

EMPLOYEE STATUS SHEET

Name:	Date Completed:	Effective Date:
Action: New Hire <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Transfer <input type="checkbox"/>		Termination Quit: <input type="checkbox"/> Other Employment: <input type="checkbox"/> Discharged: <input type="checkbox"/> Other: <input type="checkbox"/>
Current Post and Location:		New Post and Location:
Current Status: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>		New Status: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>

Employee Expectations

Therapists:	Front Desk	Marketing
Time (hours/week):	Time (hours/week):	Time (hours/week):
Efficiency: 85% minimum, VPs/week =	Efficiency: ≥ 92% kept appointments	Efficiency: Meet marketing quotas per hat
Production: 3.75 minimum units/visit	Production: ≥100% over the counter collected	Production: 2 mo MKT campaign compliance
Quality: 3 success stories/week	Quality: ≤ 5% patient reg errors	Quality: Obtaining 200% ROI quarterly per budget
90th percentile for surveys and patient outcomes	90th percentile for surveys	
92% of kept appointments		
Compliant peer reviews and chart audits		
Reviewed with employee <input type="checkbox"/> Initials	Reviewed with employee <input type="checkbox"/> Initials	Reviewed with employee <input type="checkbox"/> Initials
Other Staff	Additional Comments	
Time (hours/week):	<div style="border: 1px solid black; height: 100px;"></div>	
Efficiency:		
Production:		
Quality:		
Reviewed with employee <input type="checkbox"/> Initials		

All Employees: All employees will be held accountable to the clinic to the standards outlined in the Policy and Procedure Manual for Performance and Competency evaluation.

Employee Schedule:

Other:

Compensation

Pay structure: Salary <input type="checkbox"/> Prorated Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Per Visit <input type="checkbox"/>	Is this employee bonus eligible: Yes <input type="checkbox"/> No <input type="checkbox"/> Eligibility Date:
Salary Rate: Per year: \$ Per Pay period: \$	Bonus Structure: <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>
Hourly Rate: \$	
Per Visit Rate: \$	
Other:	

Benefits

Is this employee eligible for benefits? Yes No

Benefit	Date Eligible	Details
PTO Accrual		.0385/hour (2 weeks/year)
Holidays		6 paid holidays
Medical		
Dental		
Vision		
401K/IRA		
Continuing Education		\$1500 bi-ennially (75% employer/25% employee)
Other		

I have review this Employee Status Sheet and agree to the terms established.

Employee Signature:	Date:
Employer Signature:	Date:
Date to Payroll:	Processed Date: