



February 22, 2026

Employee Agreement: This is a working document, designed for clinic and staff \$ucce\$\$!!!!

It's what we need for 2026 for less stress, function better, more clarity.

This is what I need from an employee: Accountability, Communication, Clinic Asset.

Service, Results, Reviews, Referrals is our MANTRA!!!

This is what employees receive. A great place to work. A great boss!!

Please initial after each statement. So I know you've read it!! Thank you

CR Roughly 108 hours per month. Part time. Unless more hours are necessary.

CR 3 weeks paid vacation. That's 10 business days. Maximum 2 weeks at a time. Used yearly.

CR 3 business sick days paid time off. Must be used yearly. Cannot combine with vacation time. If more than 3 business sick days or time off, that time or day will be deducted from vacation days. Emergency exceptions.

CR Holidays: If clinic is open, both staff must be working at least half day.

CR Vacations: To be applied for preferably 2 months ahead of time, but no less than one month.

CR Bonuses monthly.

CR Christmas bonus.

CR Supplement discounts 20%

CR \$1,000 bonus after being here 5 years. 2028

CR \$5,000 bonus after being here 10 years. 2033

CR Free Chiropractic Health Care.

CR Other inuendos:

CR Completed AM/PM checklist. Ex. Plenty of supplies. Bathrooms ready, TP folded down, etc. Takes only a few minutes.

CR AM Huddle: Arrive between 8: 15-8:30 AM/daily "notes"/Doner, etc. before patients. No surprises!!

CR Office Manual / ~~CR~~ Employee Contract 2024

CR Lunch schedule: One employee on duty during lunch time.
Both employees on duty by 2:15 so we can have a short meeting prior to patients.

CR Be on time to be sure good patient flow.

CR Full circle reporting, 100% whenever possible. We all need to know who is doing what at all times.

CR We need to outwork each other by staying ahead of each other.

CR Accountability: full circle reporting, patients first, communication, transparency among all staff, Doctor included.

CR Know patient and proper patient flow at all times. Make each visit a WOW VISIT.

CR Ownership of the clinic job descriptions and clinic needs to be successful in providing great service and value.

CR Accountability. Know everything about each patient: Symptoms, cash, MVA, Chiropractic, Nutrition, Progress, Review, etc. Keep chirping to a minimum. I appreciate your "leaving your personal life at the door", but still Ok to share stuff. We are in this practice thing together. Let's make it as successful as possible. We are a team. This is a team effort. We have a good team. Let's keep at it..... The more people we help, the greater value we give them, the greater our clinic and individual financial success. Thank you.

Date: 2/27/26

Employee Signature: [Signature] Employee name printed: 2/27/26

Office Manual/Employee Agreement/February 2, 2026