

## **Conditions of Employment at Horizon Health, Inc. Effective April 1, 2008**

Listed below are the conditions of employment for employees of Horizon Health. This means that all conditions must be met to be employed at Horizon Health.

- \_\_\_\_ 1. Pre-employment substance abuse screening will be done for all applicants who have a conditional job offer from a manager.
- \_\_\_\_ 2. Criminal background study will be done on all new employees.
- \_\_\_\_ 3. Direct deposit. All employees must have a savings or checking account for payment of their wages to be directly deposited.
- \_\_\_\_ 4. All employees must present an original social security card for review when submitting a W-4.
- \_\_\_\_ 5. If an employee will be driving a vehicle during the course of employment with Horizon Health, they must have a current driver's license.
- \_\_\_\_ 6. If an employee will be paid mileage they must have proof of car insurance.
- \_\_\_\_ 7. If an employee is hired for a position requiring a specific licensure (i.e. RN, LPN, etc.), they must provide proof of current licensure upon hire.
- \_\_\_\_ 8. Mantoux will be required annually for all direct care employees.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature