

Dear Lissiana Dalgarno,

I am pleased to offer you a position as an occupational therapist. Your direct supervisor will be Jessica Greene, OTD, OTR/L – rehab manager. You will receive a rate of \$38.75 per billable hour during your 90-day introductory period. Following your introductory period, your salary will increase to \$40.00 per billable hour.

Please carefully review each item.

\_\_\_\_\_ Your calendar needs to reflect your appointments and cancellations and is to be kept current.

\_\_\_\_\_ Documentation is to be completed on site and uploaded into the practice cloud on a daily basis.

\_\_\_\_\_ All practice deadlines are to be met. Missed deadlines will result in disciplinary action. Two warnings are given prior to termination.

\_\_\_\_\_ Solicitation of employment from anyone through which IHT has a contractual relationship is prohibited.

\_\_\_\_\_ All required documentation is to be submitted to your supervisor by the last working day of each month. All other practice requirements are to be submitted by the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a weekend, it must be turned in prior to that and marked as received by office admin.

\_\_\_\_\_ All requests made by your supervisor, the Director, or admin staff must be provided within 24 hours. This includes responses to emails.

\_\_\_\_\_ Should you decide to terminate your employment with MOSAIC, a 2-week notice should be submitted in writing. Should it be determined that you are no longer a good fit for MOSAIC, termination can occur immediately, or with a 2-week notice, whichever is deemed most appropriate.

By signing below, I acknowledge that I understand and agree to the above terms of employment with MOSAIC Rehabilitation, Inc.

\_\_\_\_\_  
OTR/L

\_\_\_\_\_  
Date