

Career Choices

“Temporary Employee” Policies



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WELCOME

***Your Commitment, Integrity and Skills are the Foundation upon which Our Reputation lies.
Thank you for selecting a temporary position at Career Choices.***

Please read the following policies before you begin your first assignment. If you have any questions or any problems, please give us a call.

Business hours

8:00 a.m. - 5:00 p.m.

P: 775 826-2555

F: 775 826-5559

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General Information

Be prompt!

Don't start an assignment by being late. Allow extra time to find the location on the first day. Be sure to observe break and lunch times. If you are unable to work or are going to be late, **let us know**. Give us an approximate time so that we may notify our client. Do not call the client directly.

Introduce yourself!

Immediately upon arriving introduce yourself. Be sure you understand what you are to do with an assignment before commencing work on it, and **don't be afraid to ask questions**. When you have completed your assigned tasks, ask what you can do next. Offer to help others in the office.

Be professional.

- Appearance is important. A professional wardrobe is expected the first day. The office professional should wear conservative clothing in good taste. If it is a more casual office, you may dress appropriately through the rest of the assignment.
- Your personal business should not be discussed during office hours (except on breaks or lunch). **DO NOT MAKE PERSONAL TELEPHONE CALLS**. Eating and smoking should be restricted to designated areas - never at your desk!

Your responsibility

As a temporary employee you are required to complete the assigned tasks. Do not, under any circumstances, attempt to make decisions which would adversely affect our clients. Examples would be: calling a repairman, telling a client what to do, and things of this nature.

You may not run errands for an employer which requires the use of a motor vehicle (either yours or that of employer). If an employer asks you to do so, refer him/her to our office.

Use only office machines with which you are familiar. Ask for assistance before using unfamiliar machines. Repair bills are very costly. Find out if clients are to be billed for machine use (such as copies, fax, etc.).

Payroll Procedure

Keep track of your hours on your **time card** each day and have a company official sign it on the last day you work in a particular week. We must receive your time card **by 9 a.m.** on Monday for the prior week. If we do not have your hours by this deadline, **your check will not be processed until the following Monday.** It is your responsibility to update our records of your proper contact/mailling information.

Timecards are to be faxed to Career Choices at either 775 823-2515 or 775 826-5559

Checks will be processed weekly. Checks will be mailed and received the following Friday. The client shall keep the original. Do not mail timecard copies to Career Choices.

Sexual Harassment

Career Choices has a policy against any form of sexual harassment. Because it is both offensive and illegal, *Career Choices* will not tolerate sexual harassment -- or harassment of any kind -- of its employees. If you feel you are the subject of such harassment, contact our office **immediately.** For more information on what constitutes harassment, what you can do and what we can do to help, give us a call.

Please let us know if you are having problems with a particular assignment. We have made every effort to match your skills with our clients' needs. However, there may be occasions when one or the other party is not satisfied with the placement. If one of our clients requests reassignment or you are not happy with an assignment, we will make every effort to place you in another position.

Important:

You are an employee of Career Choices and not that of the client company to which you are assigned. **Under no circumstances,** regardless of the length of the assignment, will you be eligible for the employee benefits of the client company or considered to be an employee of that company.

If you are offered **permanent employment** by a client company, let us know. We have made arrangements with our clients in the event they wish to hire you on a permanent basis.

If you have not been assigned to a position dealing with cash, accounts receivable, accounts payable, or any type of assignments that deal with the client's finances, you may not do so without clearance from Career Choices. Call immediately if requested to do so by the client.

Safety Information/Work Injury

Your safety on an assignment is of the utmost importance to us, and we hope that you never suffer an injury while on the job. If you do, **report the injury immediately** to your supervisor at the work site and call *Career Choices*.

We want to be assured that you are cared for properly and that any unsafe conditions in the work place are corrected. **You are reminded** that if your injuries require treatment, you **must** go to an approved medical provider. This requires Career Choices to be contacted. We are required to complete a Report of Injury so that your claim may be processed and all benefits due you will be provided.

Safety Guidelines

You are responsible for the position to which you are assigned. Know what is required and follow safe work practices.

- If you are asked to do something which you do not feel is within your job assignment, call *Career Choices*.
- **In no case are you to drive client's or your own vehicle to perform an assigned task.**
- Use only office equipment with which you are familiar. Ask for assistance before using unfamiliar machines. If the equipment is not working properly, report it to your supervisor. DO NOT attempt to fix it yourself. Do not attempt to move office equipment for any reason.
- Any unsafe conditions should be reported immediately to your supervisor at the job site **and to Career Choices.**
- Do not perform unsafe practices which could cause injury, such as standing on chairs, tables or desks. Keep desk and file cabinet drawers closed when not in use. Do not place items on floors which could endanger yourself or others.
- Do not carry any heavy items; and when carrying bulky items, be sure you can see ahead.
- If you are required to enter any type of production area, be
- aware of machinery and/or vehicles.
- Always be aware of safety procedures when working with hazardous materials of any kind.
- Use handrails on stairs.

Drug Policy

Career Choices PROHIBITS the use or possession of any illegal drug by its employees. *Career Choices* also PROHIBITS employees from being under the influence of alcohol and/or drugs while performing company business. Prescribed drugs are excluded, provided that they do not **in any way** impair the performance of the assigned duties or the safety of others.

Some clients may require that employees sent by *Career Choices* prove that they are drug and alcohol free. If you are being considered for an assignment that requires confirmation that you are free of drugs and alcohol, you will be notified of the testing requirements prior to being placed. Your failure to agree to the testing will not preclude you from being considered for other assignments.

IF YOU ARE INJURED ON THE JOB, YOU MAY BE REQUIRED TO SUBMIT TO A DRUG OR ALCOHOL TEST.

Benefits

Medical - A medical plan is available to you in cooperation with the American Staffing Association. There are other local plans that will provide health benefits for temporary employees. Please ask Career Choices for this information, although Career Choices does not offer healthcare benefits.

Vacation and Holiday Pay – Career Choices is a temporary or long term temporary placement service to prospective employers. We do not offer vacation, sick time or holiday benefits to employees serving in temporary positions.

Office Procedures

- Information obtained in the course of working in an office **MUST BE KEPT IN STRICT CONFIDENCE**. All business matters relating to the office are completely confidential in nature, and under no circumstances should the office professional divulge any office business to anyone else, including the names of customers or clients. You may be **held personally liable** for any action brought as a result of any disclosure of such information.
- The accuracy of documents is extremely important. All typed documents should be neatly and accurately prepared. Proof-reading is a must. Ask for proper formatting instructions.
- The professional office requires those working in it to look professional. The office professional should wear conservative clothing in good taste. Wear shoes at all times.
- Do not attempt to file documents unless requested to do so. Ask for proper filing instructions.

Telephone Techniques

- Answer the phone promptly; there is nothing more annoying to a caller than having to wait for the phone to be answered.
- Determine how the client wants you to answer the phone - for example, "Good Morning, (Company Name)"; "Mr. Morgan's office, this is Miss Burns".
- Always speak in a friendly, pleasant, and professional manner; avoid being abrupt.
- If the call is for the client and he/she is not in, do not disclose his/her whereabouts unless he/she has given you permission to do so.
- Do not give any caller information about office business unless you have been authorized to do so by the client.

- When taking the call, be sure to get the correct spelling of the name of the caller, the number to be called, and the time the call was made. (Repeat the number to be sure it is correct.)
- Some offices like to have telephone messages noted on a log or in a file. Find out what procedures are to be followed in your particular office.
- Some offices bill their clients for incoming calls that require information. Check with who you are working for to determine his/her preference.
- Be sure that all messages are delivered as soon as possible.

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Thank you for taking the time to read through this information booklet. If there is anything you don't understand or if you would like any further information, please let us know.

Our employers are critical to continued success. We are committed to their continued success, as well as your professional growth. Please let us know if you have any questions or are having any problems.

We would also like to hear from you if you've had a particularly difficult assignment or an especially nice one!

If you feel any of your skills need brushing up, we do have some training programs that we would be happy to let you work with.

We appreciate that you have selected

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