

Common Questions (all this information and other policy and procedures is found in the “Employee GuideBook”).

What is my employee discount?

You will not be eligible until after your 90-day probationary period.

1. Treatments are at cost, if we have samples or if we have a staff treatment day the treatment will be free.
2. Staff is never to ask reps of companies for samples, staff is not allowed to accept samples of any kind from reps. All samples are property of the company for liability reasons.
3. Staff treatments are not to be booked during regular operating hours that interfere with providers generating revenue.
4. Staff treatments have to be approved by Cheryl or me only.
5. Staff is not allowed to ask another staff member for a treatment without prior approval by owner (Cheryl or Bridget).
6. All staff treatments have to be documented meaning: Chart, photos, consents signed, as well as documented in a binder we keep for end of year book keeping purposes.
7. Providers always have the right to tell you no if it's something that they feel is not beneficial or harmful for you.

How do I request time off?

Procedure for requesting PTO or Unpaid time off for part time employees:

1. Fill out a “Time Off Request” Form in Trista’s PTO Request Binder under the corresponding tab that stays in the break room.
2. Trista comes weekly to check the HR binder for time clock adjustments & PTO requests.
3. If your PTO request is approved, you will be notified by Trista and it will be placed on Enchanted’s PTO & events calendar on the fridge in the break room.

If you are requesting a day off last minute:

1. Please text Trista your request for time off.
2. If outside of business hours, please text Trista, Bridget & Julie your request for time off.

What do I do if I forgot to clock in/out?

Procedure for time clock error corrections:

1. Fill out a “Request for HR Adjustments” Form in Trista’s HR binder that stays in the break room.
2. Trista comes weekly to check the HR binder for time clock adjustments & PTO requests.
3. Your time clock will be adjusted.