

New Hire FAQ

Post-Acute Inpatient Rehabilitation

Outpatient Neuro Rehabilitation

Supported Community Living

1. Where should I park?
Employees can park on the east side of the building. We try to keep the first two rows of spaces open for families and visitors. Limited parking is also available on the west side of the building.
2. How do I keep track of my time?
Most non-exempt, hourly employees will clock in and out using the time clocks located in the nursing department or at the west exit. Community Services staff will be instructed how to complete a time sheet.
3. What should I wear?
Nursing and therapy staff should wear scrubs or casual dress. On With Life logo shirts are available for purchase if desired. We do not require scrubs to be a specific color. Administrative staff may wear business casual. You will receive a copy of our dress code to review.
4. What about meal breaks?
A half hour meal break is scheduled for each employee. We do encourage all staff to take this time away from their desk or work area. Our cafeteria is open for breakfast from 7 a.m. to 9 a.m., for lunch from 10:45 a.m. to 1 p.m., and for dinner from 5 p.m. to 6:15 p.m.. Meal price is \$5.00 for the full meal, and \$4.00 for soup and salad bar. A la Carte items are also available. Meal tickets can be purchased at the front desk from 8:00 am – 4:30 pm. Monday – Friday. Tickets can be purchased in the cafeteria on nights and weekends. Refrigerators are available throughout the building if you choose to bring a lunch.
5. Will I have computer access?
Administrative staff and therapy staff will have direct computer access. Nursing, dietary, and environmental services staff will have access to computer kiosks throughout the building.
6. When will I be paid?
On With Life employees are paid bi-weekly. Direct deposit is required.
7. When will my benefits be effective (Full Time Employees)?
The following are effective the first of the month following your first 30 days of employment.
 - Health Insurance
 - Dental InsuranceThe following are effective the first of the month following your first 90 days of employment.
 - 401K
 - Life Insurance
 - Long Term Disability Insurance
 - Flexible Spending Account
8. When can I use PTO (Full Time/Part Time Employees)?
PTO will be available to use after 90 days of employment.