

USA Staffing, Inc.

An Iowa-Based Company

Employee Policy, Procedure and Benefits Handbook

Welcome to USA Staffing! We are very pleased that you have chosen to be a part of the USA Staffing Team. We are extremely proud of our organization and look forward to strengthening our reputation with you as part of our Team. USA Staffing is committed to our employees. We strive to ensure your success. We hope that your career at USA Staffing is both enjoyable and rewarding.

Please read each policy section and initial each indicating that you have read and understand our company policy.

1. EMPLOYMENT (_____)initial)

USA Staffing hires employees for a large variety of assignments of differing lengths. Employment at USA Staffing is 'at will', which means that either the employee or USA Staffing can terminate the employment relationship at any time, with or without prior notice or cause, and for any reason. This handbook **IS NOT** a guarantee of employment, nor is it an employment contract.

Employees authorize USA Staffing to investigate their backgrounds to confirm information on an employment application and to submit to a drug test. Any employee that gives false or inaccurate information on their employment application or during the course of their employment may be terminated. USA Staffing determines employee's suitability for each work assignment and places employees according to their qualifications, not availability. The process is not first come first serve.

If employees walk off a work assignment before it ends, they voluntarily terminate their employment. Employees who walk off a work assignment will be paid the base wage on all accrued time during the pay period, and their paycheck will be available (7) days after leaving the assignment.

Employees must keep information learned while working at USA Staffing or a client company strictly confidential.

If a work-related problem or question arises, employees must discuss it with USA Staffing. **EMPLOYEES ARE NOT TO CALL THE CLIENT.**

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.

2. WORK ASSIGNMENTS (_____)initial)

The USA Staffing representative will give employees:

- company name, address and directions
- work assignment, time ticket and duties
- assigned hours, supervisor and pay
- directions concerning workplace attire
- safety equipment for industrial assignments

When given a work assignment, employees must:

- be prompt - arrive 10 minutes early
- make a good first impression
- have a neat, clean and well-groomed appearance
- tie long hair back - wear minimal jewelry
- wear clothes free of holes and offensive slogans
- be friendly - be helpful - take pride in your work
- if unsure, **just ask**
- do not make personal phone calls
- thank client and **ask for a return assignment**

3. REASSIGNMENT (_____)initial)

USA Staffing clients expect employees to complete assignments whether short or long term. If employees do not like their work assignment, they must finish the day and then request reassignment. 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.

4. TRANSPORTATION (_____)initial)

USA Staffing does not guarantee transportation to and from the job site. We encourage employees to utilize their own transportation or public transit. A daily fee is charged for rideshare or for transportation provided by USA Staffing. Complete directions to the job site will be available. If employee becomes lost on the way to a work assignment, call USA Staffing immediately for directions. Employees should not return to the office. If an employee's ride leaves the work site, call USA Staffing to arrange for return transportation.

5. HEALTH AND SAFETY (_____)initial)

USA Staffing regards employees' health and safety as being of critical importance not only to the client, but also to its employees and their families. Our company believes all accidents can be prevented and aims to avoid any and all work related injuries. USA Staffing expects all employees to work safely and to always be safety-minded with respect to everyone at the work assignment.

Before beginning any work assignment, contact the client company supervisor at the work site and request information on all applicable safety procedures of the client. The client must train and make employees aware of the environment. If the client does not provide proper training, call a USA Staffing representative before beginning the work assignment.

Office Safety is often taken for granted. Keep work-area clean and orderly. Do not stand on desks or chairs. Open one file drawer at a time. Do not lift or move office furniture or equipment. Shift positions and adjust chair and keyboard throughout the day to avoid discomfort or injury. Become familiar with each client's safety procedures and equipment.

Industrial Safety requires care, awareness and strict following of general and client safety rules at each work assignment. Industrial assignments will require long pants, and work shoes or boots. Sandals, open toe shoes, sleeveless shirts, shorts and/or halter-tops are not permitted. Many assignments require safety equipment that is loaned for the workday. If loaned equipment is not returned, the replacement cost is deducted from the employee's paycheck. Issued or requested safety equipment must be worn on the job site.

The following are **NON-APPROVED** work conditions:

- working with or transporting explosive, flammable, toxic, radioactive or corrosive material
- operating power hand tools including saws, drills, sanders, grinders, routers or hedge trimmers
- operating machinery including punch or drill presses and lathe, stamp, rivet, or milling machines
- working on ladders, stools, catwalks, rooftops, elevated platforms or scaffolding
- working below ground level, in confined spaces, manholes, pits, large tanks, any excavation or trenches
- operating, or riding in or on any motor vehicle or powered industrial vehicle (without prior written approval)
- lifting anything heavier than 50 lbs without a mechanical aid and/or other persons
- If asked to perform a **NON-APPROVED** work condition, call the USA Staffing office **IMMEDIATELY!**

For **proper lifting**, remember to use the correct method: Bend your knees. Grasp load firmly and raise the load. Keep your back straight at all times. **Lift with your legs.** Avoid twisting and reaching when lifting. Always keep load close to your body.

6. INJURIES (_____initial)

If injured at a work assignment, employees must:

- report the injury immediately to the client company supervisor **and** the USA Staffing office
- report for medical care at the USA Staffing company physician if treatment is required
- submit to a drug test (drug testing policy available at each USA Staffing office)
- follow the medical advice and treatment of the USA Staffing company physician
- be available any shift for light duty work as authorized by the USA Staffing physician

7. EQUAL OPPORTUNITY (_____initial)

It is USA Staffing's policy that all employment relationships be conducted in an environment that is neither hostile nor offensive. Harassment based on an individual's race, age, religion, sex, disability, marital status, or any other basis prohibited by applicable law, is strictly prohibited.

If an employee believes that they have been subjected to harassment by any person in connection with their employment, the employee should immediately bring the matter to the attention of a USA Staffing representative.

All complaints of harassment will be investigated promptly. Investigation of complaints will be treated confidentially within the bounds of the law and the investigation. No employee will suffer adverse employment action as a result of bringing any good faith harassment complaint to USA Staffing's attention. If USA Staffing determines that harassment has occurred, effective remedial action will be taken. Any employee who is found to have engaged in harassment or retaliation against an employee or infringing upon the rights protected by this policy will be subject to appropriate discipline, up to and including termination and banning from all USA Staffing premises.

8. TIME TICKETS / PAYCHECKS (_____initial)

The base wage at USA Staffing is minimum wage. The hourly wage earned beyond the base varies from job to job and depends 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 receive a check, a time ticket must be returned. It must include hours worked and supervisor signature before turning it in to the USA Staffing office. If paychecks are miscalculated, USA Staffing reserves the right to make any corrections to future paychecks.

USA Staffing DOES NOT guarantee a minimum number of hours per assignment due to production changes, weather, or any situation. At times, a work shift may be very short or possibly canceled for the day, due to circumstances beyond company control. Paid time begins at the client location. Employees are responsible for their time ticket. Employees who falsify a time ticket will be terminated.

Employee authorizes USA Staffing to payroll deduct from earnings for endorsed deductions such as insurance, transportation fees, equipment purchase or rent, replacement of company property damaged or lost, reimbursement to company for documented overpayments, for elected company processing fees to receive wages more frequently than the company standard and/or for any garnishments required by law, such as child support.

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: A) 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... B) 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.

9. PAY PERIOD / VARIATIONS (_____initial)

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 initializing this section, allowing for distribution of your wages more frequently (*i.e. advances, daily pay, short 2-3 day assignments, weekly immediate pay, etc.*) for a processing fee not to exceed \$2.95 per hour worked. (*ask your company representative or see the office posting for the current processing fee*)

10. BENEFITS (_____initial)

Paid holidays employees may earn are: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In order to qualify for Holiday Pay at USA Staffing, Inc., employees must currently be working, including the day before and after the holiday, and complete:

800 Hrs. ~ 1st Holiday 1100 Hrs. ~ 2nd Holiday 1400 Hrs ~ 3rd Holiday 1700 Hrs. ~ 4th Holiday 2000 Hrs ~ 5th Holiday

To qualify for Vacation Pay, employees must work a minimum of 2000 hours with no DNR's (DO NOT RETURNS). Employees will then receive 40 hours of paid vacation calculated at the average pay rate for the prior month.

Holiday pay and vacation pay are calculated on the calendar year, beginning on January 1st and are not retroactive.

USA Staffing employees are eligible to participate in an online insurance plan with options that include the following personal and dependent options: Life, Vision, Dental, Medical, Rx, Retirement, Legal, Home and Auto. (www.insurance.com)

Employees are responsible for keeping us informed of personal changes, such as phone number and address. If employees do not understand any rule, policy, procedure, practice or benefit, they should consult this handbook or ask a USA Staffing representative for a proper explanation. The rules, policies, procedures, practices and benefits of USA Staffing are reviewed and revised periodically and are subject to change at any time.

AUTHORIZATION

I certify that the facts set forth in all the Employment Applicant Forms are true and accurate to the best of my knowledge. I understand and accept that if I am employed, false or inaccurate information or representation may result in withdrawal of a job offer or termination of my employment, even if discovered at a later date. I hereby authorize USA Staffing or its agents to investigate my background in order to confirm information contained in this application. I authorize USA Staffing to release information, including my work history, at their discretion to representatives of USA Staffing's clients where I may be considered for assignment. I understand that any information I may learn while working at USA Staffing or their clients is to be kept strictly confidential. It is agreed that I will obtain permission from USA Staffing before discussing permanent employment with a USA Staffing client. I understand that my employment at USA Staffing or their clients is "at will", which means that either I or USA Staffing can terminate the employment relationship at any time, with or without prior notice, and for any reason. USA Staffing hires employees for a large variety of assignments of differing lengths. Before accepting any assignment, I will check my calendar for any prior commitments. I understand that USA Staffing clients expect workers to complete each assignment, whether short, or long term. Once I complete an assignment with a USA Staffing client I will immediately report back to the USA Staffing office for re-assignment. If I do not report in person, at the time of opening, for three days without giving notice to employer, I have violated a company rule and you can assume I am not available to work. My failure to report, or accept the next job assignment offered without reasonable cause, will indicate that I have refused available work and have quit working for USA Staffing. As a condition of employment at USA Staffing and assignment to a client company, I may be required to submit to a drug test. I have received a copy, read and understand the USA Staffing Policy and Procedures Handbook. I understand all the information provided to me in this application process and applicant forms.

Applicant Signature

Date

Print Name

Social Security Number