



Labor Systems

JOB CENTERSM

WELCOME!

We are delighted that you have chosen **LABOR SYSTEMS** to help you with your job search. Our goal is to find the best match possible between you and our clients. We strive to provide quality employees to our customers and excellent opportunities to our employees. We offer a variety of assignments that include temporary, long term, temp-to-hire and even direct placements. We want your experience with **LABOR SYSTEMS** to be unlike any other! If hired at **LABOR SYSTEMS**, employment is at will and may be terminated by either party at any time, with or without notice or just cause.

JOB COMMITMENT

After you have completed the application process with **LABOR SYSTEMS**, we will do our best to place you on an assignment. If you are offered an assignment by **LABOR SYSTEMS**, you will have the option to accept or refuse the opportunity. We will provide you with all the relevant details such as company information, work hours, location, rate of pay and assignment length so that you may make a decision that works for you. You are never obligated to accept any assignment from **LABOR SYSTEMS**. If you should decide to accept an assignment, we will depend on you to perform your best and complete your commitment to **LABOR SYSTEMS** and the client.

SAFETY FIRST

LABOR SYSTEMS is committed to providing you with a safe working environment. If you ever feel like you are working in unsafe conditions, stop what you're doing and contact us immediately so we may address the issue. Never operate machinery, lift over 50 pounds, or drive a customer's vehicle without contacting your supervisor at **LABOR SYSTEMS** first.

If you are working with or around hazardous substances, you must receive proper training. You have the right to know what hazards you may encounter on the job and how to protect yourself against them. Always know where the Material Safety Data sheets are located.

If you feel that you have been injured on the job at work, regardless of how small the incident may seem to be, it is **YOUR** responsibility to report the accident within 30 minutes to your job site supervisor and then to your **LABOR SYSTEMS** supervisor within 24 hours of the same injury.

BE ON TIME!

Congratulations! Once you have received your assignment and are ready to start, it is important to get to work on time everyday. While we understand that there are occasions where you may be running late or an emergency may arise when you may be absent, please call **LABOR SYSTEMS** as quickly as possible. **DO NOT** call the client directly – we will notify them for you. Failing to report if you're going to be late or absent, could result in the end of your assignment with our client and possibly even termination.

Be sure to ask your supervisor at the client site when your breaks and lunchtime will be. Be punctual and return to your work shift on time.

BE PROFESSIONAL

Now that you have your job assignment and are ready to start, you are a representative of **LABOR SYSTEMS**. The impression that you make on your first day means a lot. If you have been placed on an assignment, it is partly because we feel you will represent **LABOR SYSTEMS** with the utmost professionalism. You will be informed of the work environment and the client's dress code so that you may dress appropriately.

Be cheerful and smile! Ask questions about your responsibilities and what is expected of you. Be proactive and make an immediate impact. How you begin may affect the rest of your assignment! No personal phone calls, please. If there is an emergency and you need to be reached, give out our phone number and we will contact you immediately.

Please call your **LABOR SYSTEMS** supervisor if you have a problem with your assignment or if you have any questions regarding your job.

GROUNDS FOR DISCIPLINE/TERMINATION

The following is a partial list of conducts that could result in discipline, removal from a job assignment, other adverse employment action or termination:

- Failure to report to an assignment.
- Failure to notify **LABOR SYSTEMS** in a timely manner that you will be absent or late for an assignment.
- Excessive absenteeism or tardiness.
- Walking off the job.
- Not working the scheduled hours.
- Failure to comply with the safety standards observed at each client company.
- Altering, tampering or falsifying timecards.
- Making personal phone calls on an assignment except during scheduled break or lunch break.
- Failure to notify **LABOR SYSTEMS** regarding completion of assignment, and availability for work.
- Failure to provide a working home telephone, pager or personal voice mail number in order to contact you regarding the status of assignments.
- Supplying false or misleading information when applying for employment or at any time during your employment.
- Failure to hold confidential information given on an assignment in confidence.
- Failure to comply with **LABOR SYSTEMS** policies and procedures.
- Violation of **LABOR SYSTEMS** drug and alcohol free workplace policy, Equal Opportunity Employment policy or harassment policy. These policies are posted in the testing area for your review.
- Operating client's machinery or driving a customer's vehicle without first contacting your supervisor at **LABOR SYSTEMS**.
- Fighting or other unacceptable immoral conduct.
- Verbal abuse of a supervisor.
- Failure to carry out job procedures.

Each case will be considered independently based on facts and circumstances.

PAYCHECKS AND TIMECARDS

In order to receive a paycheck from **LABOR SYSTEMS** and to receive it on time, there are two simple guidelines to follow. First, you must fill out a **LABOR SYSTEMS** timecard with all of the requested information. The timecard must be complete with your total hours and a signature from your supervisor. Lastly, your timecard must be turned in on time. Timecards are due **NO LATER** than Monday morning at 9am for your paycheck to be processed and ready for pickup on Friday.

To guarantee that we receive your timecard, drop it off at our office. If you are unable to do so, drop it in the mail on Friday night. Find a location where there is a Friday night pickup. This will ensure that your time card will arrive in our office no later than 9am on Monday morning. New timecards will accompany each paycheck. If you should need additional time cards, call our office and we will mail them to you.

IMPORTANT TO REMEMBER

- It is your responsibility to submit your timecard, not your supervisors.
- Fill in your full name and address.
- Fill in all of the customer information.
- Fill in correct dates, hours and lunch times.
- **ALWAYS** get your supervisors signature. Remember, we cannot pay you without a signature.
- Never include two weeks on the same time card. Our workweek is Saturday – Friday.
- Never include more than one job or companies on the same time card.
- If you change your address, phone number or want to change the number of exemptions on your W-4, please call our office immediately.
- If you live in an apartment, please put your name on your mailbox. Inform our office of your apartment number to ensure delivery of your paycheck.

PAYDAY

Checks will be available for pickup in our office from 10 a.m. to 4:45 p.m. on Thursdays. A photo ID is required to pick up your check. If you choose not to pick up your check and do not contact us, your check will be mailed. **LABOR SYSTEMS** has no control over the delivery of mailed checks. Delivery typically takes 1-7 working days so we recommend picking up your check if possible. If you elect to have someone pick up your check for you, you must sign a paycheck release authorization form and they must present a picture ID for verification.

If you prefer, Direct Deposit is also available at some locations for your convenience. Your payroll check will automatically be deposited directly into your account each Friday. This recommended method eliminates potential for lost or stolen checks and trips to the bank.

PLEASE KEEP THIS EMPLOYEE HANDBOOK FOR REFERENCE AND PERSONAL RECORDS

These guidelines are provided to you for the purposes of understanding **LABOR SYSTEMS** policies, practices, regulations and benefits. It is not an employment contract and should not be interpreted as creating an employment contract. **LABOR SYSTEMS** reserves the right to make any changes at any time and without notice by adding to, deleting or changing the information in the guidelines.