

EMPLOYEE CONNECTIONS, INC
EC STAFFING, INC.
Policies and Procedures

Before your application can be accepted, we must establish that you have reliable transportation and a valid phone number where you can be reached at all times.

TERMINOLOGY:

Assignments: temporary jobs for any given client which may last a minimum of four hours to an indefinite period.

ECI/ECS: Employee Connections, Inc./EC Staffing, Inc.

Client: the employer who calls **ECI/ECS** for a temporary employee to do a specific job.

Temporary Employee: **ECI/ECS** employee who will work for different assignments for varied hourly wages and length of time.

PAY:

Your hourly pay rate is based on each assignment and may vary from job to job. Should you leave an assignment without notice or justification, not return to an assignment for its completion, be terminated for willful misconduct, forge/falsify information on your timecard, or be intoxicated while on a job assignment, it is understood that you will be paid the current minimum wage for that assignment regardless of the wage quoted. **ECI/ECS** pays its employees on a weekly basis. Pay period begins on Monday and ends on Sunday. **ECI/ECS will not issue any payroll advances under any circumstances.**

Time cards will be issued for each assignment. Time cards must be filled out, signed by your supervisor and turned in to our office every Monday by 5 PM, regardless of holidays. If our office is closed, you can put your time card in the mail box located by the alley next to our building. It is your responsibility to make sure that time cards are turned in on time. Any time card not meeting these requirements will not be processed until corrected. (If clients prefer time cards be handled in a different manner, we will advise you.)

Pay days are every Friday. All employees will have a choice to either have direct deposit set up through their bank or will be issued a PayCard. More information will be given to you when we send you on your first assignment.

We must be kept informed of your current mailing address in order to issue your W-2 form at the end of the year.

Our employees are never charged a fee for our services. However, if an employer requires that a background check or a drug test be done before we send you on their jobsite you must pay for these. These fees can be deducted from your first paycheck. All state and federal taxes and other mandated deductions will be withheld from your paycheck.

ASSIGNMENTS:

Your skills and work experience will determine your temporary assignments. **ECI/ECS** cannot guarantee you work. Our assignments are based on the job orders we receive from our clients. Many assignments must be filled immediately; therefore, we must be able to reach you by phone as soon as possible.

When you accept an assignment, you are expected to be at the job site at the time required by the client. **DO NOT** accept any job if you have prior commitments that will not allow you to complete the entire assignment. You are not to perform any duties other than the job that you were originally assigned to do.

Should you become ill or have an emergency while on assignment, you must call our office. **We can be reached on a 24-hour basis. Our phone number is 505-324-8877.**

Although you are an **ECI/ECS** employee, the client is your supervisor. The client has the right to terminate your assignment at any time for any reason. Personal cell phone use is not allowed at any time during working hours.

The client's company information must be kept confidential. All equipment (i.e. tools, hard hat, etc.) belonging to the client must be returned at the completion of your assignment. If the equipment is damaged or you do not return it, the replacement cost will be deducted from your paycheck.

You must contact **ECI/ECS** within 24 hours after completion of each assignment. Our phone number is 505-324-8877. Failure to contact us is considered a voluntary quit and may result in denial of unemployment benefits.

