

*Welcome to  
ATB Staffing Services...*



**Employee Handbook**

At ATB Staffing Services we strive to match your employment requirements with those of our clients. You are an employee of ATB Staffing Services and when we send you out on assignments, will receive your paycheck from us. Effective communication is necessary to maintain a successful working relationship. We look forward to working with each one of you!

*Staying in touch is important to us! Please review the following guidelines to know when we need to hear from you...*

- Please be sure to check in with us on a weekly basis when we don't have you on assignment. That way we will know that you are ready, willing and available for work.
- While on assignment, be sure to stay in contact as well. We need to know when your assignment is ending, if you are learning new skills or if anything about your assignment has changed. We also need to hear from you if you have any concerns regarding the safety of the assignment or if you are uncomfortable with your working conditions.
- And if for any reason you are not able to make it to your assignment you will need to make two calls, one to ATB Staffing Services and one to the client that you are assigned to.
- We will need to hear from you *immediately* if you are injured on the job. Your safety is our primary concern and we want you to be taken care of right away. If you are not able to return to the assignment we need to be notified of that at once.
- If any of your personal information, address, name or telephone number changes.

# ***Policies***

The policies and procedures in this manual are not intended to be contractual commitments by ATB Staffing Services, and employees shall not construe them as such.

ATB Staffing Services reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

## **Equal Opportunity Policy**

ATB Staffing Services is an Equal Opportunity employer.

No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status.

ATB Staffing Services provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience and training.

## **Workplace and Sexual Harassment**

ATB Staffing Services prohibits harassment based on race, creed, color, age, religion, sex, disability, national origin, marital status, sexual orientation, veteran status, genetic predisposition or status.

Sexual or unlawful harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual or unlawful harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

The creating of an intimidating, hostile and/or offensive working environment may constitute harassment.

*Individuals who believe they have been subject to sexual or unlawful harassment should report the incident immediately to your direct supervisor on your assignment or to your Recruiter. It can be reported by phone or in person. It is important to notify someone as soon as possible. Every statement will be immediately investigated and acted on appropriately.*

Any intentional sexual or unlawful harassment is considered to be a major violation of company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

### **Illegal Drug Abuse/Alcohol Abuse**

This policy is implemented because we believe that the impairment of any ATB Staffing Services employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol. The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise the use, possession, transfer or sale of any illegal drugs on client

or company premises or job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the company.

### **Drug and Alcohol Testing**

In consideration of the fact that we strive to provide our customers with quality service and in order to provide our employees with a good work environment, ATB Staffing Services may require an employee to submit to blood or breath testing or urinalysis when:

- There is observable behavior such as direct observation of drug or alcohol use or the possession or distribution thereof.
- There is a reasonable suspicion that an employee is under the influence of alcohol or a controlled substance, or as determined by physical symptoms including but not limited to, slurred speech, staggering, or elements of incoherence.
- There are incidents, accidents, job injury, or recurrence of a job injury which results in lost time from the job, medical treatment away from the workplace or damage to property under conditions which, in the opinion of ATB Staffing Services, justify such testing.

In addition for any employees who will be performing safety sensitive duties, such as working with heavy equipment, chemicals, driving or in a manufacturing facility, ATB Staffing Services may require, as feels it is appropriate to conduct, random testing in certain instances. Given that illegal drug use or consumption of alcohol could destroy or impair the judgment and ability of employees and render them unable to safely perform their safety sensitive duties, ATB Staffing Services deems random testing necessary to its business when an employee's job involves safety-sensitive duties.

An employee's refusal to consent to said test when requested will create a presumption that the employee has violated the policy and will be treated in the same manner as a positive test result.

### **Return to Work After Serious Injury or Illness**

As a joint protection to the employee and the company, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than three days or one which may limit the employee's future performance of regular duties or assignments.

### **Payroll Deductions**

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax and applicable state taxes.

### **Jury Duty**

ATB Staffing Services will grant employees time off for mandatory jury. The employee is entitled to \$40 for each day of jury duty up to a maximum of 3 days per year. However time off for court appearances as a party to any civil or criminal litigation shall not be compensated and the employee must arrange for time off without pay.

### **Employee Privacy**

ATB Staffing Services recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that which the company needs for business and legal purposes
2. The confidentiality of all personal information in our records will be protected

3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena
5. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so

### **Dress Code**

ATB Staffing Services employees must dress appropriately for their assignment. Your personnel recruiter will advise you on what is best to wear on each assignment. Good individual judgment is the best guideline.

### **Americans with Disabilities Act**

It is the policy of ATB Staffing Services to abide by all provisions of the Americans with Disabilities Act. We will not discriminate against any individual who demonstrates the qualifications necessary to perform the duties of a particular position in the organization. No medical or physical disabilities will be considered as a factor in satisfactorily performing a job/task except for those which are critical to the performance of such task.

## ***Your assignment begins.....***

*Only accept assignments that you feel you will be able finish and commit to.* If we offer you assignment that will not work with your schedule or situation, please do not hesitate to let us know. This is one way that we can find out what will work best for you.

- Always arrive on time and ready to begin work at your assigned time.
- Make sure you are dressed appropriately for the job. Always ask your recruiter what the dress code is.
- Do not hesitate to ask questions while on your assignments. Your lead person or supervisor will be glad to answer any questions that you may have to make sure that you understand how to best perform your job. Also please bring any concerns about the job to your recruiter's attention. We care about your safety, and want you to be comfortable in any assignment that we place you in. Your success is our success and both of us can only achieve that through effective communication.

You are required to follow all policies and procedures set forth by ATB Staffing Services. If you have any questions about these policies and procedures, ask your recruiter for clarification.

## ***Your paycheck.....***

You will be an employee of ATB Staffing Services so you will receive your paycheck from us. Make sure that you understand the payroll procedure for EACH assignment as sometimes they will vary. Your recruiter will give you that information when you are placed on the assignment.

IF you feel there is an error with your paycheck, CALL YOUR RECRUITER! Mistakes do happen and informing us is the best way to get it corrected quickly.

For those employees that submit their own hours, you must have the information to us no later than noon on Monday. A later submittal may delay your paycheck.

## ***Safety...***

Your safety is of the utmost importance to us. Therefore we require the following:

- You are not allowed to lift more than 50 lbs without assistance. If you are asked to do so please notify your recruiter immediately.
- You are not allowed to be more than 8 feet off the ground. If using a ladder please make sure that the ladder is in good condition and able to support you.
- You are not allowed to use a respirator. Wearing a dust mask is allowed.
- You are not allowed to remove any safety devices or guards. If asked to do so, notify your recruiter immediately.

IF you are injured on the job, you must notify your recruiter immediately. Any worker's compensation will be paid through ATB Staffing Services so we need to be notified as soon as you can contact us. You also need to keep us informed on your progress.

## ***Unemployment...***

If your assignment ends and we don't have another one for you, you may qualify for unemployment. When signing up, notify the Department of Labor that you were employed by ATB Staffing Services. Refusing assignments may result in a loss of unemployment benefits.

## ***Benefits***

## ***Holidays***

ATB Staffing Services provides five (5) paid holidays each year:

*Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or New Year's Day*

Eligibility is based on the number of hours and weeks worked prior to the holiday. To qualify you must work a minimum of 450 hours in the 12 weeks preceding the holiday. You must also work the scheduled work day before and after the holiday.

### ***Referral Bonus Program***

A referral bonus program has been established to encourage our temporary associates to refer quality people to ATB Staffing Services. The referral needs to mention your name during the interview. People that have worked for ATB Staffing Services in the 6 months prior to the referral cannot be considered. Once the referral has worked 80 hours, a bonus in the form of a gift card will be paid to the person making the referral.

### ***Education Reimbursement Program***

ATB Staffing Services is proud to offer an education reimbursement program to our employees who want to acquire new skills or want to improve on their existing skills. You must obtain approval from the management of ATB Staffing Services *prior* to the start of the class or training session. You also must work for ATB Staffing Services a minimum of 150 hours after the completion of the training. After meeting these requirements, ATB Staffing Services will reimburse you a maximum of \$125 for each class or training session completed. A request for training form can be obtained from your recruiter.

## ***Notes***





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