

## POLICY AND PROCEDURE CHECKLIST FOR TEMPORARY EMPLOYEES

### Midwest Business Staffing Policy Statements

1. For the duration of your assignment, you are an employee of NACM Connect - Midwest Business Staffing; you are not an employee of the Client Company. However, with that in mind, while you are on an assignment you are obligated to comply with all of the Client Company's policies and procedures including but not limited to anti-harassment, anti-discrimination, and anti-retaliation.
2. I understand that my placement by Midwest Business Staffing is not an offer or guaranty of full-time employment.
3. No personal calls (except to Midwest Business Staffing) are to be made on the client's telephone. Please take care of all personal business during your break or lunch hour. The client's computer is to be used for company business only. Failure to comply will be grounds for immediate dismissal.
4. Do dress conservatively and professionally.
5. Future employment: If you do not contact us after each assignment, we will assume you are not available for work **and** are no longer looking for employment.
6. Interviews for permanent jobs while on a temporary assignment for Midwest Business Staffing should be scheduled for the earliest a.m. or late p.m. whenever possible. Please inform us, as well as your supervisor when planning to interview for a permanent position. If your position is designated in advance as a temp-to-hire position then you are expected not to be interviewing for other positions.

### Illness and Injury

7. In case of illness, an emergency, or bad weather, **call your supervisor at your assignment first** then call **Midwest Business Staffing** (Dorann Guenard 847-483-6434) as soon as possible. We have voice mail on during non-business hours so you can leave a message. Failure to contact Midwest Business Staffing will be grounds for dismissal and/or indicate that you have quit.
8. Report any work related accidents immediately to Midwest Business Staffing (Dorann Guenard 847-483-6434).
9. Midwest Business Staffing takes great measures to provide a safe work environment as well as Workers Compensation Insurance for its employees and deals promptly with legitimate claims or injuries. Midwest Business Staffing and its Loss Control Consultants have extensive experience investigating, contesting, and prosecuting false or fraudulent claims. Midwest Business Staffing will fight these types of claims.

### Payroll Administration

10. When recording your time round to the nearest ¼ hour.
11. Overtime: All authorized work you perform in excess of 40 hours per week will be at time and one-half the regular rate. You are permitted to work overtime only if the client requests and approves such work. Approval must be obtained prior to the overtime. However, please keep in mind that holiday pay is not considered hours "worked". Paid-time not "worked" will not be counted as hours worked when computing overtime pay. Please see number 16 for more information regarding holiday pay.

12. Time sheets should be signed by your supervisor and submitted to our office by **5:30 p.m. every Friday**. Please be sure to confirm that your time sheet was received. If the time sheet is not received as indicated, payment will be made in the next following pay period (week).
13. **Payroll cycle is bi-weekly; every other Friday**. Direct deposit takes two payroll cycles to take effect.
14. If you work an eight (8) hour day the law entitles you to take a minimum of one half hour for lunch and this must be notated on your time sheet daily.

**Benefits**

15. Please keep in mind that Midwest Business Staffing, as well as the Client Company, does *not* offer any medical, dental, vision, or vacation benefits to temporary employees.
16. Temporary candidates who have worked 700 hours consecutively for Midwest Business Staffing are eligible to receive holiday pay for **Independence Day, Labor Day, Thanksgiving Day, and Christmas Day**. Employee must work the previous open business day as well as the following open business day. Holiday pay will be based on the average daily hours from the previous four weeks worked. If there is a break of more than 31 calendar days between assignments with different member companies, the accrued consecutive hours worked will expire and the count will reset to zero. Hours worked will begin to accrue again once the temporary candidate starts a new assignment.
17. To assist you in achieving your credit certification goals, Midwest Business Staffing offers educational classes through the NACM Connect Institute of Credit (NCIC) at no charge for temporary employees while they are on assignment. Employee does have to pay for any books or materials. Employee may only take one class per quarter and must achieve a C grade or higher. If a C is not obtained no further classes can be taken unless the class is successfully re-taken at the employee's expense. Classes may be cancelled prior to start under the guidelines of NCIC policies. For information on class schedules call 847-483-6400 and ask to be connected to the education department.

*Please be aware that policies and procedures can change without prior notification.*

I have read and understand the above statements, policies and procedures and agree to them. I understand that failure to comply with these policies and procedures could lead to my termination. I understand that false, misleading or inaccurate information will be grounds for termination.

\_\_\_\_\_  
Signature of Applicant

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Date