

Employee Handbook

Primex Healthcare Services Inc.

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This handbook outlines the employment policies and practices of Primex Healthcare Services Inc., in compliance with applicable California Title 22 regulations, the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Occupational Safety and Health Administration (OSHA), and the Health Insurance Portability and Accountability Act (HIPAA).

1. Introduction

Welcome to Primex Healthcare Services Inc. We are committed to delivering compassionate, high-quality care. This handbook provides essential policies and procedures that apply to all employees.

Non-Discrimination Policy (Title 22, §74711): We do not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected status under state and federal law.

2. Employment Policies

Employment At-Will (Title 22, §74705): Employment is at-will unless otherwise stated in a signed contract.

Job Classifications: Includes full-time, part-time, temporary, exempt, and non-exempt as per FLSA.

Introductory/Probationary Period (Title 22, §74729): First 90 days allow for mutual evaluation.

Performance Evaluations (Title 22, §74731): Conducted at least annually with documentation retained in the personnel file.

3. Work Standards and Conduct

Attendance and Punctuality: Employees are expected to report on time and notify supervisors of absences.

Dress Code: Professional attire is required at all times.

Code of Conduct (Title 22, §74675): Employees must demonstrate professionalism and ethical behavior.

Confidentiality (HIPAA): All patient and business-related information must remain confidential.

Social Media Policy: No sharing of agency or patient information online without written consent.

Professional Boundaries (Title 22, §74735): Employees must maintain therapeutic relationships and avoid dual roles.

Conflict of Interest: Any personal, financial, or professional conflicts must be reported immediately.

4. Wage and Hour Policies

Timekeeping (FLSA): All hours must be accurately recorded and verified.

Overtime: Non-exempt employees are eligible for overtime as required by law.

Pay Schedule (Labor Code §204): Wages paid biweekly.

Meal and Rest Breaks (Title 8 CCR §11050): 30-minute meal break after 5 hours; 10-minute rest breaks every 4 hours.

Mileage Reimbursement: Work-related travel reimbursed at the IRS-approved rate.

5. Employee Benefits

Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Sick Leave (Healthy Workplaces, Healthy Families Act): Employees accrue 1 hour of sick leave per 30 hours worked.

Family and Medical Leave (FMLA/CFRA): Eligible employees may take up to 12 weeks of unpaid leave.

Workers' Compensation (Labor Code §3700): Coverage provided for all employees. Injuries must be reported immediately.

6. Safety and Infection Control

OSHA Compliance (29 CFR 1910): All employees must adhere to OSHA guidelines.

Infection Control (Title 22, §74709): Follow standard precautions and use PPE appropriately.

Incident Reporting (Title 22, §74737): Report all injuries, exposures, or accidents immediately.

Emergency Procedures: Follow agency protocols for fire, disaster, or medical emergencies.

7. Training and Education

Orientation (Title 22, §74729): Required for all new hires within their first 30 days.

In-Service Training (Title 22, §74731): Minimum of 12 hours per year for HHAs.

Licensure: Staff must maintain and submit proof of current certifications and licenses.

8. Drug-Free Workplace

Substance Abuse: Drug and alcohol use on agency time or premises is strictly prohibited.

Testing: Post-accident and reasonable suspicion testing may be required.

9. Disciplinary Procedures

Corrective Action: Progressive discipline used where appropriate—verbal, written, suspension, or termination.

Grounds for Termination: Include but are not limited to HIPAA violations, insubordination, abuse, fraud, or repeated misconduct.

10. Complaint and Grievance Policy

Employees are encouraged to resolve concerns through their supervisor. If unresolved, contact the Administrator.

Retaliation for complaints is prohibited. (Title 22, §74735)

11. Acknowledgment Page

I acknowledge I have received and reviewed the Employee Handbook and agree to follow its policies.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____