee	Free
Monthly Fee	Free
Rewards Program / Enrollment	Free
Rewards Program / Monthly	Free
Dormancy Fee / Monthly (After Ninety (90) Days of Inactivity)	\$3.00

Visa Bank Teller Cash Advance

One free Visa Teller Cash Advance per pay period or one free ATM Withdrawal per pay period or one free PIN Point-of-Sale per pay period – whichever comes first

ATM – United States

Withdrawal (Surcharge Free /Allpoint & MoneyPass Networks)	\$1.75
One free ATM Withdrawal per pay period or one free PIN Point-of-Sale per pay period or one free Visa Teller Cash Advance per pay period – whichever comes first	
Other Transactions	\$1.00

ATM – Outside United States

Withdrawal	\$3.50
Other Transactions	\$3.25

Point-of-Sale – United States

Signature Purchase	Free
PIN Purchase	\$0.50
One free PIN Point-of-Sale per pay period or one free ATM Withdrawal per pay period or one free Visa Teller Cash Advance per pay period - whichever comes first	
Decline Inquiry	\$0.45

Point-of-Sale – Outside United States

Signature Purchase	Free
PIN Purchase	\$1.75
Decline Inquiry	\$1.25