



*Through Its Affiliate /Agent  
Integrative Staffing Group, LLC*



# ASSIGNED EMPLOYEE HANDBOOK

Greetings:

Although exciting, starting a new job can be overwhelming. This Employee Handbook has been developed to help you become familiar with our company and help answer many of your initial questions.

*As an employee the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality services to our clients and to do this more efficiently and economically than our competitors.*

You are important to us and we are glad you have joined our team. We hope you will find your new position rewarding.

Cordially,



## EXPLANATION OF THIS HANDBOOK

This Employee Handbook contains information about the employment practices and policies of Employer Solutions Staffing Group, LLC (ESSG) and Integrative Staffing Group, LLC (ISG) **(hereinafter referred to as “The Staffing Group.”)**. **Depending on your job assignment for any given day, you may be an employee of EITHER ESSG or ISG. This handbook is the policy manual in either circumstance. You can check your pay stub for clarification.** We expect each employee to read this Handbook carefully, as it can be used as a valuable tool for understanding your position. The policies outlined in the Handbook should be regarded as guidelines only and not as conditions of employment. Therefore, the policies included here are subject to change at any time, without further notice, and at the discretion of The Staffing Group. All such revisions, deletions or additions must be in writing and must be signed by an authorized agent of the Staffing Group. No oral statements or representations can change the provisions of this Handbook. The Staffing Group reserves the right to make decisions involving employment as needed in order to conduct its work in a manner beneficial to the employees, the business clients and The Staffing Group. This Handbook supersedes and replaces any and all prior employee Handbooks and inconsistent oral or written policy statements.

The provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers; nor is this Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

***THE STAFFING GROUP IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, EITHER YOU OR THE STAFFING GROUP MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE STAFFING GROUP IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESSED OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL UNLESS THOSE AGREEMENTS ARE IN WRITING. THE STAFFING GROUP IS AN EQUAL OPPORTUNITY EMPLOYER AND FOLLOWS ALL FEDERAL AND STATE LAWS AND REGULATIONS REGARDING EMPLOYMENT. THE STAFFING GROUP DOES NOT DISCRIMINATE BASED ON ANY CHARACTERISTIC OF ANY INDIVIDUAL.***

### THE STAFFING GROUP POLICIES AND PROCEDURES

**As evidence by my signature below, I acknowledge that I have read, understood, received a copy, and agreed to comply with THE STAFFING GROUP’s policies and procedures outlined in this handbook.**

I realize that failure on my part to adhere to these rules will be considered “*Willful Misconduct*” and may result in termination from the job assignment and/or The Staffing Group

### ATTENDANCE POLICY

1. In the event that an employee is not able to report to work or will be late for scheduled work, the employee must immediately notify the office where you applied, either by telephone or in-person, **and** notify the supervisor at your assigned work-site. The office numbers are as follows:

- Ambridge, PA (724) 266-8367
- Moon Twp., PA (412) 264-4140
- East Liverpool, OH (330) 385-1300
- Zelenople, PA (724) 716-1117.

All offices are open between 9:00 AM-5:00 PM, Monday through Friday; however you can leave a message 24 hours per day. *Each unexcused absence, regardless of the length, will be recorded as one occurrence. For example, if you are sick on a Wednesday and return to work on Thursday, this is considered one occurrence; if you are sick on a Tuesday, Wednesday and Thursday, this is also considered one occurrence. However-- if you are sick on a Monday and then on a Thursday, it will be recorded as two occurrences.*

An **accumulation of three occurrences within three months (90 days) from the date of the first occurrence** will result in automatic termination, and you will not be eligible for rehire by The Staffing Group. *In addition, the Staffing Group and/or the business clientele reserve the right to terminate the employee's assignment due to problematic tardiness or leaving the assignment early.*

**No Call / No Show - Not showing for a job assignment and/or not reporting off prior to the start of a job assignment constitute your voluntary resignation from your assignment. This may or may not result in termination from the job assignment and from The Staffing Group.**

2. Here are the established guidelines to help you understand The Staffing Group's procedures regarding absenteeism:

<u>Number of Occurrences</u>	<u>Time Frame</u>	<u>Action</u>
One		Written Reminder
Two	Within Three Months of occurrence 1	Written Warning
Three	Within Three Months of occurrence 2	Termination

3. The following are examples of acceptable reasons for calling off and will not be recorded as an unexcused absence: Illness (*accompanied by a doctor's excuse*), death of an immediate relative, work related injuries, documented military duty or jury duty. Should you need to call-off for other reasons not listed and are not sure whether it is considered an accepted reason, please contact the office where you applied for assistance.
4. If an employee is absent for two consecutive days or longer, the employee must speak directly with an Integrative Staffing Group representative from the employee's hiring office to confirm the status of the current job-assignment. *The Staffing Group and/or the business clientele reserves the right to terminate the employee's assignment due to excessive call offs.*

**You are very special, and your skills are needed by many of clients. Remember your attendance and performance is what enables The Staffing Group to offer you continuing assignments and competitive wages.**

## **ENDING AN ASSIGNMENT**

It is your responsibility to notify **Integrative Staffing Group** when your assignment is completed. It is also your responsibility to be available for other employment opportunities through our service. This includes calling in on a weekly basis, returning all calls from The Staffing Group representatives and notifying The Staffing Group of any changes in your telephone number, email and/or mailing address.

## **WORKERS' COMPENSATION**

On-the-job injuries are covered by The Staffing Group's (ESSG and/or ISG) workers' compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to your work site supervisor AND your Integrative Staffing Group representative. Consistent with applicable state laws, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting The Staffing Group to any condition that could lead or contribute to an employee accident.

1. In the event of a work related injury, the employee **must** contact a representative at 412-264-4140 between the hours of 9:00 AM and 5:00 PM. After 5:00 PM, please call 1-724-809-3203. In the event of no answer, please leave a voice message and a representative will promptly return your call. ALL injuries must be reported immediately and a drug & alcohol test may be administered.

## **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993 ("**FMLA**") allows individuals who have (i) been employed by The Staffing Group for at least 12 months and (ii) worked 1,250 hours during the previous 12-month period to take a total of 12 workweeks of leave without pay (26 workweeks for service member family leave) during any 12-month period for one or more of the following reasons:

- (a) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- (b) Because of the placement of a son or daughter with the employee for adoption or foster care.
- (c) In order to care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition.
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- (e) Because of any qualifying exigency (as the DOL shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- (f) You may take up to 26 weeks to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may

render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The 12-month period will be measured forward from the date that an employee's first FMLA leave begins. The next 12-month period will begin when the first time FMLA leave is taken after completion of any previous 12-month period.

Leave under subparagraph (a) or (b) cannot be taken by an employee intermittently or on a reduced leave schedule unless The Staffing Group agrees to such an arrangement. Whenever possible, it is the duty of the employee to provide The Staffing Group with at least 30 days' notice before the date the leave is to begin.

A health care provider's statement must be submitted verifying the need for leave for a serious health condition for the employee or the employee's immediate family member. The statement shall provide, among other things, the approximate date the condition commenced and the probable duration of the condition. Any changes in this information should be promptly reported to The Staffing Group. Employees returning from FMLA leave which resulted from a serious health condition must submit a health care provider's verification of their fitness to return to work.

You may choose to use, or The Staffing Group (ESSG and/or ISG) may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken.

If an employee has insurance coverage through The Staffing Group (ESSG and/or ISG), The Staffing Group (ESSG and/or ISG) will maintain this insurance coverage while the employee is on FMLA leave on the same terms as if the employee continued to work. Arrangements will need to be made for employees taking FMLA leave to pay their share of insurance premiums. Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Upon return from FMLA leave, the employee will be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

In order that an employee's return to work can be properly scheduled, an employee on FMLA leave is requested to provide The Staffing Group with at least two weeks advance notice of the date the employee intends to return to work.

Any employee who fails to return from an approved leave of absence within two working days of its expiration will be considered to have abandoned his/her job without notice to The Staffing Group.

Additional information regarding FMLA leave can be obtained from the Branch Manager.

## **SAFETY**

While on assignment, every Staffing Group employee must follow proper safety procedures and wear all required safety equipment. Failure to do this may result in termination or suspension from your job assignment.

1. You agree and understand that it is the responsibility of the business customer where you are working on a job assignment and not The Staffing Group to provide you with:
  - a. All proper and essential new-hire orientation, safety training, and supervision throughout the entire length of the job assignment.
  - b. A safe place to work in performance of the services required, which shall comply with all applicable statutes, regulations and ordinances relating to the work site.
  - c. All protective equipment that may be necessary in accordance with industry standards and all applicable statutes, regulations and ordinances.

- d. In the event you have a concern about a safety matter, please report it immediately to 724-809-3203

2. Indemnification: To the extent permitted by law, you agree to indemnify, defend and hold Employer Solutions Staffing Group, LLC. and Integrative Staffing Group, LLC, their parents, subsidiaries, directors, officers, agents, representatives and employees harmless against any and all claims, losses, and liabilities including any indirect, special, exemplary, incidental or consequential damages, expenses, or punitive damages, that arise as a result of any negligence, employment decisions, injuries, or damages made by any client where you were assigned and agreed to work.

### **DRUG POLICY**

1. The Staffing Group is proud to maintain a drug-free work place. As a condition of employment every Staffing Group employee is required to conform to The Staffing Group policy on drug and alcohol abuse:

Our policy is simple and clear: ***Zero Tolerance of drug and alcohol abuse***. It is The Staffing Groups desire to provide a drug-free, healthful, and safe workplace. Employees are required to report to work in an appropriate mental and physical condition. While on any Staffing Group premises or the premises of a Staffing Group customer, vendor, or affiliate, and while conducting business-related activities off premises, it is the policy of The Staffing Group to prohibit the unlawful possession, use, dispensation, distribution, manufacture of controlled substances, or to be under the influence of alcohol or drugs. No employee shall report to work under the influence of illegal drugs and/or alcohol. *The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger any individual in the workplace.* Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, as well as possible other legal consequences.

Depending upon the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy. In accordance with the Drug-Free Work-Place Act of 1989, as a condition of employment, employees must comply with this policy and notify The Staffing Group within five (5) days of arrest and /or conviction for any criminal drug violation. Failure to do so will result in immediate termination of employment pending the outcome of any legal investigation and/or conviction. At the present time, we do not require mandatory drug testing of all employees but do conduct random drug tests when the safety of staff members may be in question. Such tests may be deemed necessary based on observed inconsistent or erratic behavior that constitutes a health or safety hazard to other employees or the personal safety of the employee displaying the behavior. Since the Drug-Free Place Act requires that companies be able to document the notification and receipt of its policy by each staff member, we are asking that you sign the statement at the end of this document for compliance in the notification process.

***Business customers of The Staffing Group may require you to be drug tested or have a documented criminal background check prior to being assigned to work on their premises.***

2. During employment with The Staffing Group, drug and alcohol testing may be randomly administered. If the results of the said tests are positive the employee will be subjected to immediate disciplinary action.

*Additional reasons The Staffing Group may test employees include but are not limited to:*

- Appearing unfit for duty due to suspected drug or alcohol abuse and/or use;
- An indication by the employee that they are unable to perform their job duties;
- Are involved in an accident or incident, and there is reason to believe that drugs and/or alcohol may have contributed to the cause of the accident or incident;
- Have agreed to submit to testing

Employees who fail to voluntarily submit to such testing as part of a random test, or after reasonable suspicion of use, or after testing have positive test results will be subject to immediate disciplinary action up to and including termination. In addition, any verified altered tests will be deemed a positive test result. If any employee is suspected of using drugs/alcohol or is suspected of being under the influence of drugs/alcohol, a drug/alcohol test **will immediately** be administered.

### **Prescription Medication**

The Staffing Group recognizes the importance of using legally prescribed medications and over the counter substances in the event of employee illness. Although these substances are legal and necessary, they may have a negative impact on the employee's ability to safely function on the job site. In the interest of providing a safe work environment, The Staffing Group has established guidelines' dealing with the use of any medication bearing a warning label regarding impairment including any medicinal alcohol products.

It is a violation of The Staffing Group's drug-free workplace policy for any employee to possess or use medicinal alcohol products while on assignment at a client's place of business or on the premises of any Staffing Group offices. It is a further violation for any employee to misuse prescriptions medications (ie. consuming expired medications, consuming medications prescribed to someone else, consuming more than the prescribed dosage) while on assignment at a client's place of business or on the premises of any Staffing Group office. In the event an employee is prescribed any medication that may *cause drowsiness, may cause impairment, or warns to not operate a motor vehicle/machinery*, the employee must notify their immediate work site supervisor and will be required to present a written Doctor's release permitting consumption of the medication while working-- before returning to work.

Failure to comply with these provisions may result in disciplinary action up to and including termination.

***ALWAYS REMEMBER TO ASK WHEN BEING PRESCRIBED MEDICATIONS:***

*"I work in a safety sensitive position, should I be taking this medication?"*

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of The Staffing Group to employ people who are capable and qualified to perform the tasks required to keep The Staffing Group operating as efficiently, safely, and profitably as possible. To this end, The Staffing Group strives to provide equal opportunity to all persons and to administer policies

regarding hiring, promotions, benefits, compensation, transfers, etc. without discrimination based on races, color, creed, religion, sex, national origin, age, sexual orientation, disability, or veteran status.

The Staffing Group is firm in its commitment to equal opportunity employment and is set forth below:

*“It is the continuing policy of The Staffing Group to conduct business in a nondiscriminatory manner in accordance with all applicable laws. Specific areas of application of this policy include, but are not limited to: recruitment, employment, selection for training, assignment, transfer, promotion, demotion, layoff, discipline, termination and compensation. Decisions in these areas are to be made without regard to race, religious creed, color, sex, age, national origin, veteran status or physical or mental handicap in a manner consistent with all applicable laws. Violations of this policy may result in discipline. And the mere announcement of this policy is not enough. It must be implemented and followed at all levels.”*

### **ZERO TOLERANCE ON HARASSMENT**

Consistent with The Staffing Group’s policy of equal employment, harassment in the workplace based on a person’s race, age, sex, religion, national origin, or handicap is prohibited and will not be tolerated. All employees are required to take care that the dignity of others is not abused through slurs, insults, or derogatory and offensive behavior.

One aspect of the policy requiring some clarification is the prohibition against any form of sexual harassment in the workplace. Discussed below are the examples of the types of conduct that are prohibited, as well as the complaint provisions to investigate and remedy any problems that may arise.

- Sexual harassment includes unwelcome sexual advances, offering employment benefits in exchange for sexual favors, and making or threatening reprisals after a negative response to sexual advances. Sexual harassment also may include sexually explicit or offensive jokes and comments, unwelcome sexual flirtations or advances, unnecessary touching of the individual, physical assault, or other verbal, visual or physical conduct of a sexual nature, which has the purpose or effect of interfering with work performance or creating an offensive work environment. Such conduct is illegal under Federal and/or State Law.
- Complaints of harassment should be brought to the immediate attention of The Staffing Group’s office where you were hired. Every effort will be made to investigate promptly all allegations of harassment in as confidential a manner as possible and take appropriate corrective action if warranted. The employee registering the complaint will be notified of determination made and any disciplinary action taken.

If it is determined after an investigation that a contingent employee has engaged in sexual harassment in violation of this policy, he/she will be subject to disciplinary action, up to and including termination. Retaliation against any employee voicing a complaint or taking part in any investigation of a complaint is illegal and is grounds for immediate termination.

## **AMERICANS WITH DISABILITIES ACT**

The Staffing Group is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities. In general, it is your responsibility to notify The Staffing Group of the need for an accommodation. Upon doing so, you may be asked to provide documentation of your disability and/or be asked for your insight or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, The Staffing Group may need your written permission to obtain additional information from your physician or other medical or rehabilitation professionals.

## **INTERNET POLICY**

Access to modern information technology is essential to the mission of The Staffing Group. The pursuit and achievement of the mission requires that the privilege of the use of computing systems and software, internal and external data networks, as well as access to the World Wide Web, may be made available to members of The Staffing Group. The preservation of that privilege requires that each employee or other authorized users comply with The Staffing Group's and any business client's standards for appropriate use.

To assist and ensure such compliance, The Staffing Group establishes the following policies:

### **General Principles:**

1. Authorized use of computing and network resources owned or operated by Employer Solutions Staffing Group, LLC., Integrative Staffing Group, LLC OR business clientele shall be consistent with this policy.
2. The Staffing Group and the business clientele reserve the right to limit access to its networks when applicable.
3. The Staffing Group and the business clientele reserve the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual emails to determine if a user is violating this policy or state or federal laws.
4. The Staffing Group and the business clientele's computer equipment, email system and Internet access facilities are limited to work related business only - none of which should be used for personal communications, personal gain, or advancement of individual views, political or commercial purposes.
5. Any computer accounts, passwords, and other types of authorization assigned to individual users should not be shared with others. You are responsible for any use of your account. If an account is shared or the password is divulged, the holder of the account will be held personally responsible for any actions that arise from the misuse of the account.
6. Only licensed and authorized software will be permitted on The Staffing Group and the business clientele's computers.
7. Employees may not use The Staffing Group or the business clientele's Internet facilities to download entertainment software or games, or play games against opponents over the Internet.
8. The Staffing Group and the business clientele reserve the right to monitor/block access to all inappropriate Internet sites.
9. The Staffing Group and the business clientele reserve the right to inspect any and all files stored in public or private areas of the computers and networks to assure compliance with this policy. Users should not expect that files stored on The Staffing Group's or business clientele's servers would be private.

10. Any software or file downloaded via the Internet onto The Staffing Group's network or any computer owned by The Staffing Group becomes the property of The Staffing Group. The same policy stands for any work site you are assigned.
11. The use of a computer, email or the Internet for harassment or other inappropriate behavior regarding race, color, creed, religion, sex, ancestry, national origin, age or disability is prohibited.
12. Sexually explicit material may not be accessed, displayed, archived, stored, distributed, edited or recorded using The Staffing Group or the business clientele's networks or computing resources.
13. Use of any Staffing Group or business clientele's computers or network resources for illegal activity is not permitted. The Staffing Group and business clientele will cooperate with law enforcement investigations associated with these matters.
14. No employee may use The Staffing Group's or the business clientele's facilities to knowingly/intentionally download or distribute pirated software or data.
15. No employee may knowingly/intentionally distribute viruses or bypass any detection system in place.
16. Employees may download software pertaining to direct business use, with approval from the respective network administrator. Employees must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.
17. Use of The Staffing Group or business clientele computers to participate in newsgroups or chat rooms is strictly prohibited.
18. Employees with Internet access may not upload any software.
19. The use of news briefing services like PointCast or any other "pushed" information software is permitted only with approval from a Network Administrator.
20. Use of instant messaging services is not permitted.
21. Trespassing into another user's folders or files on the network is prohibited.
22. Transferring, reading, changing, copying, sharing or destroying another user's files on the network is prohibited.
23. Using the Staffing Group or the business clientele's computers in any other way deemed to be detrimental.

### **TEMPORARY TO HIRE PROGRAM**

1. If the business customer/clientele where you are assigned requests to directly hire you, you must have performed the minimum required working hours as agreed to by The Staffing Group and the business customer before you can transfer to the business customer's payroll. The minimum required working hours are pre negotiated between the business customer and The Staffing Group.
2. **Covenant Not To Compete:** If the employee is terminated, laid off, removed from a job assignment, resigns, or is dismissed from The Staffing Group and/or the job assignment-- the employee cannot accept employment by the assigned business client/ customer-- or by any other type of staffing agency that provides personnel or staffing services to The Staffing Group's business customer, including but not limited to temporary staffing, direct/executive recruiting or staff leasing firms for a period of *six months* (180 days) after the last calendar day of working for the said business customer . In the event of such an occurrence, The Staffing Group reserves the right to execute a recruiting fee to the employee.
3. Providing that a Staffing Group employee has an opportunity for a temp-to-hire position, and the contracted business customer declines to pay the fee; it will be the responsibility of The Staffing Group's recruited employee to pay for the "recruiting charge" in the event the employee accepts any

employment from that business customer. (The amount of the fee varies in accordance to the position and terms.)

### **PAYROLL PROCESSING**

To receive payment for work assignments, I agree to follow these procedures. I realize that failure to follow these conditions may result in the delay of my paycheck:

1. At the end of the workweek, or at the end of an assignment whichever comes first, I will submit all signed copies of timecards/timesheets to the applicable manager/supervisor from my work site. The timecard/timesheet should also include the week ending date. *(This is the only verification of hours, and it determines how much your total pay will be. It is your responsibility to send in the timesheet.)*  
**Timesheets must be returned to an affiliated ISG, LLC office by 2:00 PM Monday of the following workweek.**
2. All paychecks will either be directly deposited into your bank account or a money manager card will be issued. Please discuss with your recruiter which option works for you. Information will be provided for direct deposit. If you are requesting a money manager card you must contact a Staffing Group representative from your hiring location.
3. If you are requesting direct deposit there may be a 10 day pre-note on the direct deposits. If a pre-note is required, you will receive a “live” check for the first 2 weeks, and after that all deposits will be made electronically. The Staffing Group will not mail paystubs. You will receive notice with instructions on how to log onto a payroll portal website. Once you’ve created your log-in, you will have access to your pay stubs and history.

### **PAYROLL DEDUCTIONS**

There may be some instances where The Staffing Group will make non-tax payroll deductions. You will be required to fill out the necessary form alerting you to these deductions.

*Examples of non-tax payroll deductions:*

- If a required pre-employment, post-accident or random drug test is administered and you are found to be positive of any illegal substance, \$ 50.00 will be deducted from your pay to cover the cost of the drug test.
- If The Staffing Group provides you with safety equipment or you purchase safety equipment from the business client where you are assigned, a payroll deduction may be made to cover the cost of that equipment. You will be made aware of the cost(s) prior to purchase. There may also be a payroll deduction if materials used on the worksite are not returned. This cost will be used to cover the replacement of those materials

The Staffing Group’s payroll program operates on a weekly basis and applies to all employees. In the event an employee engages in any of the following activities, The Staffing Group reserves the right to pay the employee the minimum hourly wage mandated by applicable federal and/or state laws or regulations:

- (1) The employee does not show up for or calls off for a scheduled work shift (“no call – no show”)
- (2) The employee leaves before the end of the shift without permission.

(3) The employee has an unexcused absence or unexcused excessive absences for all or part of a scheduled shift during the work week

(4) The employee does not return to a scheduled work shift following a lunch, assigned rest-break, or any other circumstances where a work stoppage has occurred

(5) The employee does not report for the next scheduled shift following a weekend, holiday, or scheduled day off

(6) Any and all other unexcused reasons why an employee fails to work all scheduled shifts during the work week.

*The Staffing Group further reserves the right to determine if the minimum hourly wage is payable for any situation not listed above where an employee:*

(1) Does not complete all or part of a scheduled shift during a work week or the next scheduled shift following a weekend, holiday or scheduled day off

(2) Resigns without proper notification; or

(3) Is terminated for any reason.

### **VACATION/HOLIDAY PAY/BONUS PROGRAMS**

The following are the benefits\* available to qualified employees of The Staffing Group

1. One Week (5 Working Days) of paid vacation at the rate of \$ 300.00 in total-- after 1,800 working hours are performed. Employees can also elect to continue working and not take vacation days but still collect the \$300.00 payment once reaching 1,800 working hours.
2. \$ 60.00 Holiday Bonus payments: 6 Holidays (*Christmas Day, New Years Day, July 4, Memorial Day, Labor Day and Thanksgiving Day*) after accruing 720 Working Hours
3. \$ 25.00 Referral Bonuses
4. 401K Retirement Plan
5. 401K Employer match
6. Free test training on preferred computer applications
7. Continuing Education – Up to a 50% Discount on Selected College Tuition's

*\*Certain qualifications are needed for each benefits program listed above. Ask a representative for details.*

### **EQUIVALENT OF RESIGNATION**

The Staffing Group will view the following events as the equivalent of an immediate resignation of an employee:

- Violation of the Attendance Policy
- Not reporting for a scheduled shift
- Failing to contact The Staffing Group with availability on Monday, Wednesday, and Friday of each week

- Is involved in any unethical or illegal actions while on assignment.
- Violates any above stated policies including but not limited to the policies regarding Drugs, Safety, and Harassment.

### **STATEMENT OF EMPLOYEE RESPONSIBILITIES**

I understand that my continued employment with The Staffing Group and the business client to which I am assigned is based largely upon my ability to work per diem assignments. It is my obligation to contact the Integrative Staffing Group each and every Monday, Wednesday, and Friday to report my availability. Unemployment benefits may be denied for failure to report back for reassignment and/or for failure to accept available work assignments. I understand that when I accept an assignment it is my duty to work that assignment from start to finish. **Leaving an assignment without notice or permission will be considered abandonment and may be cause for dismissal.**

### **OFFICE LOCATIONS**

- 940 Beaver Grade Road, Coraopolis, PA 15108 (412) 264-4140
- 828 Merchant Street, Ambridge, PA 15003 (724) 266-TEMP (8367)
- 505 Market Street, East Liverpool, OH 43920 (330) 385-1300
- 114 North Main Street, Zelienople, PA 16063 (724) 716-1117

**EMPLOYEE ACKNOWLEDGEMENT**

My signature below shall acknowledge that I have received a copy The Staffing Group’s full and complete Policies and Procedures.

I understand that I am fully responsible for reading and adhering to the entire Policies and Procedures and for knowing the information herein. If I do not understand anything outlined in the Policies and Procedures, I will contact The Staffing Group for clarification.

I recognize that the Staffing Group’s entire application packet, including the Policies and Procedures, **DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT** with The Staffing Group. I also understand that my employment with The Staffing Group is “at-will,” deemed temporary positions, and may be terminated at any time by either myself or by The Staffing Group with or without cause.

I also understand and agree that no representative of The Staffing Group has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have read and understand that any violation of the above policies will be sufficient reason for termination of my employment and agree to its terms by my signature below:

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**ACKNOWLEDGEMENT OF RECEIPT OF ANTI-HARASSMENT POLICY**

I acknowledge that I have received a copy of The Staffing Group’s Anti-Harassment Policy as incorporated into the assigned Employee Handbook. I understand that it is my responsibility to read this policy and ask The Staffing Group representative or to call The Staffing Group at **952.835.1288 or 412-264-4140** with any questions I may have about these policies. I agree to comply with The Staffing Group’s policy on Anti-Harassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact The Staffing Group’s at **952-835-1288 or 412-264-4140** in order to obtain assistance in the resolution of such matters.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**General Information for ALL Applicants:**

**Check if applicable:**

- |                            |     |                                      |       |
|----------------------------|-----|--------------------------------------|-------|
| Are you working at present | ( ) | Will you work 1st shift (7-3)        | ( )   |
| Will you do Temporary Work | ( ) | Will you work 2nd shift (3-11)       | ( )   |
| Will you do Temp-To-Hire   | ( ) | Will you work 3rd shift (11-7)       | ( )   |
| Will you do Full-Time work | ( ) | Do you have a valid driver’s license | ( )   |
| Will you do Part-Time work | ( ) | Can you drive a standard             | ( )   |
| Summer Work only           | ( ) | Lowest Wage Considered               | _____ |

Have you ever filed an application with ESSG/ISG? \_\_\_\_\_, if yes, when: \_\_\_\_\_

Have you ever been employed before with ESSG/ISG? \_\_\_\_\_, if yes, when \_\_\_\_\_

What is the maximum amount of miles you are willing to commute to work each day? \_\_\_\_\_