



## WELCOME TO CAREER PERSONNEL

We want to take this opportunity to welcome you to our team! **Career Personnel** was founded in 1984 and we are regarded as the most prestigious staffing services in the CSRA, with the best jobs available for our associates. We are successful because we care. We take pride in the companies we represent and the candidates we hire. All applicants are carefully screened, tested, interviewed, and reference checked before matching to our client companies.

While working on assignments for us, your work performance, attitude and dedication to the quality of your work will be closely monitored. The length of your assignment depends on these factors as well as the company's schedules. Do a great job! Our clients choose many of their permanent staff from our assigned personnel. This is an excellent way to be recognized for your quality work.

The following are some guidelines for your duties and responsibilities as an associate of **Career Personnel**. A staff member is ALWAYS available to answer any questions you may have. Please feel free to let me know if there is any way I can be of further assistance to you.

The best of success in your **Career Personnel** job assignment,

Louise Aronow

President

Welcome to **Career Personnel**! You will be working for us on temporary assignments for our clients. This information sheet is to acquaint you with our policies and to outline your duties and responsibilities as our employee. Your job can be exciting, rewarding, profitable, and challenging.

### WHO PAYS YOU?

We do. We are your legal employer. Your wages are based on an hourly rate for the time you actually work. Lunch periods, transportation, etc., are not included. The only deductions from your paycheck are for taxes.

### WHAT YOU MAY EXPECT FROM CAREER PERSONNEL

- ⊕ TOP PAY
- ⊕ ASSIGNMENTS IN YOUR PREFERRED AREAS
- ⊕ PAY WEEKLY
- ⊕ SKILLS UPGRADE ENHANCEMENT
- ⊕ ACCOUNTING SERVICES (tax withholding, reporting, FICA, Workers Comp)
- ⊕ HOLIDAY PAY
- ⊕ SAFETY RECOGNITION PROGRAMS
- ⊕ GROUP INSURANCE AVAILABLE
- ⊕ ALL FEES PAID BY OUR CLIENT COMPANIES
- ⊕ CARING SERVICE FROM YOUR CAREER PERSONNEL COORDINATOR

### WHAT **CAREER PERSONNEL** EXPECTS FROM YOU....

#### PROFESSIONALISM

Always act professionally! Attitude, work ethics, and safety are extremely important to both you and the customer. Compliment your skills; show pride in your work and a willingness to help out and go the extra mile on your assignment because it pays dividends to you. Just as we are highly selective about our employees, we are also highly selective about the companies we choose to serve. In order to maintain this professional bond, always handle yourself in a professional manner and always remember you are representing **Career Personnel**. Please do not schedule interviews or other appointments during working hours. Our clients need you on the job.

#### TIMECARDS AND PAY POLICY

Your timecard is your responsibility. In order to process your paycheck, we **MUST HAVE** a complete, accurate, and legible timecard.

1. Use a separate timecard for each assignment (or for each week in a long assignment). Accurately complete each section of the timecard, have the supervisor check the hours worked, and get the supervisor's signature. NO DIRECT DEPOSIT/CHECK CAN BE ISSUED WITHOUT A TIMECARD AND A SUPERVISOR'S SIGNATURE. IT IS YOUR RESPONSIBILITY TO PROPERLY FILL OUT THE TIMECARDS AND TO TURN THEM FOR PROCESSING YOUR DIRECT DEPOSIT/CHECK (Timecards may vary client to client.)
2. Timecards must be received by Monday at noon in our office. If your timecard is not in our office by this time, your check will be processed at the NEXT PAY PERIOD A WEEK LATER. Timecards not turned in within two weeks worked will not be paid.
3. Payday is Friday.
4. **Career Personnel** offers direct deposit or pay cards only. This benefit means you will no longer have to report to our office to pick up your check. No more worries on when and how to cash your check. Pay stubs are available on line for your convenience as well.
5. Do not alter or change your timecard; it cannot be honored if you do. Always date and keep an accurate and careful record of your time to the closest % hour. Have the client sign on the line "Customer Signature". We will not be able to pay you unless the customer signs each timecard. You must sign the "Employee Signature" and fill in your Social Security number. All spaces must be filled in where appropriate. The blue copy is for your records.

6. Pay rates vary with each assignment and are considered confidential. Please discuss your pay ONLY with a **Career Personnel** Staffing Manager.
7. PLEASE BE AWARE THAT THE INTENTIONAL REPORTING OF TIME NOT ACTUALLY WORKED TO BENEFIT YOURSELF OR ANOTHER IS FRAUD AND IS NOT ONLY GROUNDS FOR IMMEDIATE TERMINATION, BUT SUBJECT TO PENALTY UNDER CRIMINAL LAW!

### ASSIGNMENTS

Before you are asked to accept a job assignment you will be completely informed about this assignment. Once you have accepted this assignment you will be obligated to complete the assignment before going to a new assignment.

The following information will be provided to you:

|                          |   |
|--------------------------|---|
| *Duties and type of work | *Location and directions                                |
| *Work days and hours     | *Client's name: whom you will report to at the job site |
| *Dress Code              | *Pay  |
| *Length of assignment    |   |

If you should fail to give at least three (3) business days advance notice upon leaving an assignment before its completion, **Career Personnel** reserves the right to reduce the quoted salary. If you should fail to notify **Career Personnel** in the event of absenteeism or tardiness, it is considered voluntary termination. **AN UNEXCUSED ABSENCE IS CONSIDERED GROUNDS FOR VOLUNTARY TERMINATION.**

### BENEFITS

**Career Personnel** is committed to offering the best benefits because we strive to attract the area's best employees. We constantly survey the marketplace to ensure that you receive the top pay rates and benefits.

Holiday pay for five (5) recognized company holidays will be paid for all **Career Personnel** employees who have worked a total of 1,400 regular hours in the last 37 weeks preceding the holiday, and the working day after the holiday. The five holidays are:

New Year's Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

These hours may be worked on the same assignment or different assignments. To qualify for holiday pay, you must be assigned and work the workdays before and after the holiday. You will receive pay equivalent to your regular shift, but not to exceed eight hours pay for the current assignment, provided you have worked the required 1,400 hours. Our client companies may have additional holidays, which will be considered non-scheduled days for employees. We will be happy to offer you other work on those days.

Complimentary cross training with Provelt! is available for training and skills enhancement for qualified employees, and we are happy to assist you in learning new skills. Call our office and speak with a staffing manager about scheduling a time for your training.

### TO ALL EMPLOYEES

Workers' Compensation is a company-paid insurance benefit that protects employees against job related disabilities. This benefit guarantees that all employees will receive prompt, proper, and complete medical services for work-related injuries or illnesses, wage or salary reimbursement and vocational rehabilitation when necessary. We want to make sure that these benefits are administered fairly. We know you share this concern.

The cost of providing Worker's Compensation benefits has become very expensive. One of the reasons for this is fraud. **FRAUD IS A CRIMINAL OFFENSE. CAREER PERSONNEL WILL NOT TOLERATE FRAUD AND YOU SHOULD NOT TOLERATE IT EITHER.** By working together, we can ensure that fraud will not occur at Career Personnel.

**Career Personnel** and our insurance company will investigate suspected fraud. As required by law, we will refer cases to the appropriate law enforcement authorities when we reasonably believe fraudulent claims have occurred. We want to take care of those who are truly injured by on-the-job accidents, but we WILL NOT finance abuse of this insurance coverage. Article 10 of the State Board of Workers' Compensation Article states:

"You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$1000.00 or imprisonment, up to one year, or both, for making false or misleading statements when claiming benefits. Also, any false evidence given under oath to any board member of the State Board of Workers' Compensation or any administrative law judge is a perjury offense."

#### WHAT IS EXPECTED OF YOU AS AN EMPLOYEE?

Report to work promptly, always be a few minutes early, especially on your first day. Work to the best of your ability and be willing to learn new skills. Complete the entire assignment. Be loyal to **Career Personnel** as your employer. Do not discuss where you are sent to work or your salary. If you are going to be absent or late for an assignment, you must call **Career Personnel** in addition to calling your client supervisor. Keep in touch. We assume you are no longer available if you do not call in every two (2) days when you are not on an assignment. It is a good idea to bring your lunch the first day on the job as many companies do not have lunch facilities.

#### OPEN DOOR

You are the reason we do business! Service to our clients results from the cooperative efforts of our employees and staff. Please feel free to discuss any need or concern with a staffing manager. We are always available to you and will help in any way we can.

#### PLEASE BE SURE TO CALL YOUR CAREER PERSONNEL STAFFING COORDINATOR IF:

You are unable to complete an assignment or cannot report to an assignment. Be sure to call at least two (2) hours in advance.

The client tells you the assignment is complete, so plans may be made for your next assignment. The client wants you to stay permanently. The client requests you to stay on the assignment longer than expected.

You MUST report any change of name, address, or phone number.

You MUST report any change or addition to your background regarding criminal conviction of a misdemeanor or felony of any type.

If you are hired as a driver, you MUST report any motor vehicle violations.

When you are unsure of any procedures or encounter a problem. DO NOT go to the supervisor first.

You must contact **Career Personnel** within one (1) hour if you are injured on the job.

WHEN YOU CALL IN TO MAKE US AWARE THAT YOU ARE AVAILABLE FOR WORK, YOU MUST BE AVAILABLE FOR WORK THAT ENTIRE DAY.

You are applying for temporary work. Permanent full-time work is a possibility, but it is by no means guaranteed or implied. By signing up with a personnel service, such as **Career Personnel**, you will not be considered unemployed when you are between assignments. You will only be considered unemployed if you sever your relationship with **Career Personnel**. It is the nature of this type of employment for one to have breaks in periods of employment. Please understand that if you do not call in available every two (2) days as policy requires, you may be denied unemployment benefits.

#### ABSENTEEISM AND TARDINESS

If you are going to be late or absent, you must telephone **Career Personnel** at least two (2) hours in advance or leave a simple message with our 24-hour answering service, (706) 722-1265. After talking with you, we will contact the client where you are assigned. All information will be documented on your file. If you accept an assignment and fail to show up for work, this is considered voluntary termination. **NO SHOW, NO CALL, NO JOB!!!**

#### WHEN TO CALL US

- \* If you are unable to complete an assignment
- \* If you are going to be late or absent
- \* Do not leave an assignment without first notifying **Career Personnel**.
- \* If you have an emergency, call **Career Personnel** in addition to your client supervisor.
- \* Any time you have a question.
- \* Any time you need to!

## AUTOMATIC TERMINATION

The following are a list of reasons that an employee would be automatically terminated from **Career Personnel**:

- \*Walking off the Job (WOJ) - Leaving the jobsite without making any supervisor and **Career Personnel** aware
- \*Hostile Work Environment - A hostile work environment is used to describe a workplace situation where an employee cannot reasonably perform his work, due to certain behaviors by management or co-workers that are deemed hostile. Hostility in this form is not only a boss being rude, yelling, or annoying. Any act of sexual harassment on the part of bosses or co-workers can be viewed as hostile. Any act or remarks that are overtly discriminatory regarding age, race, gender, sexual orientation, or disability are also considered to create a hostile work environment. Any **Career Personnel** employee that engages in actions that creates a hostile work environment, will be escorted off of the client's property and automatically terminated.
- \*Threats - Any acts of threatening employees while on the job.
- \*Workplace Violence - Violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide.
- \*Falsification of time cards - Any type of intentional lying on time cards or payroll records such as one employee clocking another one in or out (even if both employees worked exactly the same hours.) It would also cover an employee clocking out but continuing to work, or an employee clocking in but then not working. It could also cover a supervisor who unethically or unlawfully changed an employee's time card. (For example, a supervisor who altered a time card to show that an employee had a 30-minute unpaid lunch break when the employee had no break, would be guilty of time card fraud.)
- \*Cell Phone Use/Internet Use - Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Unauthorized texting is grounds for termination; it poses a major safety concern in the workplace. Any unauthorized use of client's computers or accessing websites that are not for the sole purpose of performing one's job duties is also grounds for termination. Office equipment provided by a company for work related projects offers no privacy to the employee using the equipment. Any instant message, email, text or voice mail can be read, listened to and accessed by a Company supervisor.

**CAREER PERSONNEL HAS A ZERO TOLERANCE POLICY PERTAINING TO DRUGS, ALCOHOL, WORKPLACE VIOLENCE, HOSTILE WORK ENVIRONMENT, AND THE LIKE. ALL ARE GROUNDS FOR TERMINATION FROM CAREER PERSONNEL!**

## DRUG FREE WORKPLACE

The use of drugs has been proven to be a significant cause for job related injuries and production loss. Therefore, **Career Personnel** has made a commitment to achieve a totally drug-free workplace. All applicants chosen for hire will be required to complete a screen for drugs and/or alcohol.

**IF YOU CANNOT TEST NEGATIVE ON A DRUG SCREEN, PLEASE DO NOT APPLY WITH CAREER PERSONNEL.**

To assure a drug-free applicant pool, candidates considered for employment will be required as a condition of employment, to undergo a urinalysis drug screen. Should you test positive, you will be immediately responsible for the \$25.00 cost of the drug screen, and you will not be eligible for work with **Career Personnel**.

If your employment with **Career Personnel** ends for reasons other than lack of work before you have worked a total of 200 hours, the cost of the test will be deducted from your final paycheck. Do not report to work while under the influence of alcohol or drugs of any kind. If you use or possess alcohol or controlled or illegal substances while on a worksite, you will be subject to immediate termination and possible legal action. If you are injured or become ill due to a work related situation, our insurance requires that you be drug screened.

## CONFIDENTIALITY

Maintain the highest ethical standards in handling correspondence, invoices, confidential materials, and properties of the companies to which you are assigned. Likewise, **DO NOT** discuss the names of clients to whom you are assigned or your salary with anyone other than your **Career Personnel** Staffing Manager.

### RELIABILITY

Once you accept an assignment, you will need to arrive 15 minutes early and be at your work area at starting time. Take only designated breaks and complete the FULL work day. DO NOT schedule interviews or appointments during working hours without our permission. Our client needs you on the job.

### PERFORMANCE

**Career Personnel** requests performance evaluations from all our client companies who have our associates on assignments. You will be rated on performance, attendance, appearance, attitude and job skills; this evaluation from each assignment becomes part of your permanent personnel file. We are proud of these performance records, since most evaluations are excellent. Always work to the best of your ability and be willing to learn new skills. Be proud of your work.

### WORK-PLACE SAFETY

**Career Personnel** is extremely committed to providing a safe work environment, as well as to the ongoing protection of our employees. For this reason, we have several policies to which we must rigidly adhere.

1. You MUST report an injury or incident IMMEDIATELY.
2. In the event of an accident or injury at work, you MUST call or have your supervisor call our office as soon as possible. Our Staffing Managers are available at all times, even after hours. Simply call us at the following number: (706) 722-1265 to be connected to a staff manager.
3. You will be taken to our company physician or, if the injury is more severe, to the nearest hospital.
4. When an accident, injury, or suspected injury occurs on the job, it is **Career Personnel's** policy that the attending physician administer a drug screen. You also may be asked to take a drug test at any time during employment. If you test positive for this, your assignment will be terminated immediately and you will be responsible for the lab fee.

## SAFE WORKER MANUAL

**Welcome to the world of the Career Personnel Safe Worker!** This Safety Manual is yours to keep. It explains the rules and regulations associated with our safety policy and your rights and limitations under the Workers' Compensation Law.

**Safety Statement.** It is our policy to guarantee safety in the workplace. This is accomplished through a combined employee/employer effort. We are responsible to ensure that our clients provide you with safe and healthy working conditions at their place of business and we demand safe working practices from you, our employee. We will not knowingly send any employee to a job where unsafe working practices are the standard. When we are informed of unsafe or questionable working practices, we will take every effort to improve this condition immediately. Our goal is that every employee leaves the workplace at the end of every day in the same condition in which he or she entered. Employees with good safety records will be rewarded on an ongoing basis. Think Safety!

**General Safety Guidelines.** The following is designed as a general safety guideline and non-specific of industry. Industry - specific guidelines will be presented upon job assignment.

1. The dress code is dependent upon working conditions and weather. In the winter months dress in layers. As the day warms, or during peak physical activities; layers may be removed. Large, bulky, baggy, or extremely confining garments can pose a health and safety risk and should be avoided. Steel-toed shoes are required for most plant positions. Athletic shoes should not be worn as outer footwear in the winter months, but may be appropriate for inside overshoes. Unnecessary jewelry should not be worn on the job. Cleanliness can affect the garments ability to breathe and dirty garments may cling to the skin and cause undue perspirations and discomfort. In some industries, aprons, smocks, or lab coats are provided for the protections of your outer garments. Long hair must be tied back or placed under headwear. Hairnets may be required on some jobs. No type of "dangling" ear ornaments, rings, necklaces, or bracelets are allowed on the job by men or women. Long fingernails are not acceptable on any job.
2. If your assignment requires that you wear a respirator, you must be clean-shaven.
3. Horseplay causes accidents and is an unprofessional and unacceptable form of behavior for adults.
4. Non-prescription drugs and alcohol use on the job present potentially serious safety hazards. The use of drugs while in the employment of **Career Personnel** is strictly prohibited and grounds for immediate dismissal. **NO ALCOHOL SHALL BE CONSUMED WITHIN 8 HOURS OF THE START OF A WORK SHIFT.**
5. Appropriate safety equipment and personal protection equipment shall be provided and worn as directed. The refusal to wear appropriate safety equipment will result in dismissal. Should a job require continued wear of specialized protective equipment or have special safety restrictions, those special items will be briefed separately and prior to placement. Some general types of protective equipment you may encounter on the job are listed.

**SAFETY GLASSES** protect your eyes from a host of Objects, either airborne or protruding from stationary areas in the workplace. The glasses we provide are adjustable and should fit comfortably and closely to the eye. The safety lenses should be exchanged when they become so worn, discolored or scratched that they pose vision restrictions.

**HARD HATS** are designed to absorb the energy of impact from falling Objects or blows to the head. The suspension in the hat shall be adjusted so there is a minimum 2" space between the shell and the crown of the head. No writing or graffiti shall appear on the hard hat. The hat should be inspected and cleaned prior to wear.

**EAR PLUGS** will be provided to any field employee wishing to use them. Earplugs or suitable hearing protection is mandatory for any **Career Personnel** employee working in an environment where the 8-hour time weighted average exceeds 85 decibels. You will be informed if hearing protection is mandatory.

**PROTECTIVE GLOVES** are to be used to protect your fingers and hands from injury. We provide a high-grade, reinforced protective glove suitable for all types of work except electrical and some types of chemical. In cold weather, a light liner is recommended for wear under the heavier grade gloves.

Know your equipment. Never operate a tool machine or equipment with which you are not familiar. Always use required safety devices associated with that specific machinery or equipment.

Fire extinguishers, fire markings, and fire exits can save your life. Every facility in which you work should have posted a clear, understandable emergency action plan with a primary and secondary route for evacuation. You should familiarize yourself with this plan and know what to do once outside of the facility. Know the location of fire exits and fire extinguishers. Portable fire

extinguishers are designed to fight only small fires. It is just as important to judge when **NOT** to use a fire extinguisher, as when or how to use one. Generally, there are three types of fires:

**A)** Ordinary Combustibles, **B)** Flammable Liquids, and **C)** Electrical. As a general rule of thumb: The dry-chemical or multi-purpose form of fire extinguisher can be used on all three types of fires. Most facilities will have these types of extinguishers, but as a precaution or "quick-check" always look for the letters A, B, or C on the extinguisher data plate. Fire is the third leading cause of accidental death in industry.

Always follow proper lifting techniques. Limit your lifting to 50 lbs. Anything over 50 lbs. should never be a repetitious part of your job. When lifting always follow these procedures. Stand firmly with your feet slightly wider than shoulder width apart, bend knees, grasp the load, then raise the load with your back straight or slightly arching it rearwards. Lift by straightening your legs; do not use your back. Never lift while your body is twisted or tilted, as this puts the entire load on one area and can cause injury. Never twist your body with a load. Instead turn your entire body. A good rule of thumb is to keep your body turned in the same direction as your toes are pointed.

Always be alert for moving equipment, especially forklifts.

According to the Bureau of Labor Statistics slips, trips and falls are the second leading cause of death in the workplace and account for almost 20% of permanent disabilities. Common causes of falls include obstructions, improper footwear, improper use of ladders or stairs, poor lighting, hurrying horseplay and unsuitable behavior. All of these can be eliminated through safe working procedures and awareness of your surroundings. Stairs and ladders are accidents waiting to happen when not used properly. Never come down a ladder facing forward. Stairs are not storage areas. Housekeeping plays an important role in prevention. A combination of safe working procedures and common sense can help avoid serious accidents. We will repeat this information often. You may get tired of hearing it, but people will still get injured from slips, trips, and falls.

Lockout/Tagout procedures are critical in accident prevention. When working with moving equipment, electrical equipment or machinery, there should be a published procedure for ensuring the power is interrupted while accessing the equipment. Lockout requires placement of an energy-isolating device to ensure that equipment cannot be operated until the device is removed. Tagout is placement of a tag on an energy-isolating device to ensure equipment cannot be operated until the tag is removed.

Hazard Communications (HAZCOMM) & Right to Know. Whenever dealing with any potentially hazardous chemicals or chemical compounds, you should be familiar with the Material Safety Data Sheets (MSDS). These MSDS are part of the company's mandatory Hazardous Communications Plan and should be readily accessible to you. The MSDS include the following eight informational parts:

- Chemical Name
- Hazardous Chemical Ingredients
- Physical Characteristics
- Fire & Explosive Precautions
- Reactivity
- Health Hazards
- Usage, Handling & Storage Requirements
- Special Protection & Precautions

**On the job injuries.** Unfortunately, accidents and injuries do occur on-the-job, and it is a major concern for all parties involved. They cost our clients time in lost production and cost your company huge amounts in medical bills and lost billing time. No one wants to be injured on the job, at a minimum, it costs you time away from your job and lost wages. Certainly, the best way to prevent this is to always be safety conscious and avoid dangerous situations. If an accident should occur, follow the procedures listed below:

1. Seek immediate first aid. Not all accidents require a visit to the doctor. If there are questions regarding the injury, a quick phone call to our doctor can often times save a lot of unnecessary steps. **ALL ACCIDENTS MUST BE REPORTED - REGARDLESS OF SEVERITY!** If you are injured and fail to report that injury and complications arise, you may have to prove that the accident was work-related. Always report injuries, no matter how trivial they may seem.
2. If you feel the injury requires professional care, notify this office as soon as possible and we will set-up an appointment with our doctor. Do not go to your family physician, this will result in your being responsible for the medical costs!

NOTE: To not report an accident, or to refuse medical care, and then to report to an emergency room at a later time or date is not an acceptable practice, and grounds for termination.

Worker's Compensation: The Workers' Compensation Act is part of the State Code designed to provide certain benefits to



employees who receive injuries, occupational disease or occupational hearing loss arising out of and in the course of their employment. Benefits are payable regardless of fault and are the exclusive remedy of the employee against the employer.

The Worker's Comp program is administered by **Career Personnel, Inc.** and our insurance carrier.

As a **Career Personnel** employee, you are automatically covered under our Workers Compensation Policy at absolutely no cost to you. It is our duty under the law to insure that you receive medical care suited to your injury. **Career Personnel** has the right to choose the medical care provider.

It is important to note that **Career Personnel** will do everything possible to ensure that you receive the best medical care and that your wages are promptly paid during any temporary disability. We will help you get everything in the form of wages and benefits that you have coming. That's a promise!

As a vehicle to report any unsafe working conditions at your job site, or to make suggestions that may improve safety or productivity, please call your staffing specialist in our operations department at **Career Personnel** (706) 722-1265.

Fraudulent Workers' Compensation Claims hurt everyone and weaken the entire system, which is intended to protect injured employees. **Career Personnel** and our insurance carrier will vehemently pursue any individual we believe to be committing fraud and prosecute him/her to the fullest extent of the law. THAT, TOO, IS A PROMISE!