

What's New in the 2026–2027 Team Member Handbook

Effective October 1, 2026. This page summarizes the main changes. The full handbook controls, so please read it and sign the 2026–2027 Handbook Acknowledgment.

Your assignments

- **After an assignment ends:** Call DPS within 24 hours (1 business day) to report your availability.
- **Direct hire offers:** If a client offers you a direct hire / full-time job, you may accept it. Just let DPS know first. You are never charged a conversion fee.
- **DPS is your employer:** The client directs your daily work, but only DPS decides your pay, discipline, and employment. Report any problem on a client site to DPS.

Pay and time

- **Timekeeping:** Record all time worked. Never work off the clock. Record your meal breaks. All hours worked are paid, including overtime that was not approved in advance.
- **Payroll deductions:** Deductions are made only with a separate, signed Payroll Deduction Authorization, and never below minimum wage.
- **Commute costs and vacation payout:** These follow state laws where your state requires reimbursement or payout.

Health, safety, and screening

- **Drug and alcohol testing:** DPS pays for every test it requires. Nicotine testing happens only if a client requires it and state law allows it. The policy is now called the Drug- and Alcohol-Free Workplace Policy.
- **Client health requirements:** Immunizations, titers, TB tests, and physicals are client requirements. You are responsible for getting them and giving DPS your records.
- **TB testing:** TB testing is done at hire, then only when a client requires it, after an exposure, or based on a risk assessment. It is no longer automatic every year.
- **CPR/BLS:** Required when your client requires it. Only American Heart Association (AHA) BLS is accepted.
- **Continuing education:** CE is required as your license, your client, or your competency needs call for. The 3-CEU annual rule has been removed.
- **Background checks:** Background checks follow the federal FCRA process, and criminal history is reviewed case by case.

Conduct and privacy

- **Technology and AI:** Never put patient information in personal email, on personal devices, or in unapproved AI tools. Never photograph patients on your phone.
- **Your rights:** Nothing in the handbook limits your right to discuss your wages, hours, or working conditions, or to contact a government agency or Joint Commission.
- **Dress code:** Natural hair textures and protective styles are permitted. Tattoos, piercings, and head coverings that are part of your religious or cultural practice can be accommodated. Contact Human Resources.
- **Attendance:** Absences protected by law are not counted against you.
- **Leaves of absence:** A new section covers state sick leave, military leave, jury duty, voting time, and lactation breaks.

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Joint Commission (healthcare team members)

- **National Performance Goals:** Joint Commission renamed the National Patient Safety Goals the National Performance Goals (effective January 1, 2026). Know the goals that apply at the facility where you work.
- **Annual update:** Clinical team members complete the Relias Core Mandatories (HIPAA; Safety and National Performance Goals; Ethics) and sign the 2026–2027 Joint Commission Training Acknowledgment.

Questions? Contact your Staffing Coordinator or compliance@deansstaffing.com.