

Environmental Staffing Resources Policies and Procedures

Payroll:

Payroll is completed weekly and the normal workweek consists of Monday through Sunday. Some companies calculate timesheets/timecards Sunday through Saturday; keep this in mind when calculating the hours that you have been paid for. Every Monday timesheets/timecards are submitted to ESR by your assigned company or by you. Timesheets should be faxed or emailed by 5:00 p.m. every Monday. You may have either a live check mailed to the address of your choosing, or you may choose to have your paycheck direct deposited into your account.

Paychecks:

Friday is payday. Receiving your paycheck early is NOT an option. You will have a choice of checks mailed directly to you, or electronic direct deposit. Paychecks & direct deposit check stubs are mailed on Wednesdays, and electronic deposits are deposited on Fridays. Please notify the office of your preference. You are responsible for notifying any change in your mailing address. Sometimes, employees receive their checks in the mail earlier than Friday. Once ESR deposits the paychecks/paystubs into a U.S. Postal Service box, it is out of ESR's control if you receive it early or late. It is possible that they will get lost or even stolen, or arrive in your mailbox later than the Friday pay date. This is something that relates to postal delivery, not ESR. Replacement checks will not be generated/distributed automatically. There is a standard 7 + business day waiting period for investigation of the checks status. There may also be a stop-payment fee applied, if necessary; Waiting period may be extended.

Timesheet:

You will either be clocking in/out, or you will be responsible for filling in your time on an ESR timesheet, (provided). Signed/supervisor approved timesheets must be faxed to our office before 5:00 p.m. Monday afternoons.

Overtime:

Normal workweek is based on 40 hours. Any time worked beyond 40 hours is paid at 1.5 times the base wage.

Holiday Pay:

You become eligible for paid holidays upon completion of 500 hours when working a full time schedule. Full-time is considered anything averaging at least 32 hours weekly at your assigned location. A paid holiday consists of receiving wages for an 8-hour workday. ESR recognized holidays are: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. (*Your assigned workplace may observe holidays differently from the above listed, but as an employee of ESR, you are under ESR holiday policy only.*) You must be on a current, ongoing assignment to be eligible for holiday pay. You must also be present for work the week the holiday falls in.

Attendance:

Maintaining a good attendance habit is a crucial part of your assignment. Attendance policy is based on a standard ESR policy, however, your attendance expectancies are set by the job location/company at which you are being assigned. It is your responsibility to review and understand both the ESR Attendance Policy, as well as any policies that may be in place with your assigned company. Furthermore, you must adhere to the work hours that are a part of your assigned position. These will be presented to you either by your ESR Offer Letter, or by your assigned company, or both. If you have ANY questions as to what your assigned work hours are to be, please contact our office immediately for clarity. **IF YOU DO NOT COMPLETE YOUR ASSIGNMENT BY EITHER COMMITTING A NO CALL NO SHOW (NCNS), OR QUIT YOUR ASSIGNMENT WITHOUT ACCEPTABLE PRIOR NOTICE, ESR WILL CONSIDER THIS JOB ABANDONMENT, AND REDUCE ANY REMAINING PAY TO MINIMUM WAGE (\$7.25/HOUR).**

Hire On:

Your employment with ESR is based on a temp-to-hire basis. This means that you are an ESR employee, but working at the assigned company. In order to be eligible for being hired on by that company, you must complete a total of 800 hours through ESR at that specific assigned company. Your eligibility is also determined based on job performance, attendance, attitude, as well as the said company's decision and ability to hire you. Hours worked by you through ESR are not transferable to different companies that we may assign you to, and are only valid per each separate company that you work at, unless otherwise agreed upon by ESR.

Vacation:

After completing 680 hours with us, you will then begin accumulating vacation time. Vacation time will accrue at ½ day per 170 hours. After completing 2040 hours the vacation accrual will change to 1 day per 170 hours. Vacation is paid out at a minimum of ½ day increments.

Direct Deposit:

Please contact us if you are interested in having your weekly paycheck deposited electronically into your bank account.

Rules of Conduct:

As an employee of Environmental Staffing Resources, you will normally be working outside of our actual office. This will likely include client's premises, off-site locations, and /or any areas and/or businesses that ESR and/or its clients may come in contact with in their business transactions. You shall conduct yourself in a manner that maintains the safety of yourself and others; is of good conduct, morals, and common sense; remains respectful and is not insubordinate. In addition, harassment of any kind, be it violent, verbal, physically abusive, or of a sexually explicit or sexually insinuating nature shall not be tolerated. The above instances and expectations extend not only to ESR clients and their employees, but also include any vendors, visitors, spouses, significant others of any of said individuals. Violations of any of the above listed expectations can be grounds for termination. In addition, you shall follow any rules and regulations regarding this or other issues that clients may have established within their company.

Job Abandonment:

IF YOU QUIT YOUR ASSIGNMENT BY EITHER COMMITTING A NO CALL NO SHOW (NCNS), OR QUIT YOUR ASSIGNMENT WITHOUT ACCEPTABLE PRIOR NOTICE BEFORE THE END OF THE 1ST WEEK, ESR WILL CONSIDER THIS JOB ABANDONMENT, AND REDUCE ANY REMAINING PAY TO MINIMUM WAGE (\$7.25/HOUR).

Policies and Procedures Acknowledgement Form

I have read, understand, agree to and received a copy of the Environmental Staffing Resources Policies and Procedures. I acknowledge this by my signature below:

Signature: _____

Printed Name: _____

Date: _____

Witness' Printed Name: _____ Title: _____

Witness' Signature: _____ Date: _____

Employee's initials on line above