



Career
Personnel

Policies and Procedures

E-Verify is an online system operated by the Department of Homeland Security with the Social Security Administration, which allows Career Personnel to electronically verify employment eligibility. Documents presented for the I-9 will be used to verify your employment eligibility. All newly hired employees will be submitted to E-Verify.

I understand that if I am unable to report to my assignment or if I am tardy, I must call my counselor at Career Personnel prior to my expected arrival time.

I understand that excessive absences/tardiness may be grounds for immediate dismissal.

I understand that each company has its own policies concerning attendance. I am responsible for becoming informed about such policies.

I understand that I must give a 48-hour notice to Career Personnel if I voluntarily terminate an ongoing temporary assignment. I understand that failure to do so will make me ineligible for any new assignments.

I understand that I should inform my counselor at Career Personnel immediately of any changes in my assignment. These changes would include, but are not limited to, changes in duties other than what was originally presented, ending of assignment, working overtime.

I understand that I am expected to dress professionally at all times. Jeans, shorts, open-toe shoes, tennis shoes, and tee shirts are not permitted unless otherwise specified.

I understand that I must conduct myself in a professional manner at all times. We have a zero tolerance policy with regards to illegal consumption of drugs or alcohol in the workplace. Career may randomly test employees for compliance with its drug-free workplace policy.

I understand that I should report any work-related problems/incidences immediately to my counselor at Career Personnel.

I understand that Career Personnel has NO automobile liability insurance; therefore, driving should not be performed as part of my duties.

I have read and fully understand the above statements regarding Career Personnel's policies and procedures and agree to the same. I understand that failure to comply may lead to disciplinary action up to and including termination and may jeopardize my unemployment benefits. Furthermore, I certify that I have received a copy of the above statements for my future reference.

I understand that Career Personnel is my employer and any concerns, questions, etc. should be directed to my counselor.

I understand that I can accept or decline any assignment offered to me by Career Personnel. I understand that declining an assignment can affect my ability to draw unemployment benefits.

If I do not complete an assignment, Career Personnel will assume I have voluntarily quit. I understand that I may not be eligible for unemployment benefits in this event.

I understand that temporary assignments may end at any time for any reason. I understand that I am obligated to report in person to the Career Personnel office by close of business on the day following completion of assignments. Failure to do so or to accept my next job assignment will indicate that I have voluntarily quit and may affect my unemployment benefits eligibility.

Career Personnel pays its employees once a week. The pay period starts on Monday and ends on Sunday. Your paycheck for the period will be available on the following Wednesday after 11a.m.

I understand that in order to get paid, I must turn in a timesheet. Career Personnel will not recognize or pay for any hours worked by an employee in the absence of an individual time slip signed by both the client and the employee.

I understand that time cards must be turned in no later than 10a.m. on each Monday following the week worked. Any late time cards will not be paid until the next payroll week.

I understand that Career Personnel will not let other people pick up my check without written authorization from me.

I understand that it is my responsibility to notify Career Personnel of any change in my address or phone number.

Signed _____

Date _____

Printed Name _____