



# ASSOCIATE HANDBOOK

## IMPORTANT

You **MUST** call **Time Staffing** if you will be late or absent from your assignment!!

Ashland: 419-207-0333	Mansfield: 567-560-2667
Findlay: 419-425-9501	Napoleon: 567-264-4022
Fremont: 419-355-1409	Norwalk: 567-743-9271
Perrysburg: 419-874-3278	Tiffin: 567-220-6119
Upper Sandusky: 419-294-1705	

24 Hour Service

You **MUST** call 1 hour prior to your shift.



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## Welcome

Congratulations and welcome. **You are now an associate of The Doepker Group, doing business as Time Staffing, Inc. While The Doepker Group is your employer, the trade name "Time Staffing" is used herein in place of The Doepker Group.** As an associate, you are an important part of our company and will be assigned to the actual job site of our client companies. The following policies are presented here to provide guidance to you regarding your employment with Time Staffing. The policies are presented for informational purposes only and any and all policies and practices contained in this Associate Handbook may be changed at any time. In addition, the policies and practices set forth in this Associate Handbook may be interpreted and applied by Time Staffing in whatever way makes the best business sense in those situations that may arise but in which the proper application of these policies is not clear. If changes are made to the Associate Handbook, all such changes will supersede, modify, or eliminate existing policies.

Nothing in this Associate Handbook creates or is intended to create, a promise or representation of continued employment. Neither is this Associate Handbook a contract of employment, or a promise of employment for any length of time. All employment with Time Staffing is **at-will**, meaning that either the company or you may terminate your employment with the company at any time for any lawful reason.

## Attendance

As indicated in other sections of this Handbook, associates are required to follow all of the policies and expectations of the client company to which they are assigned. This includes any "call off" policies, which that client company might have.

However, and regardless of what call off policies might exist at the client company, Time Staffing must also be called whenever an associate is going to be late or absent from the assignment. Associates must call the local branch at least 60 minutes prior to the assigned starting time at the number provided during the interview and/or orientation. Any failure to comply with this call off policy could result in immediate discharge.

## Work Rules of Client Companies

We anticipate that whatever client company you are assigned to will have its own set of employment policies, rules and practices, and that it will expect you to follow them. In addition to the policies and practices that are set forth in this Associate Handbook concerning your employment with Time Staffing, you must also comply with all of the rules and expectations of the client company to which you are assigned. Your failure to comply with those rules and expectations are also a part of your employment with Time Staffing, and any failure on your part to comply with the rules of your assigned client company shall also constitute grounds for discipline, up to and including discharge as part of your employment with Time Staffing.

## Time Sheet

Blank timesheets can be obtained from the local branch or at [www.timestaffinginc.com](http://www.timestaffinginc.com). At the end of each week or the end of the assignment, associates must complete the timesheet by having the client company sign the time sheet and return it to the Time Staffing office by 12 noon Monday following the week worked.



If an assignment has ended and the associate is reassigned to another client company during the same workweek, a separate timesheet will need to be completed. By signing the timesheet, associates are verifying the accuracy of all information contained therein and acknowledging that all provisions outlined will be followed. In order to ensure the accurate and timely processing of the timesheet, associates must provide the following information:

1. Week Ending Date. The workweek at Time begins Monday and ends the following Sunday. Fill in the Sunday date following your starting date.
2. The last 4 digits of your social security number.
3. Date(s) worked.
4. Indicate the time away for lunch (to the nearest ¼ hour)
5. Hours worked less lunchtime.
6. Total hours for the week.
7. Signature of client company.
8. Associate name and address.
9. If the assignment is not complete, "X" the Yes box, otherwise "X" the No box.
10. Associate signature.
11. The name of the client company where the associate was placed on assignment.

### **Employment Benefits**

Time Staffing associates who meet certain requirements are eligible for the following benefits:

- Paid Vacation: An associate may receive one-week paid vacation after working 2000 hours in a 24-month period. Time off or pay received must be taken at one time. Any request for time off must have prior approval from Time Staffing and Time's Client Company. The associate must either be currently on assignment to receive the pay or schedule the time off, or have worked the week prior to the week to be paid. If an associate has been terminated from Time Staffing, they are no longer eligible to receive vacation pay.
- Paid Holidays: Beginning January 2, 2017, an associate must have worked at least 1000 hours in the preceding 365-day period leading up to a designated holiday. An associate must also work the last full scheduled shift at the client company before the holiday and the first full scheduled shift after the holiday.
  - Paid holidays include:

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

### **Other Benefits**

MEC (Preventative Care), Dental, Short Term Disability, and Hospital Indemnity insurance benefits are available to associates of Time Staffing from the 1st day of employment. If an associate elects to participate in the plan(s), the effective date for the plan(s) he/she elects will be the 1st Monday following the first payroll deduction and 30 days of employment. Insurance premiums are made through weekly payroll deductions. Time Staffing offers both MEC and MVP plans, which meet the ACA requirements. While eligibility begins on the 1st day of the assignment for the MEC (Minimum Essential Coverage) plan, associates must qualify for the MVP (Minimum Value Plan). The MVP is a bronze level plan, similar to what the government offers, without subsidies. Contact your local branch for additional information to see if you qualify for the MVP insurance. An associate who is no longer working on assignment

for Time Staffing but wishes to continue coverage, is solely responsible for making premium payments directly to the provider.

A 401k plan for eligible associates is available.

### **Leave of Absence- Family and Medical Leave Act**

Time Staffing provides leave under the Family Medical Leave Act of 1993 (FMLA) to all eligible employees. To be eligible for FMLA, you must have been employed for at least 12 months or 52 weeks and worked at least 1,250 hours in the twelve months prior to commencement of the leave. Eligible employees may use up to a maximum of 12 weeks or 480 hours of unpaid leave each year for the following situations:

- a. Birth of a child and to care for the newborn child;
- b. Placement of a child for adoption or foster care;
- c. Care for the employee's spouse, son, daughter or parent with a serious health condition; or
- d. A serious health condition of the employee, which renders the employee unable to perform the functions of his/her job.
- e. Leave occasioned by a "qualifying exigency" arising out of the fact that a spouse, child or parent of an employee is on active duty, or has been notified of an impending call or order to active duty, in the Armed Forces in support of a contingency operation; or
- f. Leave needed to care for a qualified family service member who has been injured in the line of duty. If this is the reason for the leave, the length of the leave may extend to as long as twenty-six (26) weeks in a single twelve-month period.

A "**serious health condition**" is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. The "**year**" used for FMLA leaves is a twelve-month period that is measured backward from the date an employee uses any such leave. For example, if an employee wants to begin such a leave on January 15, 2017, the amount of leave available to that employee will depend upon how much leave that employee has taken in the twelve-month period between January 16, 2016 and January 15, 2017.

Leave necessitated by a serious health condition of the employee or member of the employee's family will require the employee to obtain a certificate from the employee's (or family member's) health care provider describing the condition, treatment required, ability of the employee to perform work of any kind and anticipated duration of the condition. The company may require second or third opinions (under certain circumstances) at its discretion. At the time of the request for a family or medical leave, an employee is provided with a notice from the company outlining employee responsibilities in connections with the leave of absence. A leave taken for birth or placement of a child for adoption or foster care, that leave must be taken within twelve months after the date of the birth or placement. If a husband and wife both work for the company and each wish to take leave for the birth of a child, adoption or placement of a child in

foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.

Time Staffing requires employees to use unused vacation time as part of an FMLA leave. Of course, the part of the FMLA leave that is also vacation time will be paid pursuant to the vacation policy.

Employees eligible for FMLA leave continue to enjoy health care coverage for the duration of the leave (to a maximum of twelve weeks per rolling twelve-month period). An employee who fails to return from FMLA leave after expiration of the leave may be required to reimburse the company for the entire cost of the health care coverage during the leave.

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Benefits Coordinator. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave as soon as possible. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Upon return from an FMLA leave for the employee's own medical condition, the employee is required to provide proof of fitness for duty, along with any restrictions relating to the employee's ability to perform the essential functions of the job.

Any questions you have about this policy and how it might affect you should be directed to the Benefits Coordinator.

### **Health Insurance Portability And Accountability Act of 1996 (HIPAA)**

Effective April 14, 2004 the federal Health Insurance Portability and Accountability Act of 1996 requires you to have access to our HIPAA Privacy Plan. Our privacy policy is available at [www.timestaffinginc.com](http://www.timestaffinginc.com). With regard to any communication concerning protected health care information (as defined pursuant to HIPAA) between co-workers, managers, client companies, suppliers, contractors, you are to refrain from such communication unless specifically authorized to do so pursuant to Time's HIPAA Privacy Plan and its Policies and Procedures. Therefore, in the event you are confronted with any questions involving protected health information and/or the Time Staffing Health & Welfare Plan, please direct the individual to contact our Benefits Coordinator at 567-560-2667.

### **Harassment Policy**

Time values a professional environment where each employee is treated with respect and dignity. As part of this policy, Time encourages and seeks to maintain a work environment free from all forms of harassment, whether based upon age, ancestry, color, disability, national origin, race, religion, sex or any legally protected status. Time does not condone, and will not tolerate any hostility or harassment based upon any of these factors, and will strictly enforce the policy contained in this document.



Examples of conduct that are prohibited under this policy include offensive references to any of these factors. Such offensive references can be done in the form of jokes, slurs, or other inappropriate verbal conduct. Offensive and otherwise inappropriate non-verbal conduct, such as gestures, is also prohibited.

When it comes to sexual harassment, it is almost impossible to list all the behaviors that constitute this form of harassment. Generally, however sexual harassment means any unwelcome behavior, whether it is physical, verbal, or non-verbal, of a sexual nature where any of the following factors is involved:

1. Submission to the behavior is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the behavior is used or threatened to be used as the bases for decisions affecting an individual's employment; or
3. The behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile or offensive working environment.

Because the company cannot take the proper steps to end such behavior unless it is aware of it, any employee who has reason to believe that he or she has been subjected to behavior in violation of this policy, or if they have witnessed some other employee subjected to such behavior, should report this promptly to their local Branch Manager. However, and if the employee feels more comfortable, they may instead report this to our Corporate Trainer at 419-207-0333. Although it is not encouraged, and if done should be kept to an absolute minimum, employees are free to make reports anonymously if they feel this is necessary.

Every effort will be made to keep all such reports and complaints completely confidential unless otherwise authorized. The company will fully and discretely investigate all such complaints and, where necessary, will take such disciplinary action as the circumstances warrant. Depending upon the circumstances, this may range from a reprimand all the way through discharge from employment.

All employees are expected to cooperate in any investigation of harassment complaints by providing truthful information in response to any inquiry. The company, in addition to prohibiting harassment, also prohibits any form of retaliation taken against an employee for either filing a truthful complaint under this policy or for assisting in a complaint investigation. The company may also take disciplinary action, up to and including termination, against any employee who knowingly filed an untruthful complaint or who knowingly gave false information during the course of the investigation.

This policy applies to all employees, and also to non-employees such as company suppliers and others. If a non-employee violates this policy the company will take the action that seems reasonably calculated to end the harassment.

If you have any questions concerning this policy, please contact our Corporate Trainer.

## **Harassment**

In providing a productive working environment, Time believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability, or any legally protected status. It is Time's policy to provide an environment free from such harassment.

Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of the individual's relatives, friends, or associates; creates or it intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere in the workplace, or that is circulated in the workplace.

Any associate who believes he or she has been harassed in violation of this policy should report the conduct immediately to their Time Staffing Specialist. In the event you feel the harassment is caused by your Time Staffing Specialist, you are advised to consult with the President of Time at its corporate office in Fremont, Ohio. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any Time associate who has been found, after appropriate investigation, to have harassed another associate in violation of this policy will be subject to disciplinary action up to and including discharge.

## **Employment Offers**

If your supervisor on the job to which you are assigned offers you direct employment, you must call your local Time Staffing office immediately. You may not accept direct employment from any Time Staffing client company until the required probationary period has been successfully completed or an agreement has been reached between the client company and Time Staffing.

As a Time Staffing associate, you agree not to work for Time Staffing clients directly or indirectly, or as an independent contractor, or by or through any other staffing company or similar entity, either directly or indirectly unless Time Staffing provides its written consent prior to the beginning of such employment. Any breach of this policy will result in your immediate discharge from employment with Time Staffing.



## **Safety Policy**

Time is very concerned about the safety of all of its associates. All workers have the right to a safe workplace. Accordingly, Time will not knowingly assign an individual to work in an unsafe environment. After reporting for work, if you are requested to perform an assignment or if an assignment is changed which you feel is unhealthy or unsafe, please contact your Staffing Specialist for further instructions.

## **General Safety Rules and Guidelines**

To reduce the risk of accidents in the workplace, Time has developed the following general safety rules patterned after the Federal OSHA requirements. Read and become familiar with and follow these rules and other safety rules that apply to your job. These rules are the minimum guidelines for working safely. It is your duty to apply these generally accepted safety standards and to comply with these safety rules which are company policy. Before starting any assignment for Time you have a duty to get a detailed verbal job description outlining the duties you are to perform. Do not perform any work you consider possibly dangerous.

1. Report injuries to your employer/supervisor immediately.
2. Report any observed unsafe condition to your employer/supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages or drug use is not permitted on the job. Any associate discovered under the influence of alcohol, drugs, and/or any illegal or controlled substances, will not be permitted to work.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job at all times as required by client company.
7. Where the hazard of falling objects exists, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task; this includes the operation of lift trucks. Complete any training available to you.
9. You may be assigned certain personal protective equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required. If you are in need of safety wear or equipment, and the client company is unable to accommodate you, please notify your Staffing Specialist at Time immediately.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training. Follow instructions carefully.
11. The riding of a hoist hook or on other equipment not designed for such purposes is prohibited at all times.
12. Never remove or by pass safety devices. Report missing guards immediately to your supervisor.
13. Do not approach operating machinery from the blind side: let the operator see you.
14. Learn where fire extinguishers and first aid kits are located.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. Obey all traffic regulations when operating vehicles on public highways.
17. When operating or riding in company vehicles for business purposes or operating a lift truck, the vehicle's seat belt must be worn.
18. Be alert to hazards that could affect you and your fellow associates.
19. Obey safety signs and tags.

20. When lifting heavy objects, associates should use proper lifting techniques.
21. Do not handle or tamper with any electrical equipment, air or water lines or machinery in a manner outside of the scope of the job duties, unless approved by the work site supervisor.
22. Always perform your assigned task in a safe and proper manner, do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of associate injury.
23. Never use any equipment/tools for anything other than their intended use.

### **Office Assignments**

1. You are not expected to take risks. The safe way is the right way to do the job. Follow instructions carefully. If you do not know the safe way to do the task, ask your supervisor for assistance.
2. Should you be asked to enter a manufacturing area, watch out for moving equipment; wear appropriate clothing and safety equipment; and observe all manufacturing safety rules and guidelines.
3. Report all problems to your supervisor including equipment breakdowns or problems encountered with office equipment, furniture, fixtures, etc.
4. Keep work areas and aisles tidy. All drawers, cabinets, and desk drawers should be kept closed when not in use.
5. Do not operate defective equipment. Report all unsafe conditions to a supervisor immediately.
6. Do not take shortcuts to reach high objects, by standing on chairs, desks, tables or use other equipment in a fashion for which it is not designed for.
7. Relocating equipment should be arranged through your supervisor. Do not undertake this task alone.
8. Be careful around equipment that requires the use of your hands, such as paper cutters, copy machines, and other office equipment.
9. Office equipment should be serviced and/or repaired only by trained personnel.
10. Observe proper lifting techniques. Bulky computer reports and printouts can be very heavy and awkward to handle.
11. Use handrails when using staircases. Be especially careful when wearing high heeled shoes, or shoes that have soles that are susceptible to slipping when wet.
12. Do not distract or startle other workers. Open doors carefully and look out for others when entering a corridor or another room.

### **Industrial Assignments**

1. You are not expected to take risks. The safe way is the right way to do the job. Follow instructions carefully. If you do not know the safe way to do the task, ask you supervisor for assistance.
2. Report all problems to your supervisor including equipment breakdowns or problems encountered while running equipment. Control your work. Make no makeshift or partial repairs. Follow all procedures and if uncertain ask supervisor for direction.
3. Do not operate defective equipment. Report all unsafe conditions to a supervisor immediately. Do not operate any equipment, which you feel is not safe. Never remove safety guards or leave running equipment unattended. Before turning on power see that all guards are in place. Guards can only protect from injury if they are in place and in working order.

4. Keep work areas and aisles tidy. All drawers, cabinets, and desk drawers should be kept closed when not in use. Pick up objects on the floor that may be a safety hazard. Report spills to supervisor. Fire doors, sprinklers, exits, aisles and extinguishers must be kept clear. Flammables must be kept in approved containers and be stored away from open flames, smoking or electrical sparks.
5. Do not take shortcuts to reach high objects, by standing on chairs, desks, tables or use other equipment in a fashion for which it is not designed for. Working on ladders or on roofs is not permitted unless authorized by Time. Never reach through or over a machine in motion.
6. Relocating equipment should be arranged through your supervisor. Do not undertake this task alone.
7. Be careful around equipment that requires the use of your hands. Keep hands away from sharp edges and all moving parts. When using hand trucks, keep hands away from sides to prevent crushing. When operating tools, equipment, and machinery give your full attention and avoid distractions.
8. Equipment should only be serviced and/or repaired by trained personnel. This includes those individuals trained in the lock out/tag out standards. Always use the right tools and equipment. Use tools and equipment safely, and only when authorized and trained. Know the safety precautions and understand the tool. Use the right tool for each job. Inspect electrical cords for damage and disconnect when not in use.
9. Observe proper lifting techniques. Bend your knees, grasp the load firmly and then raise the load by keeping your back as straight as possible. Lift by straightening the legs. Avoid twisting your body. Ask for help when it is difficult for one person to handle safely. Remember, do not attempt to lift if you cannot do it safely.
10. Do not distract or startle other workers. Open doors carefully and look out for others when entering corridors. Horseplay is forbidden. Horseplay and practical jokes may cause serious injuries, and are not permitted on the job.
11. Always wear hard hats in designated areas. Safety wear must be worn at all times as directed by or advised by the client company. The client company usually provides safety glasses, gloves, guards, masks and other safety wear, but if not, you must contact Time's Staffing Specialist for instructions. Wear personal protection equipment as instructed by your onsite supervisor.
12. Dress properly for your job. Avoid wearing baggy clothes around moving machinery. Loose fitting or torn clothes, neck ties, chains, other jewelry (rings, bracelets, etc.) can get caught in moving parts becoming safety hazards, and must not be worn on the job.
13. Safety shoes are recommended for all industrial assignments. Hard-toed shoes should always be worn where lifting is required.
14. Long hair must be kept behind the neck and shoulders to avoid getting caught in equipment. Wear personal protective equipment.
15. Walk – Don't run.
16. Observe and obey all work site rules, governmental regulations, signs, postings, warnings and instructions. These alert you to hazards on your job. Be particularly familiar with those that apply directly to your job. Also be familiar with procedures for fire reporting, fire escapes, and extinguishing fires. In the event of questions, ask your work site supervisor.
17. Wear ear protection to avoid excessive noise where required.
18. Blood borne diseases can be contracted by involving yourself in bodily fluid clean up or spills. Only trained individuals should be involved in any bodily fluid clean up.

## Procedures for Job Related Injuries and Illnesses

If you suffer a job-related injury or illness, Time Staffing requires you to follow these procedures:

1. Report the incident to your supervisor immediately.
2. You or your supervisor must report the incident directly to our office promptly.
3. If you are in need of minor first aid treatment (splinters, minor cuts, etc.) please report to the nearest Health Care facility as instructed by your Staffing Specialist.
4. If you need emergency treatment that is not minor, report to the nearest occupational health center or emergency room of the nearest hospital.
5. Please report to our office after treatment so we can obtain all the facts concerning the incident and fill out the proper forms on the claim.

The following Policy Statement describes, in general, your employment relationship with Time Staffing, Inc., herein after referred to as "Time".

1. **Associate Status:** The order to preserve the employment-at-will relationship between the parties, the policies and procedures described in this booklet, are not intended to create, nor are they to be construed as a contract or an assurance of job security and benefits of any kind. Both Time and you can terminate the employment at will relationship at any time with or without cause or notice. Time reserves the right, at any time, to modify, revoke, suspend, terminate or change in whole or in part any or all of the terms of the Policy Statement which is continued in this booklet, this includes but is not limited to the policies & procedures and plans, without having to consult or reach an agreement with anyone, at any time with or without notice.
2. **Attendance, Tardiness & Refusals (no call/no show):** Whenever a Time associate, on one occasion, is either tardy from work without notifying Time as soon as possible, or is absent from an assignment, without notifying Time at least 1 hour prior to the beginning of the shift, and it is not a family emergency as documented by a physician statement, the associate will be immediately dismissed from Time. Physician statements must be delivered timely to Time. Physician statements must be received by Time within two working days of any missed work. Associates are expected to complete any job assignment accepted. If you do not complete the assignment, then Time assumes you have voluntarily quit. If you accept an assignment and fail to report to work, you will be considered a voluntary quit and your status will be changed to inactive. If you refuse two offers of suitable work, you will be considered a voluntary quit from Time and your status will be changed to inactive. The family emergency provision as outlined above will apply to all situations covered in this portion of Time's policy. As indicated in other sections of this Handbook, you are required to follow all of the policies and expectations of the employer to which you are assigned. This includes any "call off" policies which that employer might have. However, and regardless of what call off policies might exist at your site of employment, you must also call Time Staffing whenever you are going to be late or absent from your assigned place of employment. You must call your local branch at least 60 minutes prior to your assigned starting time. Any failure to comply with this call off policy could result in your immediate discharge.
3. **Termination from Employment:** The following rules of conduct have been adopted so that Time Staffing's temporary associates can provide service to our clients and customers in an efficient and orderly way. Each temporary associate must familiarize himself or herself with these rules so as to know what is and is not acceptable behavior. The following rules are not intended to be all inclusive of the proper standards of conduct

or other obligations of employment with the company. The company reserves the right to take such disciplinary action as may be appropriate for offenses not specifically listed here, which are, in the sole judgment of the company, detrimental to the best interests of the company and/or its customers. The following list constitutes unacceptable conduct. Any act of unacceptable conduct will result in disciplinary action, including counseling by a Time representative, or involuntary separation from employment.

- Theft, pilferage or unauthorized possession of property belonging to Time, Time's client company, or another associate.
- Falsification of any information required by or provided to Time, or Time's client company, including but not limited to employment applications, time records, and processing records.
- Possession, consumption, and/or being under the influence of illegal drugs or alcohol during working hours while on Time's or Time's client company's premises. Also, see SUBSTANCE ABUSE (DRUG & ALCOHOL) TESTING POLICY.
- Fighting, verbal threats, or inflicting personal injury on any individual or possession of firearms, knives, or other weapons, or displaying weapons in a menacing manner during working hours on Time's or Time's client company's premises.
- Gross Insubordination
- Abuse of the Attendance policy during an assignment including but not limited to, excessive absenteeism, no call/no shows, and excessive tardiness as defined by Time or Time's client company.
- Disobeying or disregarding orders relating to the orderly and efficient operation of the business.
- Failure to use or wear safety equipment required by Time or Time's client company.
- Abuse of personal time periods including but not limited to; not commencing work on time at the beginning of the work day, extending breaks beyond authorized time, engaging in "horseplay", taking unauthorized breaks, being in unauthorized areas during work hours, and ceasing work early at the end of a work day.
- Poor work performance, poor attitude, poor morale, including but not limited to; low productivity, frequent errors, overlooking or avoiding jobs, careless or misuse of Time's or Time's client company's property resulting in damage, destruction or loss.
- Unauthorized contact with a Time client company.

*NOTE: Time reserves the right to terminate associates for other lawful reasons where the action(s) of the associate warrant, in Time's opinion, immediate termination.*

- 4. Direct Employment Offers:** Should your supervisor, on the job, offer you direct employment, you must call your Time supervisor. A Time associate shall not accept direct employment from any Time client company until the probationary period has ended. There will be an asset reimbursement fee charged to the Time client company for hiring Time associates prior to the end of the probationary period.
- 5. Other Employment Solicitations:** Subject to the provisions in paragraph #4 above, Time associates agree not to work for clients directly or indirectly, or on an independent



contractor basis or by or through another staffing company or similar entity, either directly or indirectly unless Time provides its consent in writing for the same.

6. **Employment Status Inquiries:** All inquiries regarding an associate's employment status (workplace assignments) shall always be directed to Time's Staffing Specialist and not to a Time client company.
7. **Office Hours:** On weekends and before & after normal office hours, an answering service will accept your call and inform a Time staff member who will be available to take your phone call.

### **Substance Abuse (Drug & Alcohol) Testing Policy**

Each and every Time temporary associate has a responsibility to their placed employer to perform all employment and related responsibilities in a safe, conscientious and productive manner. Time does not wish to refer associates or applicants who are not free from the effects of any job-impairing substances. When the employer/client company specifically requests that all Time-referred associates or applicants be subjected to substance abuse testing, then such placed associates, as well as all applicants, for positions with such employer/client company, will be required to submit to substance abuse testing including urine, blood, hair or other designated sample procedures.

Because of the nature of Time's business, it is essential that Time be afforded the flexibility to test applicants as well as associates already placed, at the client company's location, the offices of Time, or at a designated specimen collection site such as a clinic or hospital. Moreover, Time reserves the right to test associates based on reasonable suspicion of substance abuse, the occurrence of an on-the-job injury or on a random basis.

Associates or applicants who are tested by Time understand that his or her hiring by Time and placement at the employer/client company is contingent upon passing a drug screen. Any associate or applicant who tests positive for prohibited substances will be deemed to have not fulfilled their obligations to Time. Associates that are found not have fulfilled the contingency of passing the drug screen will be immediately terminated from their place employment at the employer/client company and will be terminated completely by Time. The company reserves the right to re-employ associates who test positive after a 90-day waiting period, and they successfully complete a new drug screen test, at his or her expense, utilizing a new sample at a site designated by Time.

Substances which individuals may be tested for include but are not limited to; amphetamines, opiates, phencyclidine ("PCP"), marijuana, cocaine, and methamphetamine. Please note that the substances included in any such test may be increased or decreased at the discretion of Time.

Time reserves the right to seek appropriate information whenever an associate or applicant tests positive for drugs and/or alcohol. Time is concerned about managing the workforce, controlling insurance costs, workers compensation costs and unemployment costs. For these and other legitimate business reasons, initial specimens (same sample) which test positive may be subject to second confirmatory (same sample) tests when a placed associate (individuals with a prior history of work assignments with Time) tests positive for drugs and/or alcohol. Applicants (individuals with no prior history or work assignment with Time) shall be required to pay for a second confirmatory (same sample) tests when applicants test positive for drugs and/or alcohol to fulfill their obligations to Time.



Associates and applicants will be allowed to provide their urine specimens in private, unless a designated medical, laboratory or site-collections person has reason to believe the individual will alter the specimen or substitute another one for it. Positive results for any of the substances tested will result in an applicant's immediate disqualification for employment. Any applicant or current Time associate who refuses to participate when notified of scheduled tests or who fails to provide a hair, blood or urine specimen sample when requested will be terminated from employment. Testing procedures and the handling of the results of such tests will be done in as timely a manner as possible, and with a respect for the level of confidentiality required in such matters.

### **Driving Vehicles**

**Customer Provided Vehicles:** Time Staffing Associates are not authorized or approved to operate any of Time's client company's' passenger or commercial vehicles during the course of a work assignment on any public or private roadway. Accordingly, in the event an associate is requested to operate a client company's vehicle, the associate must inform the client company that Time Staffing policies do not allow for driving of client company's passenger vehicle and immediately inform the local Time Staffing office of the request by the client company.

**Personal Vehicles:** Other than to commute to and from work, Time Staffing associates agree not to use personal vehicles during the course of any work assignment. Agreeing to do so will be without Time's knowledge and consent. Furthermore, Time Staffing and Time's client company will be held harmless against any and all claims, demands, damages, losses, costs and expense, including reasonable attorney's fees, which may result directly or indirectly from the use of an associate's personal vehicle.

### **Employment Status:**

Time Staffing assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

### **Non- Exempt Employees**

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week.

### **Part Time or Full Time Status**

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees that work fewer than x hours receive part-time classification. Part-time employees (are/are not) eligible for employee benefits as described in this handbook. Regular employees who work at least x hours receive full-time classification.