

Standard Traveler Agreement Template:
Acceptance, Auto-Contract, & Margin

The following Traveler has been accepted:

A Traveler Has Been Accepted (Acceptance)

Placement Details

Compliance Team:	Blue Team
Traveler Type:	CN
Traveler:	Linda Rutledge
Offer Type:	Acceptance
Facility Name:	St. Francis Medical Center-ROI
Facility Location:	309 Jackson Street Monroe, LA 71201-7498
Account Manager Notes:	Req. Number: SFMC – TELE - 061620
Compliance Due Date:	7/10/2020
Recruiter Name:	Tim Erwin
Front End:	Eliza Miller
Account Manager:	Jennifer Zerhusen
Sales person:	None
Specialty:	Telemetry RN
Position Title:	RN
Shift:	12 HR PM
Shift other:	
Start Date:	7/20/2020
End Date:	9/12/2020
Approved time off:	none
Weeks:	7 Weeks 6 Days
Guarantee:	36 Hrs
VMS:	ROI
Billing Group:	

Portal:	DIRECT
Health System:	
Traveler Information	
Current Address:	PO Box 3295
City:	Quinlan
State:	TX
Zip:	75474
Phone1:	(903)423-7670
Phone2:	
Email:	lrutledge56@yahoo.com
Facility Information	
Facility Name:	St. Francis Medical Center-ROI
Facility Location:	309 Jackson Street Monroe, LA 71201-7498
Week Start/End:	Sunday/ Saturday
Cancellation Policy:	ROI Member may cancel one shift every 30 days without penalty. If ROI Member cancels a shift after contractor has started working, then ROI Member will pay for the number of hours worked or 2 hours, whichever is greater.
Admin Fee:	3
Is Admin Fee deducted from bill rate? :	No
Cancellation Fee:	\$0.00
Compliance Due Date:	7/10/2020
Call requirements:	No
Facility Testing:	none
Pass/Fail Testing::	No
Net Bill Rates	
Send invoice to:	Facility
Net Bill Rate:	\$63.00

Net OT Bill Rate:	\$63.00
Net DT Bill Rate:	\$0.00
Net On Call Bill Rate:	\$5.00
Net Call back Bill Rate:	\$63.00
Net Charge Bill Rate:	0
Net Holiday:	\$63.00
Margin Bill Rates	
Margin Bill Rate:	\$63.00
Margin OT Bill Rate:	\$63.00
Margin DT Bill Rate:	\$0.00
Margin On Call Bill Rate:	\$5.00
Margin Call back Bill Rate:	\$63.00
Margin Charge Bill Rate:	\$0.00
Margin Holiday:	\$63.00
Non Billable Orientation:	0
Orientation billable hours:	n/a
Orientation billable reduced rate:	n/a
Billing Notes:	OT after 40 Bill To: apinvoice@fmlhs.org (Must include Beckie Bowlin's name on the invoice)
Time Tracking Method:	Kronos
Standard Contract Rates:	
Account Manager Notes:	Req. Number: SFMC – TELE - 061620
Traveler agreement notes:	

Net Bill Rates

Send invoice to:	Facility
Net Bill Rate:	\$63.00
Net OT Bill Rate:	\$63.00
Net DT Bill Rate:	\$0.00
Net On Call Bill Rate:	\$5.00
Net Call back Bill Rate:	\$63.00
Net Charge Bill Rate:	0
Net Holiday:	\$63.00

Margin Bill Rates

Margin Bill Rate:	\$63.00
Margin OT Bill Rate:	\$63.00
Margin DT Bill Rate:	\$0.00
Margin On Call Bill Rate:	\$5.00
Margin Call back Bill Rate:	\$63.00
Margin Charge Bill Rate:	\$0.00
Margin Holiday:	\$63.00
Non Billable Orientation:	0
Orientation billable hours:	n/a
Orientation billable reduced rate:	n/a
Billing Notes:	OT after 40 Bill To: apinvoice@fmoths.org (Must include Beckie Bowlin's name on the invoice)
Time Tracking Method:	Kronos
Standard Contract Rates:	

Account Manager Notes:	Req. Number: SFMC – TELE - 061620
Traveler agreement notes:	
Pay Information	
Base Pay Rate:	\$18.00 TA
Weekly Per Diem:	\$936.00
Perdiem Spread:	36
OT Pay Rate:	\$40.50
On Call Pay Rate:	\$2.00
Charge pay Rate:	0
Bonus:	None
Payout Bonus:	None
Payout Special Requests:	None
Special Requests:	None
Drug Testing City State and Zip Code:	
City:	Quinlan
State:	TX
Zip:	75474
Source:	
Air Transportation	
Air Transportation Needed:	No
Lodging	
Lodging Required:	No

☒ Truststaff Travel Nurses

☐ Truststaff Medical Connections

☐ Truststaff Services

☒ Not california Contract

☐ California Contract

Healthcare Worker Acceptance Agreement

This Healthcare Worker Acceptance Agreement (this "Agreement") is executed this Day of , 20

between Linda Rutledge ("Healthcare Worker") and truststaff Travel Nurses, LLC ("truststaff") .
WHEREAS, truststaff provides temporary healthcare professionals to its clients at the client's facilities; and

WHEREAS, Healthcare Worker has agreed to accept an Assignment (as defined below) with truststaff on the terms and conditions set forth herein.

Now, therefore, based upon mutual promises and covenants contained in this Agreement, the receipt and sufficient of which are hereby acknowledged, the parties agree as follows

1. **Employment** Linda Rutledge shall be an at-will employee of truststaff. Linda Rutledge has agreed to accept the assignment (the "Assignment").

a. Assignment Location, Term, and Unit.

i. Client Facility:

City:

ii. Length of Assignment:

iii. Assignment Dates:

i. Start Date:

ii. Completion Date:

☒ Not Per Diem ☐ Per Diem - No Completion Date ☐ Per Diem - OPEN Completion Date

iv. Primary Unit:

v. Required to Float (where competent & qualified):

☒ Yes ☐ No

vi. Work week start: Ends:

vii. Requested Time Off: If Linda Rutledge has any scheduling conflicts which fall within the Assignment Dates, please list here and truststaff will advise Client of the request:

b. Pay Rate.



Not California



California



Alaska

i. Base Pay: \$ 18.00 / hr for hours up to 40 ▼



TA All-Taxable

ii. Meals, incidentals and housing per diem subsidy: \$ 936.00 / week - Through 36 ▼ (subject to to be prorated in accordance with paragraph 5(a))

iii. Overtime Pay: \$ 40.50 / hr for hours worked after 40. Overtime shall be paid in accordance with the laws of the state where client is located.

iv. On Call Pay: \$ 2.00 ☐ / hr - delete if not applicable to assignment

v. Call Back Pay before 40 hours: \$ 18.00 ☐ / hr

vi. Call Back Pay After 40 hrs: \$ 27.00 ☐ / hr

vii. Charge Regular Rate: \$ 18.00 ☐ / hr

viii. Charge Greater than 40: \$ 27 ☐ / hr

ix. Orientation Rate: \$ 0.00 ☐ / hr

Mileage Reimbursement rate: 0.00

c. Additional Items:

Bonus Type: Loyalty/Extension ▼

Bonus Amount:

Date to be Paid:

Add New Bonus

There are no bonuses

By signing below, Linda Rutledge confirms receipt of Pay Plan Descriptions.

2. Minimum Hours; Shift Changes; Termination; Client Shift Cancellation Policy – insert if applicable or delete].

a. [Subject to Section d below – insert if Client has a shift cancellation policy.]

36

Weekly

Client will schedule for a minimum of 36 hours per week (or 72 hours total if Client schedules on a bi-weekly basis) (the "Minimum Hours"). BR*Facility will not guarantee hours for units closed on holidays during the week that the holiday falls. BR*Facility will not guarantee hours during the first week of assignment. BR*If candidate requests any time off during the week, the facility will not guarantee weekly hours.

b. If Linda Rutledge (i) is unable to work a scheduled shift or (ii) needs to request a change to the work schedule determined by Client (i.e. call offs, shift changes, time off, etc), Linda Rutledge must communicate such request directly to Client and notify trustaff. During any scheduling period that Linda Rutledge fails to work a scheduled shift, requests a change to the work schedule or volunteers for a shift cancellation, Linda Rutledge shall not be entitled to the Minimum Hours for such scheduling period.

c. Linda Rutledge further agrees and acknowledges that all terms and conditions of this Agreement are subject to the Client's right, in its sole and absolute discretion, to modify, amend or otherwise terminate the Assignment and such revisions and/or termination shall immediately amend, modify or terminate this Agreement, as the case may be, as if fully incorporated herein and without any further action required by the parties hereto. Any exercise by the Client of its right to modify, amend or otherwise terminate this Agreement shall not result in a breach of this Agreement by trustaff or otherwise affect the Linda Rutledge's obligations hereunder.

d. [Insert Shift Cancellation Policy]

ROI Member may cancel one shift every 30 days without penalty.

If ROI Member cancels a shift after contractor has started working, then ROI Member will pay for the number of hours worked or 2 hours, whichever is greater.

3. **Compensation.** Linda Rutledge shall be an hourly employee and will be paid at the Base Rate for all hours worked up to 40 hours per Work Week. Overtime will be calculated according to the laws of the state where the Client is located. [If applicable to the Assignment include the following: The Client may assign Linda Rutledge to be "on-call" and Linda Rutledge shall be paid at the On-Call Rate for each of on-call services requested by Client.]

4. **Conditions of Compensation.**

- a. Each week, Linda Rutledge must submit trustaff timesheets to trustaff regardless of the timekeeping system used by the Client. Failure to timely remit accurate timesheets MAY result in a delay in preparing Linda Rutledge's payroll check.
- i. If the Client DOES NOT USE its own timekeeping system, then the trustaff timesheets MUST be signed by an authorized manager of the Client before submission to trustaff.
- ii. If the Client DOES USE its own timekeeping system, then the clock report generated by the Client shall be used to verify the timesheets submitted by. IF THERE IS A DISCREPANCY BETWEEN THE TIMESHEETS SUBMITTED BY Linda Rutledge AND THE CLOCK REPORT GENERATED BY THE CLIENT, THEN Linda Rutledge ACKNOWLEDGES AND AGREES THAT TRUSTAFF WILL PAY THE Linda Rutledge BASED UPON THE CLIENT GENERATED CLOCK REPORTS. Linda Rutledge MAY RESOLVE ANY SUCH DISCREPANCY BY FOLLOWING THE REQUIREMENTS OF THE CLIENT AND, IF SUCH RESOLUTION REFLECTS ADDITIONAL TIME WORKED BY Linda Rutledge, THEN TRUSTAFF WILL PAY Linda Rutledge FOR SUCH HOURS AT THE END OF THE PAY PERIOD FOLLOWING SUCH RESOLUTION.

5. **Meals, Incidentals, Travel and Lodging Expenses.**

- a. trustaff will pay Linda Rutledge meals, incidentals and housing per diem subsidy in the amount set forth in Section 1(b)(ii) for all meals/incidental and housing expenses (the "Meals/Incidentals/Housing per Diem"). The Meals/Incidental and housing Per Diem will be paid in arrears with the regular weekly (or biweekly, if applicable) paycheck. The amount of the Meals/Incidental/Housing Per Diem shall be adjusted proportionately (i) for the first and last week of the Assignment, if necessary and (ii) for any assigned days Linda Rutledge does not work.
- b. All travel, transportation, commuting, parking and related expenses shall be the sole responsibility of Linda Rutledge.
- c. If Linda Rutledge does not complete the Permanent Tax Residence Form, then the Meal/Incidentals/Housing Per Diem WILL BE TAXABLE. If Linda Rutledge fails to meet or fails to continue to meet the requirements set forth in the Permanent Tax Residence Form, then the Meals/Incidentals/Housing Per Diem WILL BE TAXABLE.
- d. Linda Rutledge shall notify trustaff promptly of any change in the Linda Rutledge's permanent tax residence. An updated Permanent Tax Residence Form must be submitted to trustaff at the beginning of each new assignment.

- 6. Housing and Travel Arrangements.** Linda Rutledge shall be responsible, at Linda Rutledge's sole expense, for securing any and all travel arrangements to and from Client's locations and all transportation and housing needs during the term of the Assignment. Linda Rutledge expressly agrees and acknowledges that trustaff shall not assist, arrange or otherwise provide any housing, transportation or travel arrangements or any other accommodations to or on behalf of Linda Rutledge. Except for the Meals and Incidentals Subsidy and the Housing Subsidy which will be paid in accordance with Paragraph 5 above, trustaff shall not be responsible or liable for any costs, fees or other expenses incurred by Linda Rutledge for any such housing, transportation or travel arrangements or other accommodations or any other living expenses incurred by Linda Rutledge at any time.
- 7. Background Check.** Linda Rutledge acknowledges and agrees that trustaff will not guarantee this Assignment or future employment with trustaff if the results of Linda Rutledge's background check and/or drug screen are unsatisfactory to trustaff in its sole judgment. In the event that trustaff determines, in its sole judgment, that results are unsatisfactory, then trustaff may, at its option, terminate this Agreement.
- 8. Arbitration.** Linda Rutledge and trustaff agree to resolve all disputes and claims related to this Agreement and/or any dispute related to Linda Rutledge's employment with trustaff to binding arbitration rather than going to court. The details of the arbitration procedure are outlined in the Employee Traveler Handbook. Linda Rutledge and trustaff agree that all such disputes and claims will only be arbitrated on an individual basis, and that both parties waive the right to participate in or receive money from any class, collective, or representative proceeding.
- 9. Damages.** If Linda Rutledge fails to complete the Assignment or otherwise materially breached this Agreement, and Client charges trustaff cost, fees and/or other damages (the "Damages") in connection with Linda Rutledge's failure to complete the Assignment or other material breach of this Agreement, such Damages shall be the sole responsibility of Linda Rutledge and Linda Rutledge shall promptly reimburse trustaff for such Damages. Upon the occurrence of any breach of this Agreement or any Assignment by Linda Rutledge, trustaff may terminate this Agreement as of the date of such breach.
- 10. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio. Further, in the event of any claim or cause of action arising from this Agreement, Linda Rutledge and trustaff consent to the exclusive jurisdiction of the Federal District Court of the Southern District of Ohio and/or state courts of Hamilton County, Ohio.
- 11. Severability.** If any provision of this Agreement, or any paragraph, sentence, clause, phrase or word, or the application thereof, in any circumstance, is held invalid, the validity of the remainder of this Agreement shall be construed as if such invalid part were never included herein.
- 12. Headings.** The headings of articles, sections, paragraphs and subparagraphs in this Agreement are for convenience of reference only and shall not be construed in any way to limit or define the content, scope or intent of the provisions hereof.
- 13. Entire Agreement.** The parties to this Agreement understand and agree that this Agreement contains the entire Agreement regarding the subject matter of this Agreement. No prior or contemporaneous agreement, statement, promise or representation (either made orally or in writing) relating to the subject matter of this Agreement shall be valid or binding unless set forth in this Agreement.

Position: ▼ RN I Account Manager: Jennifer Zerhusen ▼

Contract Control Code: Cincinnati Nursing ▼

Assign Contract

Margin Calculator

St. Francis Medical Center-ROI
MS/TELE RN
8 Weeks
Linda Rutledge

Calculate

Save

View Records



Position Details

Position:

MS/TELE RN ▼

Location:

Monroe

State:

LA

Zip Code:

71201

Weeks:

8

Guarantee:

36

Shifts/Wk:

3

Hrs/Shift:

12

Non-Bill Orient.

0

Billing Details

Reg. Rate:

63.00

OT Rate:

63.00

On Call Rate:

5.00

VMS %:

3.00

Custom OT/8 Rate:



OT over X:

0

Over 8 Rate:

Bill Orient. Rate:

Bill Orient Hrs:

Bill Orientation:



GSA Detail

GSA Lodging:

672.00

Meals/Incident:

385.00

Per Diem Total:

936.00

Pay Details

Desired Rate:

18.00

Reg. Rate:

18.00

OT Flat Multiplier:

2.25 ▼

OT Flat Rate:

\$40.50

Comp. Bonus:

0.00

Weekly Bonus:

0.00

Spread PerDiem:

36

Other Bonus:

0.00

Fees

Compliance:

0.00

PrePlacement:

0.00

Other:

0.00

Hourly

Payroll Earnings: 18.00

Per Diem: \$26.00

Estimated Total: **\$44.00**

Gross Weekly

Payroll Earnings: \$648.00

Per Diem: \$936.00

Estimated Total: \$1,584.00

Estimated Net

Payroll Earnings: \$518.40

Per Diem: \$936.00

Estimated Total: **\$1,454.40**

Margin Details

Gross Margin: **19.09%**

Weekly Profit: \$432.90

Total Hours: 288

Billable Hours: 288

Payable Hours: 288

Assignment

Payroll Earnings: \$5,184.00

Per Diem: \$7,488.00

Estimated Total: \$12,672.00

CA Blended Rate

First 8 Hrs.: \$18.00

OT Over 8:

OT Over 40: