

EMPLOYEE CONNECTIONS, INC.

Policies and Procedures

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

TERMINOLOGY:

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

Customer: the employer who calls **Employee Connections, Inc.** for a temporary employee to do a specific job.

Temporary Employee: **Employee Connections, Inc.** 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. **Employee Connections, Inc.** pays its employees on a weekly basis. Pay period begins on Monday and ends on Sunday. **Employee Connections, Inc. 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 by Monday at 5 PM. 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.)

Paychecks will be dated for the following Friday, however, they may be picked up after 3 PM on Thursday. For your convenience, we offer direct deposit.

You must make sure that your name, social security number and address are correct on your paycheck. 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. However, 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. **Employee Connections, Inc.** cannot guarantee you work. Our assignments are based on the job orders we receive from our customers. 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 customer. **DO NOT** accept any job if you have prior commitments that will not allow you to complete the entire assignment.

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 # is 505-324-8877.**

Although you are an **Employee Connections, Inc.** employee, the customer is your supervisor. The customer has the right to terminate your assignment at any time for any reason.

The customer's company information must be kept confidential. All equipment (i.e. tools, hard hat, etc.) belonging to the customer 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 **Employee Connections, Inc.** within 24 hours after completion of each assignment. Failure to contact us is considered a voluntary quit and may result in denial of unemployment benefits.

WORK SAFETY:

Employee must follow all safety procedures and wear personal protective equipment, as instructed. **Employee Connections, Inc.** is solely responsible for providing Worker's Compensation Ins. for its employees; therefore, customer/supervisors are not to be held responsible for payment of work related injuries. **ALL work related injuries/accidents must be reported to customer/supervisor and Employee Connections immediately.** Treatment for work related injuries/accidents shall be at a facility designated by **Employee Connections, Inc.**

DRUG POLICY:

Employee Connections, Inc. is a drug free environment. You may be asked to take a drug or alcohol test during random testing or if our customer requires it. Illegal drug or alcohol use WILL NOT be tolerated before reporting to or during an assignment. Illegal drug or alcohol use will be grounds for termination. Furthermore, if the effects of drugs or alcohol used during other hours are apparent and/or detrimental in the performance of the job, disciplinary action up to and including dismissal may occur.

ATTENDANCE AND PUNCTUALITY:

It is the policy of **Employee Connections, Inc.** to require employees to report to work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance will not be tolerated.

You will be notified of your starting, ending and break times. You are expected to be engaged in carrying out your duties during all scheduled work times and should be ready to being working at your scheduled starting time.

You should notify your supervisor as far in advance as possible whenever you are unable to report for work, know you will be late, or must leave work early.

You are expected to report for work during inclement weather conditions if your supervisor does not declare an emergency closing. You will be expected to work holidays if your assignment required it.

You must obtain permission from your supervisor in order to leave the Company premises during working hours. In addition, if you are frequently away from the premises for business reasons, you will inform your supervisor of your whereabouts during working hours.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if you have not followed proper notification procedures or the absence has not been properly approved. Tardiness or leaving early more than three times in a period of one month is grounds for disciplinary action up to and including termination.

If you are absent from work for three consecutive days without giving proper notice to your supervisor, it will be considered as having voluntarily quit.

Failure to contact this office (505-324-8877) if you do not show up for your assignment will be considered a voluntary quit.

BENEFITS:

A SIMPLE IRA retirement plan is offered to employees after certain requirements are met. **Employee Connections, Inc.** matches your contributions up to 3% of your salary.

VACATIONS:

You are eligible for one week's paid vacation after one year from anniversary date and after working at least 1250 hours within that year. If you are unavailable for a period of one month or more, your anniversary date starts when you return to **Employee Connections, Inc.** for re-assignment.

Employment issues will be held in strict confidence and will not be discussed with anyone except you and the customer, when necessary. Proper dress will be expected based on the assignment duties. If there are specific requirements, (i.e. steel toe shoes, hard hat, etc.) **Employee Connections, Inc.** will inform you at the time of the assignment.

Employee Connections, Inc. looks forward to a good working relationship with our temporary employees.

We are an equal opportunity employer.