



Employee Manual

Career Placement Employee Manual

The following information is a guideline to all prospective employees of Career Placement, Inc (CPI). These rules, regulations, and policies will hold true for all employees and will be changed only with the review and approval of management. Any changes will be posted in the lobby of the CPI office for all employees' review. It is the responsibility of the employee/applicant to keep updated on these changes. This manual is in no way a guarantee of work, reassignment or duration of assignment but if one accepts an assignment, the assignment must be completed in full duration.

EOE, ADA, FMLA, DOMA, Obama Care and other Governmental Policies

Career Placement is an equal opportunity employer. We do not discriminate on the basis of race, religion, sex, marital status, national origin, disability, age, or other factors. We welcome all skilled employees with proof of their ability to work in the United States (I-9 form). Career Placement will make every reasonable accommodation to aid those who fall under the ADA. Obama Care (Health Insurance Marketplace Coverage) is not mandated for companies with 50 or less full time employees so does not affect Career Placement employees but information about this is available and some contacts are provide below. The Federal Medical Leave Act, Defense of Marriage Act and other governmental mandates are followed, as well.

Office Hours

Career Placement office hours are 8:00 AM to 5:00 PM. There is a 24-hour answering service on our telephone system so that we may be reached at all times. Joni also checks emails no matter where she is. In case of a real emergency, Joni can be reached on her cell at 832-654-9323.

Our client companies have varying hours which we will notify workers of prior to each assignment. Some clients work as early as 7:00 AM to 4:00 PM. Others work as late as 9:00 AM to 6:00 PM. Some have 9/80 workweeks or other varying hours. No matter what the hours, we expect our temporaries to arrive promptly and fulfill their workdays as outlined by the particular client for whom they are working.

Career Placement staff can be reached by email at cptemps@aol.com all the time so in case of emergencies, email staff.

Absenteeism/Tardiness Policy

Career Placement holds firm to the belief that one will be dismissed immediately if he/she fails to show up for work without calling in on a daily basis. If a temporary is absent or tardy in excess of three times, he/she will be terminated for work connected misconduct which may have an effect on any unemployment benefits being paid. It may be necessary to provide medical verification if illness is prolonged or seemingly without cause. Notice for funerals, jury duty, or other reasons for not going to work maybe necessary, as well.

If a temporary employee is going to be out of the office or late for any reason, he/she must contact Career Placement and the client for whom he/she is working to let them know. Time off should always be arranged in advance unless it is an illness or emergency then employee must call AND email cptemps@aol.com immediately.

Falsification of Application/Failure of Tests

If application or timecard falsification (by omission or deliberately) is discovered or if a temporary is required to take and fails a drug/alcohol or security test or refuses to take the test(s), he/she will be dismissed immediately and for work connected good cause. This policy is for the safety of all those concerned.

Should work or personal references, education or credit background, criminal/civil records, and/or workers' compensation records show negative information when checked, the applicant will not be hired and the employee will be terminated for cause. Permission is given by the applicant to perform any background checking and/or drug/alcohol screening required.

Smoking Policy

Our client companies vary in their smoking/non-smoking policies. When on an assignment, one must abide by the policy established by the particular client. Within the CPI office, there is no smoking permitted.

Personnel Records

It is agreed by both Career Placement and the employee that references will be released to prospective employers upon request. It is preferred, but not required, in writing. A copy of an employee's personnel work record may be obtained by written request, to Joni Fichter, President. This will only be released to a former employee, not to prospective employers.

Payroll Procedures

Temporaries are responsible for emailing their hours to CPI on a completed, signed timecard every Friday at the end of the workday to cptemps@aol.com. If a temporary's hours should change, he/she may email an updated timecard to CPI no later than Monday at 8 am. If timecard fraud or theft is discovered, his/her check will be held/voided until the matter is cleared up. Checks are usually sent by ACH every other Tuesday thus in one's account upon receipt and acceptance by his/her financial institution by Wednesday (not guaranteed). Temporaries must complete direct deposit paperwork and checks will be deposited to their account. Changes due to a holiday may impact payment with a delay of a day or two. Paychex is CPI's payroll processing company and information of how to check one's personal deductions, year-to-date totals, etc. can be provided to your by the CPI office staff.

No fee is taken out of a temporary's pay. Net pay is his/her hourly rate times the number of hours worked less FICA, MEDC, and FIT Taxes, as required by law and determined by marital status and number of exemptions claimed. The only other deductions ever made are ones mandated by the government (child support, back taxes, etc.), to clear up an overpayment of a previous check, to reimburse CPI for unauthorized long distance usage, personal usage or theft of company property or petty cash, stop payments, insurance premiums, etc. should any of these needs arise.

Overtime is paid for any hours worked over forty (40) in a week. Our week runs Monday 12:01 AM through Sunday midnight. If a temporary works over eight (8) hours in a day or on the weekend, it is not considered overtime unless his/her weekly total exceeds forty hours for that week. Special cases may arise at a client's request but must be approved, in advance, by both Career Placement and the client. Some clients have compressed workweeks (9 days/80 hours). This means that one may work longer hours four days a week, regular hours one day a week and are off that day every other week. Week-endings will vary for this type of pay period and will be explained to the employee prior to assignment. At some clients, a special timecard is required. Be sure to complete it when required.

Career Placement, Inc. is responsible for the compensation and coverage of employees only during time okayed by client and paid by Career Placement, Inc. Travel to and from the job, off the clock breaks and lunch, meetings with "friends" from client companies after paid business hours, etc. are not included.

Stop Payment

If a temporary requests that a stop payment be made on his/her check for any reason, a \$20.00 charge will be withheld from his/her check when it is reissued. Failure to receive a check after it has been mailed, loss of check after it has been received, etc. will all result in this \$20.00 fee.

Advances/Loans

Salary advances and loans are not permitted since, as a temporary employee, there is no guarantee of the length of time one will be working. It is strictly forbidden that a Career Placement employee request and/or receive loans and/or advance payments from Career Placement, Inc., our in-house employees, our other temporary employees, our clients and/or their employees.

Vacation Bonus/Holiday Pay

Personal time-off for vacations, holidays, or any other reason are not paid by Career Placement. Since temporaries are not regular/full time employees, we cannot pay for hours not worked. Occasionally, a client will choose to pay someone for personal time off or a holiday if he/she is working temp to hire or on a long term temporary assignment. This is strictly at the client's discretion and they will be billed for the hours.

Jury Duty

Since temporaries are not regular/full-time employees, we cannot pay him/her for time not worked. If a temporary is called to jury duty, he/she must notify Career Placement immediately and furnish a copy of the summons with their timecard but time will not be paid. Career Placement will try to hold his/her current spot open until he/she returns but this is not always possible. Temporaries are used when extra staffing is needed, therefore, it may be necessary to replace a temporary who has to take extended time off. Upon notifying Career Placement of again being available, we will place him/her at another comparable open position.

Performance Ratings

Temporaries are evaluated at the end of each assignment. Career Placement will discuss any feedback with the worker. Temporaries are allowed two warnings regarding poor performance, any type of misconduct or breach of company policy. Upon receipt of the third poor report, termination is immediate and for cause.

Rate increases are based on each individual case. If a temporary has been on the same assignment for sometime (one year or longer) or the job description has significantly changed, a raise will have to be requested by the temporary employee to Career Placement then presented to the client for approval or rejection.

Temporaries are to contact Career Placement only with regard to payroll, salary, and other work related questions. Temporaries are not contact the client about these things.

Dress Code

Career Placement temporaries will dress appropriately for each individual client. Some offices are very strict - suits or dresses only. Other offices are more relaxed. We will tell temporaries of the attire required prior to each assignment. If we hear of inappropriate dress, the two warning rule will apply.

No stretch pants, blue jeans, tank tops, mini skirts, shorts, tennis shoes, sandals, etc. may be worn. Hose and closed toed shoes maybe required of women and socks are required of men at all times (with the exception of casual Fridays when allowed by client companies). No bare midriffs or low cut necklines are acceptable at anytime.

Conversion to Regular

Career Placement requires that a temporary remain on our payroll for sixty (60) consecutive working days (equal to a minimum of 480 hours, overtime is not counted) from date of notification of intent to hire on a regular basis by our client company. Weekends and holidays are not included in the sixty day liquidation period. Days worked prior to notification are also not included. A few exceptions to this do exist when we have a special contract with a client.

Our client companies may opt to pay a placement fee of one percent per thousand of the applicant's annual salary instead of waiting out the liquidation time if they so desire.

A temporary may not accept regular work from a client to whom Career Placement has sent him/her without first notifying our office. A temporary may also not transfer to the payroll of another temporary service at the request of a client or of his/her own choice while on assignment through Career Placement or for one year thereafter at said client. This includes all clients to whom we have sent him/her on an interview, assignment, etc. Should a temporary accept regular work with one of our clients or transfer to the payroll of another temporary service without our permission, he/she will be liable for a placement fee equal to one percent per thousand of his/her annual salary.

Workers' Compensation/Safety

Career Placement is fully covered by workers' compensation. Should a temporary be injured while on the clock on an assignment, the injury needs to be reported immediately to Joni Fichter, Partner/President, Career Placement at (713) 621-8880. Doctor's visits, treatment, paper work, etc. must be approved by Career Placement before they occur as you must visit a Texas Mutual network doctor only. If an employee does not seek care within the network, he or she may be responsible for payment to non-network medical providers. This requirement does not apply to emergency medical room treatment. To find a Texas Mutual network doctor, visit www.texasmutual.com or call (800) 381-8067. Injuries that go unreported for more than forty-eight (48) hours may not be entitled to worker's compensation coverage. A pamphlet is available with regard to workers' rights in the Career Placement office.

Should your assignment(s) ever take you outside of a regular office environment, notify Career Placement immediately. While working, temporaries should be sure to keep hands, feet, body parts, and clothing free and clear of items that might pinch/cut/injure them. Make sure that the desk set up is safe and comfortable to avoid work related injuries. If lifting is necessary, one should do so carefully and properly.

Maternity/Medical/Military/Funeral Leave

As with jury duty, leaves of absence are unpaid but all Texas reinstatement laws and the Family and Medial Leave Act will be followed. When a temporary needs to take maternity, medical, or military leave, Career Placement requests that he/she give us two weeks notice so that a replacement can be found and trained. For medical leave, if two weeks notice is not possible, we request immediate notification. For funeral leave for death in the immediate family, one day is granted and temporaries must call our office/24 hour service if time off is necessary. Again, it is not always possible to hold open his/her current position, but we will place him/her at a comparable open position upon notification of availability.

Rules of Obtaining Work

It is the responsibility of the employee to email Career Placement with his or her availability the day following an assignment and on a daily basis (between 7:30-10:00 AM) thereafter to secure work. When an employee emails his/her available, he/she must state dates available so this can be logged as "Available" on the employee master. This is the only manner in which an employee may state availability (talking with staff or telling them on the last day of an assignment is not sufficient). If an employee fails to do this, it will be considered a voluntary quit by failure to report for reassignment and may have an adverse effect on any unemployment claim that is filed.

If an assignment finishes or extends, the temporary must notify our office immediately. If we do not hear from a temporary or the temporary notifies us that he/she is unavailable for work for any reason, it will be considered a voluntary quit (which may have an adverse affect on any unemployment claim that is filed) and we assume that he/she is not available for further work until we hear from him/her.

It is the temporary's responsibility to contact Career Placement if he/she is unavailable for work for any reason - sickness, lack of transportation, regular work, assignment through another agency, etc. This is most important if a temporary is currently on assignment through Career Placement and will not be able to make or finish it. Should a temporary need to leave work early, arrive late, or be off for any reason, he/she must call (713-621-8880) AND email (cptemps@aol.com) Career Placement, Inc. and discuss the issue as well as making arrangements with the client where he/she is working. The temporary must call our office at 713-621-8880 and leave a message AND email, stating that it is an emergency, if something unexpected arises causing the employee to miss work or be tardy. If the temporary has been on a long-term assignment, he/she should also call the client for whom he/she is working to let them know of the situation, as well.

It is the temporary's responsibility to call in his/her extension immediately upon arrival to a new assignment. It is also the temporary's responsibility to notify our office if the client company should move locations or change one's job descriptions.

If an applicant has been "payrolled" for a client company and that assignment ends, he/she must come to our office to do testing and register for further work. If a payrolled employee fails to do this, it will be considered a voluntary quit and we will assume that the applicant no longer wishes to work for Career Placement.

Internet, Email, Cell, Text, & Social Media Usage Policy

Internet, email, cell, text, FaceBook, Twitter, InstaGram, Pinterest, Snapchat, and all other social media should be used for business purposes only (if applicable) while working at our client companies. Our employees may not utilize these for personal reasons and will be disciplined/terminated for doing so while on the clock. Usage may be monitored and the viewing of sexually explicit or other inappropriate materials on the internet and the utilization of interoffice mail for non-work related interfacing is forbidden.

Reference Information

Career Placement has the authority to check education, past employment, credit, legal/criminal, and/or personal references, as well as past worker's comp/insurance claims. Should there be a problem with any of the above, it will be grounds for non-employment or termination for good cause.

Right to Bear Arms

Career Placement prohibits weapons in the workplace, concealed or in the open. It is your legal right to carry a weapon but it is against company policy to do so on our premise or on that of any of our clients. So doing will result in termination for work connected misconduct.

Conflict of Interest

As an employee of Career Placement, one is expected to keep not only his/her own, but also Career Placement's and our client companies', best interests in mind. During work hours, one should devote his/her full attention to the job at hand. Employees should avoid interests and activities that are in conflict with Career Placement and/or our client's beliefs and policies. If a potential conflict arises, the employee should notify Career Placement immediately. Trade secrets of client companies should not be revealed. Confidentiality agreements may be signed upon arrival at some clients. No unauthorized copies, communications, etc. of work related items should be produced or reproduced. If confidentiality is broken, dismissal is immediate and for cause.

Drug/Alcohol Testing

From time to time, Career Placement temporaries may be asked to take a drug/alcohol screening test by our client companies or by us. A signed release form is required and, as an employee at a client facility, one must immediately submit (within 24 hours) to the test in order to continue working there. If one does not submit to the test, it will be

considered a “voluntary quit”. If one fails the test, the position will also be terminated for work connected misconduct. Prescription drugs, when taken under a doctor’s orders, will be exempt, but their use must be reported to the supervisor during use. Recovering alcohol or drug abusers will be covered under the ADA. The use, possession, sale, or transfer of illegal drugs/alcohol on/off company property is prohibited. Career Placement and our client companies are alcohol and drug free work sites.

Pre-employment drug/alcohol screenings are required by some clients and upon an offer, the applicant/potential hire will be sent for a screen. When asked to do this, the applicant/potential hire must go to the screening location within 24 hours.

The cost of all drug/alcohol screens is paid by CPI/Client so there is no cost to the employee/applicant/potential hire but he/she must obtain a form from the CPI office and go to the labs used by CPI. He/she must also provide proper identification to the screener.

Statement on Aids

AIDS/HIV is protected under the ADA. Individuals with AIDS/HIV will not be discriminated against in our employment practices. Career Placement does not test for the aids virus and we will keep all medical information in the strictest of confidence.

AIDS is not casually transmitted by coughing, sneezing, shaking hands, insect bites, sharing office supplies/equipment/tools/telephones, drinking from the same cup, sharing food/utensils/restroom facilities, casual contact, breathing the same air, using the same water, etc.

AIDS is contracted by intimate sexual contact, exchange of blood products, sharing of hypodermic needles and/or from mother to child during pregnancy/delivery.

Grievance Procedures

Any grievance resulting from possible discrimination, retaliation, mistreatment, illegal acts, violations of company policies, the law, or infringements of individual rights should be reported in writing and the strictest of confidence to Career Placement, 6221 Edloe Street #201, Houston, TX 77005 Attn: Joni Fichter, President. Career Placement will comply with all applicable regulations and state and federal laws.

Sexual Harassment Policy

Career Placement will not tolerate sexual harassment in the work place. If you suspect or feel as though sexual harassment is going on, it is your responsibility to report the incident(s) to Joni Fichter, President at Career Placement. We will take action with the client company in the strictest of confidence. Claims will be taken seriously and dealt with accordingly.

Search Policy

Career Placement and our clients reserve the right to conduct searches of employees, their work areas, lockers, vehicles on company property, and other personal items. Requesting a search is not an accusation of wrong doing rather, an aid to enforce compliance with our rules regarding security, drug and alcohol use, and possession of weapons on company premises. Illegal use of these will not be tolerated and is grounds for dismissal with good cause.

Texas is an “At-Will” Employment State

Texas is an “At-Will” employment state therefore registering with Career Placement is not a guarantee of work or duration of said employment. Temp to regular (hire, permanent) is not a guarantee of actual or continued employment but rather a method of trying an employee out with the possibility of becoming the employee of our client.

Eligibility for Rehire

In order to reactivate one’s file at a future date, the employee will need to come by the office, fill out a new I-9, W-4, and Rules and Regulations letter. One will need to update any skill scores, as well. To reactivate, one must have left our employ in good standing. If one is discharged for cause, you will not be eligible for rehire. For cause can mean excessive tardiness/absenteeism, alcohol/drug abuse, theft, disregard of rules and regulations, insubordination, falsification of any documents, failure of any tests or screening procedures, etc.

Termination

Texas is an at-will employment state. Termination for good cause includes but is not limited to the following: breaking of any company policy, rule or regulation; breach of confidentiality; excessive absenteeism/tardiness; failure to report to work and/or report availability; falsification of application, testing, timecards; carrying of weapons on our or any of our clients’ premise; unauthorized usage of long distance, petty cash, company property for personal reasons; failure to submit to or failure of a drug/alcohol test; failure to submit to or failure of a reasonable search;

sleeping/loafing on the job or taking any unauthorized breaks; failure to follow payroll guidelines, EEO/WC/sexual harassment/loans or advances/temp to regular policies, dress code, performance standards and/or any other policy as stated herein. Final paychecks will be issued the Tuesday following termination unless the hours are in question or reimbursement is due then the check will be issued as soon as the matter can be cleared up.

Voluntary resignation is requested in writing, giving two weeks notice when on assignment. If it is not possible to give two weeks notice, a minimum of one week is required and must be approved by both the client and Career Placement.

Insurance Information

Temporaries may request optional insurance coverage/programs and must follow the Obama Care guidelines. If you need insurance coverage/programs, you can contact:

www.healthcare.gov

T. Hoovestol, Insurance & Financial Services of Texas

<http://www.InsuranceOfTexas.com>

(713) 524-4303

t.hoovestol@insuranceoftexas.com

Amy Wells, AmeriPlan USA Affordable Health Plans

www.mybenefitsplus.com/amywells

(832) 604-7248

This is paid by the temporary and is your responsibility to contact one of these or a provider of your choice if you need coverage. You may also review the Insurance Marketplace Coverage letter that is found on www.healthcare.gov.

Resume writing assistance is available to our applicants.

Updated: February 2017