



Quick Temps LLC
817 North 1st Street
Grand Junction, CO 81501
970-241-6007 - Fax 970-241-6163

Policies and Procedures

The following policies are **required of you** by Quick Temps LLC. Please read these policies carefully and then sign at the end to show you understand them completely. If you have any questions regarding our policies *please ask*.

WHAT YOU CAN EXPECT FROM US

- Quick Temps LLC is an Equal Opportunity Employer.
- Quick Temps LLC is a Drug-Free workplace.
- Quick Temps LLC is a locally owned business and we strive to provide you with personal service and competitive wages.
- When working, you represent Quick Temps LLC. If you work well for us, we will work well for you.
- Jobs come and go through Quick Temps LLC at random, we cannot guarantee jobs or the length of the job.

WHAT IS EXPECTED OF YOU

- It is your responsibility to obey all local, state and federal laws while on any assignment. You are also expected to be drug/alcohol free while on assignment. Drug tests will be given at random, on request from employers, or following any reported injury.
- *Medical marijuana card holders are not exempt from existing laws and job place policies. If a pre-employment, random, post-accident, or any other drug screen shows a non-negative or positive result from marijuana (THC), Quick Temps LLC will report the results regardless of card holding status of employee. This is also grounds for termination from a job.*
- It is your responsibility to truthfully and completely fill out our application and if you have any felonies or legal restrictions you **MUST** provide us with that information so that we can place you in an appropriate position. Failure to do so is grounds for **immediate termination**.
- Changes in address and phone number must always be kept current in our office. Please let us know when your address changes so that we can reach you, and send you your W-2 tax form at the end of the year.
- If your application and supplemental paperwork is over one year old, you will need to complete a new application packet and provide us with a current resume. You are not an employee of Quick Temps LLC until you have completed the application process.

JOB PLACEMENT

- **Your job placement depends on your availability, attitude, skills, reliability, and performance.**
- Each day you are available for work call us in the morning. If we do not have a job at that moment, we will take down your name and phone number and call you back when a job becomes available. If you do not hear back from us within 2 days, call again. **Keep calling in!** This is the best way to utilize our services.
- It is OK to decline jobs offered to you. But if you accept an assignment and do not show up, we will be less likely to place you again. More than one "no call/no show" will put you on our "DO NOT WORK" list for at least one month.

- If you cannot make it to work for any reason, call Quick Temps LLC immediately so that we can arrange a replacement.
- For *most* non-continuing assignments, we have a four hour minimum. This means that if you are called out to a job that lasts for only two hours, you will be paid for four hours. However, if you leave the job site early or show up late **for any reason**, the four hour minimum will not apply.
- **If you walk off (leave) a job you have been assigned to before it is finished without notifying us, you will be paid minimum wage (\$12.32/hr.) instead of the original rate agreed upon, and the four hour minimum will not apply.**
- Obey all employers' rules regarding work hours, dress code, breaks, personal phone calls, smoking, etc. If job related problems arise, please call Quick Temps LLC immediately.
- Do not accept any assignment you feel is not right for you, or that you may have trouble doing physically. Do not accept an assignment unless you have the entire day free from personal commitments (ie: doctor's appointments, court appearances, etc.) Never ask our clients to drive you to a personal appointment.
- Do not ask Quick Temps LLC's clients for a higher wage, an advance or to borrow money. **Asking clients or their employees for an advance is grounds for immediate termination.**
- **If you are offered a permanent job by the client, contact us immediately.** Remember there is never a charge to you.
- **Under no circumstances are you to call or contact our clients after an assignment is completed and solicit more work from them.** If you are interested in working for a specific company contact us, we will make the call for you.
- **When your assignment has ended, you must call Quick Temps LLC to get back on the availability list if you want to go back to work.** Otherwise we will assume that you are still working or have found other employment and do not need our services. If you do not call regularly you may be **disqualified** if you seek Unemployment Benefits. Remember you are registered with us concerning employment opportunities, not Unemployment Benefits.

PAYMENT AND TIME CARDS

- **We pay once a week on FRIDAYS ONLY.** Paychecks are handed out Friday from 7:30am - 5:30pm. If you need someone else to pick up your check, send them with a note you have signed or call us with your permission.
- **Our normal pay schedule is one week behind.**
- "EARLY PAY"* is offered to those who need an advance. EARLY PAY checks are cut on Friday ONLY, from 7:30am - 5:30pm, for the work done

during *that week*. For this service we will deduct \$0.25 per hour for every hour you have worked. Quick Temps LLC does not recommend that you get in the habit of using EARLY PAY. **Please note that not all Quick Temps LLC clients allow us to offer EARLY PAY, so we cannot guarantee this service.*

- **Timecards must be signed by your supervisor** and handed in to us no later than 12:00 pm on Wednesday for work completed the previous week. NO TIMECARD = NO CHECK! Timecards that are turned in more than 30 days after completion of an assignment will be charged a \$7.50 bookkeeping fee.
- You must bring a timecard to **EVERY** job we send you to. Do not ask our clients to call in your hours for you, and do not ask Quick Temps LLC staff to call the client to get your hours approved. It is your responsibility to bring a timecard and have it signed.
- Forging a client signature or altering approved hours will result in immediate termination and legal action.

ON THE JOB SAFETY & INJURIES

- **Always keep your personal safety in mind!** If the worksite or any tasks look like they might jeopardize your safety in any way, let your supervisor know immediately. Or call Quick Temps LLC right away.
- **If you have physical limitations**, please let us know so we only send you to a job you can safely perform.
- All employees hired through Quick Temps LLC are insured through Pinnacle Assurance, P.O. Box 469011 Denver, CO 80246-9011.
- Any on the job injury must be reported to Quick Temps LLC immediately at 970-241-6007 (if after hours, please leave a message). Any injury not reported within **four working days of accident** could result in loss of insurance benefits.
- **FOR EMERGENCIES:** We request you go to Community Hospital Emergency Room at 2531 G Rd,

G.J., CO 81505. You must report to Quick Temps LLC within four working days to fill out an accident report. All emergency room visitor will be drug tested at the hospital.

- **FOR NON-EMERGENCIES:** report to Quick Temps LLC immediately. We will give you a designated provider list to determine where you want your care to take place.
- **ALL INJURIES WILL REQUIRE A DRUG SCREEN. IT IS GROUNDS FOR IMMEDIATE TERMINATION IF YOU TEST POSITIVE FOR ANY CONTROLLED SUBSTANCE OR ILLEGAL DRUGS POST ACCIDENT.**
- Employees will be brought back to work as soon as medically possible. This may include modified work or work with other clients.
- Fraud will not be tolerated. Worker's compensation fraud is a crime punishable under state law. Quick Temps LLC will actively pursue offenders.
- An injury that involves a doctor to prescribe more than three days away from work involves lost wages compensation. These benefits are equal to 2/3 of the employees' average weekly wage (subject to a set maximum). For longer than 14 days, the worker will also be compensated for the three days of lost time.
- You are **NOT** insured through Quick Temps LLC to drive either a company vehicle or your own vehicle on errands for the client. If it is part of the job to do so, contact us so we can confirm that you are insured through the company for which you are working.
- **Our insurance does NOT permit any employee to be off the ground over 4 feet on a ladder, scaffolding, and roof, etc. If you are asked to do so by the employer, notify us immediately!**

DO NOT APPROACH THE CLIENT ABOUT A PERMANENT POSITION. THIS DECISION IS BETWEEN QUICK TEMPS LLC AND THE CLIENT AND COULD RESULT IN YOUR DISMISSAL.

I, (print name) _____ have read and understand the above statements. I consent to a Drug Screen test if so required and give my consent to Quick Temps LLC to verify my identity documents and perform a background check, if required. I understand the above policies and procedures and accept them as a condition of my employment with Quick Temps LLC. I understand that violation of any of the above policies could be grounds for termination and lowering in Quick Temps LLC placement priority.

Employee Signature

Date