

Attendance/ Performance Bonus (AP Bonus)

Version 1.1

Effective Jan. 1, 2015, all **NEW CLIENT** assignments' rate will be based on BASIC PAY and AP BONUS. (Assignments' rate agreed on or before Dec. 31, 2014 stays the same.)

BASIC PAY

Basic pay is the rate we agreed to pay you.

AP BONUS

AP Bonus is based on your Attendance and Performance. It is an additional pay based on the completion of your shifts per week and quality of your services.

Attendance:

We count your attendance based on a weekly basis of completion. If you complete your attendance in any given week, you are halfway of getting your AP Bonus.

Performance:

We expect you to provide the best possible care to serve and protect our clients.

By law, I am required to pay you your BASIC PAY for the time you worked. But I'm not required to pay you your AP Bonus. It is my own judgment whether to give you your AP Bonus or not based on our basic guidelines.

Guidelines for AP Bonus:

- If you **completed your ATTENDANCE within a week**, and **PERFORM on a very high level**, you are guaranteed to receive your AP Bonus.
- If you completed your Attendance but didn't do a good job: No AP Bonus
- If you did well for our client but you missed a day: No AP Bonus.
- If we receive a notice from you 3 days or more before the day you cannot make it to work, you can still get your AP Bonus.
- Violation of Standard of Conduct, Non-Disclosure and others, No AP Bonus.

Example 1:

Linda is scheduled to work for a client 3 days a week/ live-in.

- If Linda completes her 3 days shift and did well, she is guaranteed to get her 3 days AP Bonus.
- If Linda missed 1 day and only worked for 2 days, she is not entitled to get the AP Bonus for the 2 days she worked.
- If Linda notified us, 3 days or earlier before the day she cannot come to work, that she can only work for 2 days that week, she will still get her 2 day AP Bonus.
- If Linda worked 3 days, but the client complained that she was on the phone most of the time, or other issues, no AP Bonus for 3 days.

This applies to hourly assignments as well.

AP Bonus is a guide to hold all Care Providers accountable to their responsibilities.

If you have any questions, please contact me at 925.457.0720.

Thank you.