

# HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the All-Star Staffing handbook "Rules to Work By" I understand I must comply with all safety policies and procedures and all drug and alcohol policies. Failure to do so will result in disciplinary action up to and including involuntary termination. I agree to consent to voluntary drug and alcohol testing for pre-employment, after any injury or for probable cause. Failure to submit will lead to my immediate termination. I also agree to comply with any request for medical records as it relates to workers compensation claims, both past and current medical records.

I have read and agree to follow all All-Star Staffing policy and procedures in "Rules to Work By." A \$25.00 drug test fee will be deducted from every employee's first check. Any further drug test will be at the expense of All Star Staffing, LLC.

Any medical bill not covered by WOC is my responsibility. Medical treatment is no guarantee of payment. All-Star Staffing's insurance decides WOC eligibility. All-Star Staffing's cannot guarantee WOC insurance will cover medical bills. I agree if I walk off a job or no call, no show my pay will be reduced to minimum wage and my paycheck will be delayed an additional week.

Any one picking up my check besides me must have my valid drivers license and written signed note, unless prior arrangements have been made.

- I agree to take any work offered to me within 30 miles or I voluntarily quit All-Star Staffing, LLC and must sign a resignation form to receive my final check.
- I agree all the information on my application is correct and any false information could lead to my termination.
- I will not gossip or engage in any behavior that will cause friction or dissention between me and my fellow employees or All-Star's client. Such behavior will lead to disciplinary actions.
- I agree to maintain a working phone numbers so All Star Staffing can contact me for work.
- I agree to have no warrants for my arrest.
- I understand that I am not actually hired until my first day of work.

List ANY prior injuries or physical limitations that would keep you from performing one of our jobs. Also list or recommend any reasonable accommodations that can be made to accommodate your limitations.

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

Employee Print Name \_\_\_\_\_

Date \_\_\_\_\_

All Star Representative Signature \_\_\_\_\_

All Star Representative Print Name \_\_\_\_\_

Date \_\_\_\_\_

## ATTENDANCE

Attendance is a very important part of temporary work. It is important that you are there and on time. If for any reason you are going to be late a phone call to All-Star Staffing, LLC is required. There is a strong possibility if you are late or Tardy you may be replaced by another temporary employee.

## PAYCHECK

Paychecks are available ONLY on Friday's at the office from 8:30 A.M. to 5:00 P.M. If your check is not picked up by 5:00P.M. on Friday it will be placed in the U.S. Mail. All-Star Staffing, LLC is not responsible for the U.S. Mail. The check will be mailed to the address on record;

## ADDRESS UPDATES

If you change your address you need to come into the All Star Staffing, LLC office and fill out a new front page of the application to replace the old one with the incorrect address. Change of address cannot be done over the phone.

## WALK OFFS

If you walk off the job before the end of the shift it will be considered a voluntary resignation, and your pay will be reduced to minimum wage for the entire week. If an emergency situation arises contact All Star Staffing, LLC so we can make an arrangement with the client.

## NO CALL, NO SHOW

Any time you cannot make a scheduled shift or are going to be more than 5 minutes late All-Star Staffing, LLC needs to be notified so we can notify the client immediately. If All Star Staffing, LLC is not notified it is considered a voluntary resignation and your pay will get docked to minimum wage for the entire week. Communicating is the key to a successful employee/client relationship.

## FIRE ARMS AND ALCOHOL

Firearms and alcoholic beverages are strictly prohibited from all All-Star Staffing worksites. Firearms are prohibited even with a permit to carry unless such person is a certified law enforcement professional with prior approval in writing from the All-Star Staffing location manager.

## SEXUAL HARASSMENT

Sexual Harassment is strictly prohibited. All incidents should be reported immediately to the All-Star Staffing location manager, or the next highest official. Such conduct by any employee will be investigated and could be cause for immediate termination.

## TIME SLIPS

Client must complete time slips with 2 signatures one by the employee and one by an authorized supervisor assigned.

## WORKING SAFELY

- Safety is very important to everyone, the employees, All-Star Staffing, our clients and our families.
- Safety is the job of every employee and your safety depends on you.
- All injuries, no matter how small, must be reported to All-Star Staffing within 24 hours. This is the employees' responsibility.
- Any Workman's Compensation injury not reported within 24 hours to All-Star Staffing will be denied.
- I will submit to a drug and alcohol screen to be performed immediately after my injury. If I test positive I understand I am responsible for the medical bills of my accident.
- Any Workman's Compensation injury will be treated with the appropriate medical care. All-Star Staffing and our insurance company will decide on the Doctor to be used for any injury. Any employee wishing to seek alternate medical care can do so by signing the appropriate forms and may do so at their own expense.
- Only use equipment you trained and authorized to use.
- Never attempt to fix equipment that is not properly working.
- No Horseplay will be tolerated.
- Never lift over 60 lbs.
- Always use proper lifting techniques.
- Never attempt to un-jam a machine.
- Never stick you hand in a machine.
- Only climb OSHA approved ladders 8ft or lower.
- Never stand on top of the ladder.
- Always use common sense in making safety decisions that will affect you and your family.
- If any supervisor asks you to violate any of the All-Star Staffing safety policies respectfully decline and inform them you need to contact your immediate supervisor at All-Star Staffing.

## OFFICE HOLIDAYS

Our offices will be closed the following holidays:

|               |        |                      |              |
|---------------|--------|----------------------|--------------|
| New Years Day | Closed | Good Friday          | Closed       |
| Memorial Day  | Closed | July 4 <sup>th</sup> | Close @ noon |
| Labor Day     | Closed | Thanksgiving         | Closed       |
| Christmas Eve | Closed | Christmas Day        | Closed       |

If a holiday falls on a Friday, paychecks can be picked up on Thursday. Paychecks can be picked up the Wednesday before Thanksgiving.

All Paychecks not picked up on these pick-up days will be mailed after 5:00pm.

## BENEFITS

All-Star Staffing is a temporary staffing service and does not provide employ benefits, All-Star Staffing does not guarantee work. We will accurately communicate our clients intent, but intent can not be construed as an offer, as client needs change daily.

## DRUG AND ALCOHOL

- I will submit to a 10 point drug screen at anytime during my employment. If I refuse I understand I will be terminated immediately
- No illegal substances are to be used on or off work.
- No alcohol is permitted on All-Star Staffing or clients premises.
- Any employee reporting to work intoxicated will be terminated immediately.
- Any employee testing positive for any illegal substances or non-prescribed medication will be terminated immediately.
- Although we do not encourage substance abuse, if an employee reports their problem voluntarily prior to any incident or accident All-Star Staffing will assist the employee in seeking professional help. No disciplinary actions will be taken and upon the employee becoming substance free the employee can resume working for All-Star Staffing without repercussions.