

Congratulation's

on your assignment as a



Employee

The following provides a description of where to report, payroll procedures, bonuses, and general policies.

Please contact us if you have any questions or concerns. You are an employee and a representative of CompleteStaff during your assignment.

We work hard to develop and maintain a high level of professionalism with our clients. You represent CompleteStaff while at work. Please always maintain your professionalism. Remember, the best way for you to secure a permanent job is to be responsible.

Elkhorn Office

33 S. Wisconsin St.
Elkhorn, WI 53121
Ph: 262-723-5445

West Allis Office

10101 W. Greenfield Ave. Suite 220
West Allis, WI 53214
Ph: 414-858-2900

Employee Name: _____ Date: _____

Signature that you received handbook:

Payroll Procedures

The CompleteStaff payroll is processed on a weekly basis. When a pay period falls on a holiday, CompleteStaff the right to use our discretion to ensure proper distribution of payroll.

It is the responsibility of the employee, through the Client Company, to ensure accuracy of hours worked and/or time sheets/timecards.

We offer Direct Deposit. If you choose to have a paper payroll check mailed to you each week, instead of choosing direct deposit, please be aware once the check is mailed via the USPS we are no longer responsible for the check, and will not re-issue a check that has not been received. Therefore, please ensure your mailing information is accurate, and if you do not receive your paycheck, please contact the USPS. Paper checks are mailed on Wednesday. If you enroll in direct deposit a paystub **will not** be mailed to you. You can access your pay information and print your own stubs by creating an account and logging into ADP.

1. Go to: <https://workforcenow.adp.com/public/index.htm>
 - a. click the link to **Sign Up**
 - b. **Select Find Me**
2. **Enter an email address or mobile number** that you shared with your CompleteStaff
 - a. You will need to verify your identity by either Social Security number, Employee ID and/or Date of Birth
 - b. Enter the Verification code sent to the email address or mobile number used to get started with the registration within 15 minutes
3. . Set up your user ID and strong password to complete the registration process for your ADP Employee Self Service account.

Upon completing the registration process, you may access your pay statements at

<https://workforcenow.adp.com/public/index.htm>

and/or GET THE ADP MOBILE SOLUTIONS APP on your Smart Phone

1. Launch ADP Mobile Solutions App
2. On the Login Page, Enter ADP User ID you created when signing up
3. Enter Password and Select Log In
4. Review the Terms of Use and Select Accept

- You now have your Pay Statements at the touch of a fingertip!

We hope you will enjoy these features. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

In order for an employee's check to be released to someone other than the employee, written authorization must be received by CompleteStaff designating the party to whom the check can be released, along with appropriate I.D.

It is necessary to notify CompleteStaff in the event a correction needs to be made to any of the following information: name, address, telephone number, correct number of deductions, marital status, birth or death of a dependent, designation of beneficiary, etc.

Payroll Contact Information

Ph: 262-402-6781

Fax 262-402-6788

Workplace Safety Training

CompleteStaff is committed to safety in the workplace. Safety training depends on the individual client's workplace policy and procedures. Accordingly, you should receive the appropriate training. If for any reason you feel you have not received adequate safety training or you find yourself in an unsafe working environment, contact a CompleteStaff representative immediately.

Work Injuries

All injuries or accidents that occur while on the job must be reported at once to your immediate supervisor, the client company and to CompleteStaff so that a written report can be made. Government regulations require strict compliance with this rule. Failure to report an on the job injury may affect your eligibility for workers' compensation benefits.

Benefits

Full-time employees can purchase health/dental/vision insurance for the duration of your employment with CompleteStaff. Contact your Staffing Representative or Branch Manager for a brochure and complete details.

Attendance

If you are going to be late or absent for any reason on any day that you are employed with CompleteStaff, you must contact your client company supervisor and CompleteStaff. You must contact these individuals as soon as possible when you know you will not be able to make your start time. If you are unable to reach your supervisor, call CompleteStaff immediately. Failure to comply with this procedure will result in disciplinary action up to and including discharge.

Attendance Bonus _____

1. All full-time employees are eligible to receive a attendance bonus of \$40 after 30 calendar days of perfect attendance
Perfect attendance is defined as NO UNEXCUSED ABSENCES. An excused absence requires a signed medical excuse.
2. All full-time employees are eligible to receive an additional attendance bonus of \$40 after 90 calendar days worked from the anniversary date of employment if perfect attendance, as defined above, is maintained.

Referral Bonus _____ If you refer a friend(s) to us and they work with us for 30 consecutive days with perfect attendance, you will receive a \$50 bonus, (for each referral). Please contact your Staffing Representative or Branch Manager for full details and a referral card. Bonus will be included in paycheck.

**YOU MUST NOTIFY COMPLETESTAFF OF YOUR ELIGIBILITY FOR BONUS.
BONUS WILL BE INCLUDED IN THE FOLLOWING PAYCHECK.**

Resignation

Because CompleteStaff is a full service agency, we have a variety of jobs. If you find yourself in a situation that does not meet your expectations, please tell us. We will be happy to look for something else for you. **Please do not accept a job unless you are committed to it.**

Please use common sense when leaving an employment situation. In order to continue working with us on new opportunities, you will need to give ample notice and be courteous upon departure from CompleteStaff client companies.

If you decide for any reason to leave your employment with CompleteStaff we ask that you provide us with a proper and timely notice. A two week notice is appreciated, but the minimum is one week. (48 hours is sufficient notice for temporary assignments). Notification of resignation may be given verbally to your Staffing Representative or Branch Manager.

Unlawful Harassment_____

(INCLUDING SEXUAL HARASSMENT) POLICY CompleteStaff is committed to a policy of equal opportunity for all its employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for assignment or advancement to all employees, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, or any other discriminatory basis prohibited by state, federal or local law.

CompleteStaff is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, CompleteStaff will not tolerate any form of unlawful harassment, verbal or physical, with regard to an individual's race, sex or national origin, or any other protected characteristic. Therefore, all employees are encouraged to bring forth any concerns or complaints in this regard to the attention of management, by contacting their account representative who will contact the Company Vice President or the Company President. If any CompleteStaff employee has any concerns in this regard when working on assignment, we encourage you to bring those concerns to our attention at the CompleteStaff office.

All complaints of sexual or other unlawful harassment will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Any supervisor, agent or employee found in violation of this policy, will be subject to disciplinary action, up to and including discharge.

As for sexual harassment, CompleteStaff does not tolerate any form of sexual harassment in the workplace. Sexual harassment is any unwelcome advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (including salary or promotional decisions) affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is the intent of management to foster a work environment, which is free from the effects of sexual harassment. Although most sexually harassing situations occur male to female, such situations can arise female to male, male-to-male, and female-to-female and sexual harassing situations can involve manager/subordinate, co-workers, third parties, and nonemployees. We therefore strongly encourage any CompleteStaff employee to bring forth any concerns or questions about any conduct that may constitute sexual harassment so that management can act upon that information.

CompleteStaff will not retaliate against an employee for making a complaint under this policy or for assisting in an investigation of a complaint. However, anyone found to have made a bad faith complaint or given false information will be subject to disciplinary action, up to and including discharge.

Substance Abuse Policy

CompleteStaff has implemented this policy in response to overwhelming national evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. The use or possession of alcohol, drugs, or other intoxicants creates a serious threat to the health and wellbeing of the user, the user's family, friends, and fellow employees. The purpose of this policy is to inform CompleteStaff employees of the discipline policy relating to alcohol and drugs. This policy shall be deemed part of the personnel policies. As such, it is subject to addition, modification or deletion from time to time upon notice to employees.

An illegal drug is any drug which cannot be legally obtained (e.g. marijuana, narcotics, hallucinogens, etc.) or which although legal has been illegally obtained (e.g. prescribed drugs not legally obtained or prescribed drugs not being used for prescribed purposes by the person for whom prescribed).

Employees using, selling, transferring, or possessing alcohol or illegal drugs during scheduled work hours shall be subject to immediate discharge. The use of alcohol or illegal drugs, which results in negative work performance, or erratic conduct in the workplace, is likewise prohibited. Any personal property on company premises may be subject to inspection.

Each employee will be tested for drugs and alcohol after a work-related accident, if they have been observed using a prohibited substance on the job, or if the company has other reasonable cause for testing them. An employee who fails to submit to required testing will be subject to discipline, including termination.

"Reasonable cause" means the action, appearance or conduct of an employee, while working, indicative of the use of a Controlled substance. This is based on the appearance, behavior, speech, or breath odor of the employee.

If an employee is deemed "under the influence" they will be subject to immediate termination. If a drug screening test reveals that an employee has traces of illegal drugs in his/her system, these test results will be considered as evidence that the employee was "under the influence" of illegal drugs at the time of the test and also subject to immediate termination.

Current dependence upon, or use of, illegal drugs or misuse of legal drugs are valid reasons for rejecting an applicant for employment. Consistent with this reasoning, CompleteStaff requires job applicants to submit to a pre-employment drug screen in many cases. All job applicants must be advised of the purpose and possible consequences of the tests. Applicants who test positive, who refuse to take the test, or who otherwise don't complete the test according to established procedures and guidelines will be disqualified from employment consideration. You are an employee and a representative of CompleteStaff during your assignment. We work hard to develop and maintain a high level of professionalism with our clients. You represent CompleteStaff while at work. Please maintain your professionalism at all times. Remember, the best way for you to secure a permanent job through CompleteStaff is to be responsible.

Any violation of CompleteStaff's procedures CAN AND WILL result in your termination.