



# Quick Temps, Inc.

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## Policies and Procedures

The Following rules are **required of you** by Quick Temps, Inc. Please **read** these rules carefully and then sign at the end to show you understand them completely. If you have any questions—*please ask*.

### WHAT YOU CAN EXPECT FROM US

- Quick Temps, Inc is an equal opportunity employer. Quick Temps is a Drug-Free workplace.
- Quick Temps, Inc. is a locally owned business and we strive to provide you with personal service and competitive wages.
- When working, you represent Quick Temps, Inc. If you work well for us—we will work well for you.
- Jobs come and go through Quick Temps at random, we cannot guarantee jobs—or the length of them.

### WHAT IS EXPECTED OF YOU

- It is your responsibility to obey **all** local, state and federal laws while on any assignment. You are also expected to be drug/alcohol free while on any assignment. Drug tests\* will be given at random, on request from employers, or following any reported injury.

*\*Medical Marijuana card holders are not exempt from existing laws and job-place policies. If a pre-employment, random, post-accident, or any other drug screen shows a non-negative or positive result for marijuana (THC) QuickTemps, Inc. will report the results regardless of card holding status of the employee. This is also grounds for termination from a job.*

- It is your responsibility to truthfully and completely fill out our application and if you have any felonies or legal restrictions you **MUST** provide us with that information so that we can place you in an appropriate position. Failure to do so is grounds for **immediate termination**.
- Changes in address and phone number must always be kept current in our office. Please let us know when your address changes so that we can reach you, and so you can receive your W-2 tax form at the end of the year.
- If your application and supplemental paperwork is over one year old, you will need to come into our office and complete a new application packet. You are not an employee of Quick Temps until you have completed the application process.

### JOB PLACEMENT

- **Your placement depends on availability, attitude, skills, reliability, and performance.**
- Each day you are available for employment, call us in the morning. If we do not have a job at that moment we will take down your name and phone number and call you back when a job becomes available. If you do not hear back from us within 2 days, call again. **Keep calling in!** This is the best way to utilize our system.
- It is OK to decline jobs offered to you. But if you **ACCEPT** an assignment and do not show up, we will be less likely to work you again. More than one no-show will put you on our "NO WORK" list for one month.

- If you cannot make it to work *for any reason*, call Quick Temps **immediately** so that we can arrange a replacement.
- For *most* non-continuing assignments, we have a four hour minimum. This means that if you are called out to a job that lasts for only two hours, you will be paid for four. However, if you decide to leave early or show up late the four hour minimum will not apply.
- **If you walk off (leave) a job you have been assigned to before it is finished without notifying us, you will be paid minimum wage (\$7.64/hr)** instead of the original rate agreed upon, and the four hour minimum will not apply.
- Obey all employers' rules regarding work hours, dress code, breaks, personal phone calls, smoking, etc. If there are any problems related to the job, please call Quick Temps immediately.
- Do not accept any assignment you feel is not right for you, or that you may have trouble doing physically. Do not accept assignments unless you have the entire day free from personal commitments (no doctor's appointments, no court appearances, etc.) **Never ask our clients to drive you to a personal appointment.**
- Do not ask Quick Temps' clients for a higher wage, an advance or to borrow money. Asking clients or their employees for an advance is grounds for **immediate termination!**
- **If you are offered a permanent job from the client, contact us immediately.** Remember there is never a charge to you.
- **Under no circumstances are you to call or contact our clients after an assignment is completed and solicit more work from them.** If you are interested in working for a specific company contact us, we will make the call for you.
- **When your assignment has ended, you must call Quick Temps to get back on the list of availability if you want to go back to work.** Otherwise, we will think that you are still working or that you no longer need our service. If you do not call regularly, **you may be DISQUALIFIED if you seek Unemployment Benefits.** Remember you are here concerning an opportunity for employment, not Unemployment Benefits.

### PAYMENT AND TIME CARDS

- **We pay once a week on FRIDAYS ONLY.** Paychecks are handed out on Friday from 7:30am—5:30pm. If you need someone else to pick up your check, send them with a note that you have signed.
- **Our normal pay schedule is one week behind.**
- **"EARLY PAY"** is offered to those who need an advance. EARLY PAY checks are cut on Friday **ONLY**, from 7:30am—5:30pm, for work done during *that week*. For this service

we will deduct \$0.25 per hour for every hour you have worked, so it is not recommended that you get in the habit of using this service.

■ **Timecards must be signed by your supervisor** and handed in to us no later than 12:00pm on Wednesday for work completed the previous week. NO TIMECARD = NO CHECK! Timecards that are turned in more than 30 days after completion of an assignment will be charged a \$7.50 bookkeeping fee.

■ You must **bring a timecard to EVERY job** we send you to. Do not ask our clients to call in your hours for you, and do not ask us to call the client to get you hours approved. **It is your responsibility** to bring a timecard and have it signed.

■ Forging a signature or altering approved hours may result in immediate termination and legal action.

#### **ON THE JOB SAFETY & INJURIES**

■ **Always keep your personal safety in mind!** If the worksite, or any tasks look like they might jeopardize your safety in any way, let your immediate supervisor know, or contact Quick Temps right away.

■ **If you have physical limitations**, please let us know so we only send you to a job you can safely perform.

■ All employees hired through Quick Temps are insured through Pinnacol Assurance, P.O. Box 469011, Denver, CO 80246-9011.

■ **Any on the job injury must be reported to Quick Temps immediately.** Any injury not reported within four working days of accident could result in loss of insurance benefits.

■ **FOR EMERGENCIES:** go to **Community Hospital Emergency Room** at 2021 N. 12<sup>th</sup> Street. Within four working days you **MUST** report to Quick Temps to fill out an accident

report. All emergencies room visitors will be drug tested at the hospital.

**\*\*\*\*\*DO NOT GO TO ST. MARY'S HOSPITAL\*\*\*\*\***

***If you chose to do so you will be responsible for you bill.***

■ **FOR NON-EMERGENCIES:** report to Quick Temps within three working days to fill out accident report and take a drug test. We will schedule an appointment at Work Partners at 550 Patterson Rd. (Across the street from St. Mary's)

■ **ALL INJURIES WILL REQUIRE A CONTROLLED SUBSTANCE TEST. IT IS GROUNDS FOR IMMEDIATE TERMINATION IF YOU TEST POSITIVE FOR ANY CONTROLLED SUBSTANCE OR ILLEGAL DRUGS POST ACCIDENT.**

■ An injury that involves a doctor to prescribe more than three days away from work involves lost wage compensation. These benefits are equal to 2/3 of the employee's average weekly wage (subject to a set maximum). If the disability is longer than 14 days, the worker will also be compensated for the three days of lost time.

■ You are NOT insured through Quick Temps to drive either company vehicles or your own vehicle on errands for the client. If it is part of your job to do so, contact us so that we can confirm that you are insured through the company you are working for.

■ **Our insurance does NOT permit any employee to be off the ground over 4 feet on a ladder, scaffolding, roof, etc. If you are asked to do so by your employer, notify us immediately!**

**DO NOT APPROACH THE CLIENT ABOUT A PERMANENT POSITION. THIS DECISION IS BETWEEN QUICKTEMPS, INC. AND THE CLIENT AND COULD RESULT IN YOUR DISMISSAL.**

I, (print name) \_\_\_\_\_ have read and understand the above

statements. I consent to a Controlled Substance test if so required and give my consent to Quick Temps, Inc. to verify my identity documents and perform a background check, if required. I understand the above policies and procedures and accept them as a condition of my employment with Quick Temps, Inc. I understand that violation of any of the above policies could be grounds for termination or lowering in Quick Temps placement priority.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date