

## (6) EMPLOYMENT POLICY ACKNOWLEDGEMENT 4-22-04

USA Staffing Inc. requires that you read, comprehend and initial each policy section to verify your understanding of our company policy. Please read each policy section and initial each indicating that you have read and understand.

1. USA Staffing hires employees for a variety of assignments of differing lengths. Before accepting any assignment, check your calendar for prior commitments. Our clients expect workers to complete each assignment whether short or long term. Once you complete an assignment with a client, it is your duty to report back to the USA Staffing office for reassignment within three (3) working days as required by Iowa Code Section 96.5-1-j. Failure to report within three (3) days for reassignment or to accept a new job assignment offered without reasonable cause will indicate that you have refused available work, quit working for USA Staffing and your file will be deactivated.  
(\_\_\_\_\_initial)
2. USA Staffing DOES NOT guarantee you a minimum of hours per shift or assignment. At times, your shift may be very short or possibly canceled for the day due to production runs or company slowdowns. (\_\_\_\_\_initial)
3. Our order of assignment is: 1. employees with repeat jobs, 2. employees requested back by a client, 3. employees with the most skills, experience, and reliable transportation, 4. employees on an alternate list, those who have called in or those who have no or unreliable transportation. Arrival or call time does not guarantee you assignments or priority status. The Employment Coordinator governs the order of dispatch. (\_\_\_\_\_initial)
4. If you DO NOT complete the full shift, walk off or abandon any work assignment, you will be terminated. If you think the job you have been assigned is to unsafe, call the office. DO NOT walk off the job. If your ride leaves the job site, notify USA Staffing and stay on the job until your work is completed. USA Staffing will arrange for your return to the office. **If you "walk off" a job, you will not be paid for seven days and you will be paid the base wage for all unpaid hours worked.** (\_\_\_\_\_initial)
5. If you get lost going to a job site, do not drive back to the USA Staffing office. Instead, call the office for directions and get to the job site as quickly as possible. If transportation is provided by the USA Staffing office, you will be charged a fair market transportation fee. (\_\_\_\_\_initial)
6. The clients of USA Staffing require clean, well-groomed employees with a neat, professional appearance and a good job performance. Office employees must dress professionally. Industrial employees are required to wear long pants and work shoes or boots (*sandals, open toes shoes, sleeveless shirts, or halter-tops are not permitted*). Many industrial jobs will require safety equipment. Failure to comply will result in you being turned down for assignments or in termination if you are abusively non-compliant. (\_\_\_\_\_initial)
7. USA Staffing or clients may provide necessary safety equipment. You will be required to wear it as requested by our clients. If equipment is lost or damaged, you will be expected to pay for its replacement. (\_\_\_\_\_initial)
8. USA Staffing clients pay for and expect a good day's work from each employee assigned to their job site. You are to arrive 10 minutes early for work and work hard doing what is expected from your supervisor. Breaks, lunches and other privileges are at the discretion of your supervisor and only when approved!  
Most of the clients you will be working for have a policy stating that there is NO Smoking allowed in the building or on the site. You must adhere to the smoking policy as explained by your job site supervisor. Failure to do what is expected at the client job site will result in a client asking for you NOT to RETURN. No warning will be given. Termination will be immediate in the case of theft, smoking in non-designated areas, willful or careless damage of property, and/or physical, verbal or harassing attacks directed toward any USA Staffing or client employees.  
(\_\_\_\_\_initial)
9. USA Staffing has a very strict substance abuse policy. Drug or alcohol use while on the job will result in immediate termination. Our client companies may request random drug testing. In case of a work related injury, you will be required to submit to a drug test. (\_\_\_\_\_initial)
10. If you are injured on the job you are required to:
  - report the injury immediately to the client company and the USA Staffing office
  - if medical treatment is required, report for care at the USA Staffing company approved physician
  - submit to a drug test
  - follow the medical advise and treatment of the USA Staffing company approved physician
  - be available for any shift for light duty work as authorized by the USA Staffing approved physician(\_\_\_\_\_initial)
11. Employees are to obtain permission from USA Staffing before discussing permanent employment with a company client. Employees are not to work for an assigned client through another agency or directly for the client until four (4) months after the employees last day on assignment as a USA Staffing employee unless all contractual obligations for hire have been met by both employee and client. (\_\_\_\_\_initial)

12. The base wage at USA Staffing is minimum wage. The hourly wage earned beyond the base vary from job to job and depend upon your skills, training and experience. All wage information is confidential and is to be discussed only with USA Staffing office representatives. In order to get paid, you must return with your time ticket and with your hours worked and client's signature on it. If your time ticket is lost, have the customer record your hours worked on the client's letterhead stationery and have your supervisor sign and date it.  
**TIP:** If you want to continue working at a client location, ask your supervisor if you can return the next working day to continue the assignment and have the supervisor write RETURN on your time ticket or check the RETURN box.  
(\_\_\_\_\_initial)

13. If a check is lost (*missing, misplaced, destroyed, lost in the mail, etc.*), the following "Lost Check Policy" will be followed at USA Staffing for check replacement.

Employee must provide a written notification (*signed and dated*) to USA Staffing to inform the payroll department of the lost check. Employees will have the option to:

- Request, in the written notification, that a bank "stop payment" be placed on that check. Ten (10) full working days after the written notification, USA Staffing will issue a replacement check for the employee as long as theft or fraudulent check cashing has been ruled out. The cost of the bank "stop payment" filed at the bank will be paid for by the employee who lost his/her check, or...
- Request, in the written notification, that NO bank "stop payment" be placed on that check. Thirty (30) days after the written notification, the check is void and USA Staffing will issue a replacement check for the employee as long as theft or fraudulent check cashing has been ruled out. (\_\_\_\_\_initial)

14. The standard USA Staffing pay period is a modified bi-weekly plan, with distribution on Fridays only. Modified bi-weekly means being paid every other Friday, with one week held back—so your first pay check will be three weeks from your starting week and every other week from that point forward. You may request a variation in payroll distribution other than the standard pay cycle. To do so, you must authorize USA Staffing to do so by initialing this section, allowing for distribution of your wages more frequently by initialing this policy. Your initials will authorize USA Staffing to issue and distribute your wages more frequently (*i.e. advances, daily pay, short 2-3 day assignments, weekly immediate pay, etc.*) for a payroll processing fee not to exceed \$2.95 per hour worked. Ask a company representative or see the office posting for the current processing fee for variations in payroll distribution.  
(\_\_\_\_\_initial)

15. I authorize USA Staffing to payroll deduct from my earnings for employee endorsed deductions such as insurance, transportation fees, replacement of company property that I damaged or lost, to reimburse the company for documented overpayments, or for standard company bank/payroll processing fees to receive wages earned more frequently than regulation. (\_\_\_\_\_initial)

16. You must provide USA Staffing with a written, signed and dated authorization giving permission for someone other than yourself to physically pick-up your payroll check. (\_\_\_\_\_initial)

17. Holiday pay at USA Staffing is calculated on the calendar year. It starts over each January 1<sup>st</sup> and is not retroactive. In order to earn a paid holiday, you must have completed:

- 800 Hours - First Holiday
- 1100 Hours - Second Holiday
- 1400 Hours - Third Holiday
- 1700 Hours - Fourth Holiday
- 2000 Hours - Fifth Holiday

You may choose to use your holiday pay on any officially observed holiday. USA Staffing will pay for up to five (5) holidays per employee per year, observing the standards listed above. (\_\_\_\_\_initial)

18. Paid vacation at USA Staffing is calculated on the calendar year. It will start over each January 1<sup>st</sup> and is not retroactive. Once you have worked for 2,000 hours, with no "DO NOT RETURNS" (DNRs) you will receive forty (40) hours of paid vacation at your average pay rate for the prior month. (\_\_\_\_\_initial)

19. You must give USA Staffing a minimum of 48 hours to fill out any record, form or statement. (\_\_\_\_\_initial)

The policies, procedures and acknowledgements contained herein and signed and dated on this agreement are immediately effective and retroactive back to my first day of employment at USA Staffing. I have read and fully understand the above statements regarding USA Staffing policies, procedures and authorizations. I fully agree to adhere to these policies. Not following company policy may jeopardize my employment at USA Staffing.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Print Name)

\_\_\_\_\_  
Witness (Signature)

\_\_\_\_\_  
Date