

## WELCOME TO ETCON STAFFING

**We are happy to welcome you to the ETCON Staffing team!** Due to the nature of our services, there are certain policies and procedures that are important to ensure a smooth operation of our services to you and our clients. As an ETCON employee you are subject to the policies and procedures of ETCON Staffing Services at all times.

Although you are an employee of ETCON, you are under the direct day to day supervision of our client.

### ATTENDANCE REPORTS

Attendance reports/time sheets must be filled out completely. Our pay period runs from Sunday A.M. through Saturday P.M., unless other arrangements have been made with our client. Your signature as well as the signature of our client must be included on your time sheet. Please read the instructions on the back side of the time sheet so that you will fully understand the procedures.

**Falsification of time sheets is grounds for immediate termination and possible legal action.**

### FREE MONEY

Refer a friend who works for two weeks and we will pay you a \$25 referral fee. See your ETCON representative for details.

### ABSENTEEISM

Because of the nature of our business, absenteeism and tardiness can cause problems. It is essential that ETCON be informed of an absence or tardiness as early as possible. Excessive absenteeism is defined as being absent three (3) times in a two (2) week period. Excessive tardiness is defined as being tardy twice (2) in one work week. Leaving work prior to the end of the shift or before the assignment has been completed without approval is considered job abandonment. **We require that our employees call in daily when not on assignment.** If you do not call our office for three (3) consecutive days, we will assume that you have secured employment elsewhere and have voluntarily quit without notice.

Georgia Law states that a temporary employee is disqualified from unemployment benefits if his or her assignment ends through fault of their own, or the employee leaves an assignment before its completion or upon completion of an assignment the employee does not notify the temporary service that they are available for another assignment.

### PAY CHECKS

Pay checks are normally issued weekly. Checks picked up in our office will be issued to employee only, unless prior written authorization from you is on file. You will be paid based on the total number of hours reported by the client at the wage rate quoted to you at the beginning of the assignment unless other arrangements have been made. **Checks that have been mailed are not the responsibility of ETCON Staffing Services once they are placed in the mail. If a check is lost or has been stolen, there is a ten (10) day waiting period to reissue the check.**

### ON THE JOB INJURIES

You must report all injuries, no matter how minor to your supervisor. Please read the Safety Pamphlet provided to you by your ETCON representative for instructions on how to handle on the job injuries.

#### REMEMBER!

**All employees will be tested for drug and alcohol use if they are involved in an on the job accident.**

### VERY IMPORTANT

Remember to let us know when you move, change telephone numbers, marital status, availability for work, etc. And remember to confirm your shift, rate of pay and job duties **prior** to accepting a job assignment.

### ETCON STAFFING SERVICES BENEFITS

All employees of ETCON Staffing Services will be eligible to participate in the following benefits after completion of the following requirements:

#### VACATION

ETCON employees will be eligible for up to 40 hours of vacation pay at their current regular pay rate, once they have accumulated 1,250 working hours (regular and overtime) in the 12-month payroll calendar year (January-December) and be on assignment the week before the payment date. Your working hours will be zeroed out once you are paid a vacation check and will begin accumulating again toward your next 1,250 working hours. It is possible to receive multiple vacation checks in a calendar year (January – December). All hours will be zeroed out on December 31<sup>st</sup> of each year. It is the employees' responsibility to notify their local ETCON office or on-site manager that they would like to receive vacation pay and may be taking time-off.

### HOLIDAY PAY

ETCON employees are eligible for holiday pay at their regular pay rate once they have accumulated 800 working hours (regular and overtime) in the 12-month payroll calendar year (January-December) while on assignment for ETCON. If there has been a break in service it must be an excused break in order for holiday pay to be paid. Excused breaks will include paid vacation time and/or plant closings. Lay offs do not qualify as plant closings. Plant closings are scheduled events in which the entire operation is closed. (This means **all** departments) You must have worked the last scheduled day prior to the holiday and the first scheduled day after the holiday. Holiday pay will not exceed 8 hours per holiday and will be paid at the current regular pay rate. Employees who work less than an average of 32 hours per week will receive 4 hours of holiday pay per holiday. Employees should not note holiday pay on their timesheets. If an employee is eligible, the holiday pay will be included in their paycheck for the work week which includes the holiday. All hours will be zeroed out on December 31<sup>st</sup> of each calendar year.

Covered holidays are:

**Labor Day                      Memorial Day**  
**Independence Day            Thanksgiving Day            Christmas Day**

Vacation and holiday pay are not worked hours and are not included in figuring worked hours and overtime for the work week. Vacation and holiday hours should not be used in computing worked hours for vacation and holiday pay eligibility.

### INSURANCE

After meeting necessary requirements, ETCON employees will be offered the following insurance benefits:

Dependent Life                      Major Medical                      Dental Insurance  
Short Term Disability              Accidental Death                      Life Insurance

ETCON also offers its employees membership in a Credit Union and participation in a 401K retirement program. See your ETCON representative for details.

### PRE-EMPLOYMENT DRUG SCREENING

Some job assignments require you to undergo a pre-employment drug screening. Refusal by an applicant to consent to a drug screen will result in denial of employment. Failure to pass a drug screen will result in denial of employment. **ETCON IS A DRUG FREE WORK PLACE.**