



Welcome to Maristaff!



As an employee of MARISTAFF your professionalism, skills, performance and discretion are valued by both MARISTAFF and our client. We have selected you because of your skills and abilities. We value you as an individual and will work to understand your specific interests and help you with finding the ideal opportunity. We depend on you to represent us well. Your performance determines our success.

A WORKING RELATIONSHIP

MARISTAFF is your employer, not the client firms to which you are assigned. We are responsible for your wages, fringe benefits, and any withholding required by state and federal payments. Your reputation and ours are at stake, and we view every assignment as an unbreakable commitment.

The time to consider accepting the assignment is before you say "Yes". Once you accept, we view that as an obligation to complete the assignment. Keep us advised of any developments on the job. If you are asked to work any overtime (more than forty hours per week), contact us in order for the client to approve overtime hours. If your job description changes, please advise us immediately.

If you are interested and are offered a full-time position by our client, refer the client to us and we will handle the details. Do not use email, the Internet or client machines or equipment for non-business related purposes.

Do not discuss personal business, including your pay rate, while at the client. Do not use company time to make or receive personal telephone calls. Give our number to family members and we will contact you with any message.

When your assignment is completed, notify us so a new assignment may be arranged for you. It is your responsibility to inform us of your availability on your timesheet, our "Hot Sheet" Availability on our website or by phone. List your availability once each week. We will contact you for an assignment that meets your skill set and dates of availability as orders come in.

Failure to advise us of your availability weekly may affect your eligibility for unemployment benefits. If we do not hear from you, we will assume that you are not available for work.

PAYROLL

Payroll is processed weekly. Use the timesheet (available at www.maristaff.com or your local branch) to record your time accurately. Your timesheet must be signed by the client representative before it can be processed for payment. You may Email, Mail, Fax or Bring your timesheet to the MARISTAFF office before 12:00 noon on each Monday. It is your responsibility to turn in your timesheet weekly. All signed timesheets must be turned before a check may be issued.

AN EQUAL OPPORTUNITY EMPLOYER

MARISTAFF provides equal opportunity to all employees and MARISTAFF will not tolerate sexual harassment, either explicit or implicit, in the workplace. Report incidents of sexual harassment or harassment of any kind to your MARISTAFF supervisor immediately. We are not able to address the problem if you have not made us aware of it.

MOTOR VEHICLE POLICY

You are not authorized to use a client vehicle or personal vehicle in the course of performing your assignment. Notify us immediately if any client asks you to drive any vehicle licensed for road use.

A DRUG-FREE WORKPLACE

MARISTAFF promotes a Drug Free Workplace as set forth in the MARISTAFF Policy on Substance Abuse. You must agree to abide by the policy and submit to drug screening when required.

PROFESSIONAL BEHAVIOR POLICY

MARISTAFF's clients expect our employees to behave in a business-like and professional manner. Professional and appropriate dress is required on each assignment. Never use the workplace for distribution or solicitation – it is strictly forbidden. Violence in the workplace is not acceptable and will result in immediate termination. Inappropriate language and aggressive behavior will result in disciplinary action.

ATTENDANCE POLICY

You should report to your assignment every day and timely. Contact MARISTAFF within 30 minutes of your scheduled start time if you are delayed or in the event of absence. You may contact the office after hours by leaving a message in our voicemail center. Failure to report without calling MARISTAFF will result in termination. Excessive absences or tardiness may result in termination as well and could affect your eligibility for unemployment benefits.

ON-THE-ASSIGNMENT-INJURY POLICY

Medical care is provided by one of the doctors listed on MARISTAFF's posted *Panel of Physicians* if you are injured on the job. It is your responsibility to contact your MARISTAFF supervisor at the time of injury. Failure to follow our policy could result in loss of benefit coverage. A post-injury drug screen is required on all work-related accidents. Worker's Comp fraud is against the law and will not be tolerated by MARISTAFF.

EMPLOYMENT AT WILL POLICY

Your employment at MARISTAFF is on an At-Will basis and can be terminated by either party at any time. The following performance problems, among others, may lead to immediate discipline, up to and including discharge: poor work performance; low productivity; tardiness/unexcused absence; alcohol or illegal drug use on the job; sexual harassment or missing work without notifying MARISTAFF.

EMPLOYEE BENEFITS

MARISTAFF provides the following benefits to our employees:

1. **Vacation Pay** - After completing 1350 regular hours (OT hours not included) in a fifty-two week consecutive period you are qualified for one week's vacation at your average weekly wages.
2. **Holiday Pay** - After completing 1000 regular hours in a fifty two week period, you are eligible for holiday pay. To qualify you must work a minimum of 96 total regular hours for the two weeks immediately preceding the holiday and the week of the holiday. Paid holidays include:

New Year's Day
Memorial Day
July 4th
Labor Day,
Thanksgiving Day
Christmas Day.

3. **Tuition Reimbursement** - After completing 1000 regular hours in a fifty-two week period, you are eligible for tuition reimbursement for up to five credit hours. The reimbursement rate range from 100% of the present tuition rate at a state institution (up to \$350.00), for a grade of 'A', 75% for a grade of 'B', and 50% for a grade of 'C'. No reimbursement is made for courses completed with grades lower than 'C'. Since courses eligible for reimbursement must meet certain criteria, check with your MARISTAFF representative before registering and be pre-approved.
4. **Direct Deposit** - MARISTAFF offers Direct Deposit if you wish to have your paycheck deposited into your checking or savings account.
5. **Automatic Rehire** - Once you've established a good work record with MARISTAFF, you are always eligible for rehire. Just call or go on-line when you are available to for work and we will update your file.
6. **Automatic Transfer** - If you move to another MARISTAFF city, just call our office and your application will be transferred.
7. **Employee Recognition** - As an employee of MARISTAFF, you will be eligible for Employee of the Month recognition as well as national recognition by the Association of Staffing Services.
8. **Employee Insurance** - MARISTAFF offers our employees a competitive medical insurance plan. Affordable premiums can be deducted automatically from your weekly paycheck. If desired, additional coverage can be purchased for Dental, Disability and Life Insurance for you and your dependents. All premium contributions are pre-tax payroll.
9. **Referral Bonuses** - A cash bonus for every person you refer who works a minimum of forty hours. Ask us how.