



**ISLAND STAFFING**

## **Consultant Handbook**

### **WELCOME TO THE ISLAND!**

We are delighted you have chosen to join our team! Island Staffing provides the right talent for the job and we are committed to distinctive quality and unparalleled customer service in all aspects of our business. As part of the team, you will discover that the pursuit of excellence is truly a rewarding aspect of your career with us. As a team member, you must "own" the results of your productivity.

This Employee Handbook contains the key policies, goals, and expectations of Island Staffing; and other information you will need as part of our team.

### **EMPLOYMENT WITH ISLAND STAFFING**

I understand that I am an employee of Island Staffing and ONLY Island Staffing. When an assignment or project ends, I must notify my Island Staffing recruiter of my availability to work on another project. I understand that I must notify a representative from Island Staffing if I am unable to report for work for any reason.

### **YOUR JOB ASSIGNMENT**

Our staff will notify you of the job duties, rate of pay, location, dress code, hours and anticipated length of the assignment. If you receive an offer you are not required to accept the position and turning it down will not jeopardize your chances for other work. We request that you inform us about your preferences and time constraints up front and share job assignment information with us. If an emergency comes up and you will be absent or late for work, please notify the client directly as well as our office immediately. Please contact our office as soon as you know when your work assignment will finish.

### **AT-WILL EMPLOYMENT**

Nothing contained in this consultant handbook or the offer letter shall be construed as an employment contract obligating Island Staffing (expressly or implicitly) to employ any employee for any specified period of time. To the contrary, employment with Island Staffing is at-will, such that an employee may elect to terminate his or her employment at any time, with or without cause, and Island Staffing similarly may terminate employment with any employee at any time, with or without cause. No action or inaction by Island Staffing of any kind during one's employment shall in any way detract from or alter the right of either party to terminate the employment relationship with or without cause.

### **TIME CARDS AND PAY DATES**

You will need to provide Island Staffing with a signed timesheet of hours worked on a bi-weekly basis. Island Staffing's payroll periods are bi-weekly and paychecks are issued every other Friday.

- You are responsible for filling out your time card completely, recording your hours correctly, and securing the authorized clients supervisors signature. You are paid according to this official record of time worked.
- At the end of the 2 week working period, email, fax, or drop off your time card to our office. **Your time card must reach us by 5:00 p.m. on the day which they are due.**
- You can sign up for Direct Deposit, or have your check mailed to the address listed on your application.
- Use a new time card for each pay period and each new assignment. An additional time card can be accessed on our website, [www.islandstaffing.us/candidates.htm](http://www.islandstaffing.us/candidates.htm)

- To be sure that your paycheck is not delayed, remember that your time card must be complete, accurate, legible, and on time!
- Make sure to keep a copy for your records.

### **DIRECT DEPOSIT**

Island Staffing offers automatic payroll deposit for all employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from Human Resources) and return it, along with a "voided" check, to Human Resources at least 10 days before the pay period for which you would like the service to begin.

To stop automatic payroll deposit, complete the form available from the Human Resources Department and return it to Human Resources at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

### **EXPENSE REPORTS**

Island Staffing reimburses employees for pre-approved business expenses on a monthly basis. Employees who have incurred business expenses must submit required ORIGINAL receipts and an approved Island Staffing expense report form to Island Staffing Accounts Payable. All expense reports must be submitted with original receipts to Island Staffing no later than thirty (30) days after the expense has occurred. Expense reports are to be turned in at the end of the month. You will be reimbursed the following month.

If you have any questions about Island Staffing's expense reimbursement policy, please contact our office.

### **WORK SCHEDULE/ATTENDANCE**

Your work schedule will vary depending on the client's requirements. California law provides that employees must receive a 30 minute meal break if they work in excess of five hours. Also, California labor law requires that employees get rest breaks if they work over three and a half hours a day. These mandatory breaks must be in the middle of each work period and must be 10 minutes for every four hours worked or fraction thereof.

Teamwork is important at every place of business. A good attendance record is taken into consideration when you are evaluated for salary increases and future assignments. Whenever possible, schedule absences in advance and try to reschedule appointments and commitments so that they do not occur during a temporary assignment. **If an emergency comes up and you will be absent or late for work, please notify the client directly as well as our office immediately.**

### **DRESS CODE**

Wear business like attire. No blue jeans or casual clothing, unless specified by our office. We ask that, before you wear an outfit to work, try asking yourself if it is in good taste. Neatness and cleanliness is a must.

### **HEALTH AND SAFETY**

No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job. No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times.

### **UNLAWFUL HARASSMENT**

Island Staffing's anti-harassment policy applies to all persons involved in the operation of Island Staffing, including contractors, and prohibits unlawful harassment by any employee of Island Staffing, including supervisors and co-workers, and by any third parties, such as clients or vendors. Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.

Island Staffing is committed to providing a work environment free of unlawful harassment. Island Staffing prohibits sexual harassment, and harassment based on:

- Race or color
- Religious creed
- National origin or ancestry
- Mental or physical disability
- Medical condition
- Pregnancy
- Marital status
- Sexual orientation
- Age
- Veteran status or
- Any other basis protected by federal, state or local law, ordinance, or regulation.

Harassment is unwelcome when an individual did not solicit or incite it, and when the victim regards the conduct as undesirable or offensive. **All such harassment is unlawful.**

If you believe that you have been harassed, provide a verbal or written complaint to Island Staffing as soon as possible after the incident. Island Staffing will immediately undertake an effective, thorough and objective investigation of the harassment allegations. If Island Staffing determines that harassment has occurred, effective action will be taken in accordance with the circumstances involved.

### **OPEN-DOOR POLICY**

Suggestions for improving Island Staffing are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or the treatment you are receiving. Your good-faith complaints, questions and suggestions also are of concern to Island Staffing. We ask you to first discuss your concerns with your recruiter.

*This Employee Handbook has been prepared for your information and understanding of the policies, philosophies and practices of Island Staffing PLEASE READ IT CAREFULLY.*



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