



TEMPORARY EMPLOYEE ORIENTATION AND PAYROLL POLICIES

PLEASE READ CAREFULLY. THIS IS FOR YOU!!

Once you begin working an assignment at a Anderson Staffing Inc. client office, the government considers you to be an employee of Anderson Staffing Inc., not the client. We are responsible for you, in safety, workplace rules, job performance, taxes, and all labor and employment codes. Knowing this, we ask that you cooperate with us to the best of your ability to create a successful temporary assignment experience. Please remember that you are representing Anderson Staffing Inc. to our client while on the job, and our reputation is impacted by your actions and behavior.

A good rule of thumb: Communicate, communicate, communicate.

Please keep us informed about any new or unexpected changes in your temporary assignment. Email communication is preferable, and phone calls or text messages are acceptable.

Email: lois@andersonstaffing.com phone/text: 415-987-2877

Remember: we may not know about it, unless YOU inform us.

*****NOTE:** If you decide to end, or self-terminate, your assignment, please extend to Anderson Staffing Inc. the professional courtesy of a NOTICE. A two-week notice is ideal; a one-week notice is generally acceptable. This will allow us and our client time to decide if a replacement is needed, or to make other arrangements.***

HOT TOPIC: HOW DO YOU GET PAID??

Basic formula: A timesheet with fill-in fields is available on our website, www.andersonstaffing.com. Record your time worked on the timesheet, rounding off to the nearest quarter hour. At the end of the work week (usually Friday), print the timesheet and give it to your on-site supervisor for signature approval. Provide the signed timesheet to us no later than the following **Monday by 9:00AM.**

You may do so by scanning the timesheet and then **Email (jonathan@andersonstaffing.com), or Fax (415-394-5966) or Drop Off (contact us first)** the timesheet. NOTE: if you choose to use the US mail service to deliver your timesheet to us, we cannot guarantee their delivery service before the deadline.

If your properly completed and signed timesheet is received before the deadline, your paycheck will be processed and available for you by Thursday. We strongly encourage you to consider direct-deposit into your bank account, and the proper forms can be located at www.andersonstaffing.com. Please let us know if you prefer to have your check mailed to you.

If your signed timesheet is provided to us **after the deadline**, your paycheck will be processed during the next pay cycle of the **following week** and available to you by that Thursday.

If you sense that you might miss the deadline, CALL us. Perhaps we can be of assistance.

Suggestion: Coordinate with your on-site supervisor in advance regarding a viable time for your timesheet to be signed on Friday, or the following Monday. Please do not wait until the last minute, as they may not be available.

You are only permitted to work overtime with a supervisor's approval. Ask the supervisor ASAP about approval once you find out that you may be working overtime. Overtime is paid after working an 8-hour day or a 40-hour week. Holidays are typically unpaid for temporary employees.

In general, work week pay periods are Sunday to Saturday. If you work a weekend, start a new timesheet on Sunday.

OTHER IMPORTANT POLICIES AND PROCEDURES:

If you are **INJURED** on the job, **CALL US** right away. This is very important! A workplace injury is serious, and governed by federal and state rules and guidelines, so please **CALL US** immediately, and inform your workplace supervisor as well.

Lifting items over 25 pounds while on a temporary assignment is prohibited by Anderson Staffing Inc., as is driving your personal vehicle while carrying out your duties on assignment.

If you require or desire workspace ADA accommodation, please contact Anderson Staffing Inc..

CONTACT US IMMEDIATELY: If you are harassed; if you are being discriminated against; if you feel unsafe and/or if you require medical attention. As your employer, we need to be aware of these types of issues, and we will provide you with options and resources.

The California Labor Code **REQUIRES** that a 30-minute meal break is taken by the employee after a work period of no more than five (5) hours, and this break cannot be taken while performing any portion of work-related tasks. Our clients are aware of this law, so, please take your break! Otherwise, contact us and let us know the situation.

Please contact us if you will be late to work; if you are too sick to work; or, if you need to leave early or skip a day of work. For these situations, call or email us. It is recommended that you also inform your workplace supervisor, as well.

Confidentiality on the job is very important to our clients. Please do not copy, borrow, share, or otherwise communicate sensitive or proprietary matters to which you are exposed while on assignment. Professional behavior mandates this standard.

Limit phone calls, text messages, emails, and other non-work-related activities to your meal breaks, or request a 10-minute break from your supervisor for more pressing matters. Surfing the internet for personal use while on assignment is prohibited.

The Number One complaint that clients have regarding temporary employees in San Francisco: **TARDINESS**. Please, be on time, or a couple of minutes early.

Please dress appropriately for a professional environment. Business professional attire is recommended. Please do **NOT** wear jeans, shorts, sandals, tight-fitting clothes, or other casual dress attire. You may inquire about the dress code for "casual Fridays". We recommend professional dress for the first day of a new assignment, and then inquire with the client about the company dress code. Be aware that many local companies maintain a "fragrance-free" workplace, so please avoid the use of perfume or cologne.

Thank you for working with Anderson Staffing Inc..
(REV 07/2011)