



Staffing Inc.

New Employee Handbook

**Please be sure to keep this handbook
in a place where you can refer to it!!!**

2007
JPS



WELCOME

Welcome to Staffing Inc.! We are proud to have you as our partner in productivity and success. We promise to offer you the best position possible based upon your qualifications. Our goal is to match you with your ideal job.

In return, we ask for your commitment to work to your greatest potential. This handbook provides you our guidelines and expectations necessary to become a successful Staffing Inc. associate. During your employment with us, let us know if there is anything we can do to help you achieve success.

Staffing Inc. is an equal opportunity employer. It is Staffing Inc.'s policy to carefully select, hire, retain, assign and promote the most qualified employees. Staffing Inc. will not unlawfully discriminate against individuals because of their race, age, sex, religion, national origin, height, weight, qualifying disabilities, veteran status, creed or marital status in terms, conditions, wages, hours and benefits of employment.

In addition, it is the policy of Staffing Inc. to provide reasonable accommodation to qualified employees who have protected disabilities to the extent such reasonable accommodations can be provided without undue hardship or direct threat to the safety and health of the employee or others and to the extent that Staffing Inc. Inc has received a request of the need for accommodation. Employees must make a request for accommodation within 182 days of when he or she knew or should have known about the need for accommodation.

ABC'S FOR SUCCESS

Attendance
Being Flexible
Communication

ATTENDANCE POLICY

To be successful, you need to be on time for work every day! You are expected to complete the entire shift and finish each assignment you accept. The company you are assigned to may ask for a replacement for you if they feel your attendance does not meet their expectations. Policy violations will be documented and may negatively impact your work record. Anytime that you are unable to make it into work, you must notify Staffing Inc. Notifying the host company does not satisfy the Staffing Inc. call-in requirements.

Infractions – If you arrive to work late or leave work early, we will consider the time missed as an infraction that is subject to discipline.

Planned Absences – If you know in advance you will miss work, you should speak directly with your Human Resource Consultant (HRC) as soon as possible. In some cases, you will need to notify the supervisor at the client company. Some planned absences may not be acceptable. Your HRC team will be able to provide you more detail regarding this type of absence.

Unplanned Absences – If you do not know in advance you will miss work, you must notify your Human Resource Consultant as soon as possible. Do not miss work without notifying us directly! Unplanned absences are subject to discipline.

No call / No show – If you fail to report to work and fail to contact Staffing Inc., we will consider you a voluntary quit until you call your Human Resource Consultant to explain your circumstances. A no call/no show may result in termination if you do not contact Staffing Inc. within 24 hours.

Continuous policy violations and/or excessive absenteeism are subject to discipline up to and including termination.

CALL-IN PROCEDURE

We realize circumstances arise which make it difficult to be at work, so we created attendance guidelines as well as a call-in procedure. If you are going to miss any part of your scheduled work time, you **must** contact your Human Resource Consultant before the time is missed or as soon as possible.

You must call our office at:

If you are calling after Staffing Inc. business hours, you must leave a message on our 24-hour voice mail system:

1. Leave your **first and last name** – speak slowly and clearly
2. Leave your **phone number and a brief message**
3. Leave the **name of your assigned client company**
4. If your message is not clear, you will be considered a no-call/no-show

COMMUNICATION

Communication is very important for your success as a Staffing Inc. employee. Because we have an open-door policy, you should call us with any concerns that you may have.



If you are not on assignment, it is your responsibility to call our offices to establish your availability each day. **You are considered a "voluntary quit" if we do not hear from you after seven days from the completion of an assignment.** By not contacting our offices with your availability, this could inhibit your ability to obtain unemployment benefits.

If you need to end an assignment for any reason, please call us as soon as possible. We need ask for at least two weeks of notice. Let us know immediately if your assignment changes from the original agreement. For example, call us if your duties change, your assignment ends, the company offers you a position, etc. Call us if your address or phone number changes.

PAY CHECK/TIME CARD PROCEDURE

Paychecks are distributed weekly for the hours you have worked the previous week. At some assignments, instead of a Staffing Inc. timecard, you may need to use a client company time clock. If your assignment requires a time card, all time cards must be turned in to Staffing Inc. no later than 5:00pm on Sundays. Failure to do so will result in no paycheck for that week.

If a time card is turned in late (after 5pm on Sunday), there is no way to receive a check until the following week. Your paycheck will be available for pick up

On (day) _____

At (location/time) _____

You may have someone else pick up your check with a signed note from you. They must also present a picture ID to verify who they are. If you do not pick up your check, it will be automatically mailed to you that evening. If a check is lost, we will wait 10 days before issuing another one. You may be responsible for any "stop payment" orders made to the bank.

FILLING OUT THE TIME CARD

Return this copy to AXIOS Incorporated, Flexforce Strategies Division by 5:00 pm Sunday

311101
 4234 Cascade Road S.E.
 Grand Rapids, Michigan 49546
 Phone (616) 949-3178

PLEASE PRINT—COMPLETE ALL REQUESTED INFORMATION

EMPLOYEE LAST NAME _____ EMPLOYEE FIRST NAME _____

SOCIAL SECURITY NUMBER _____ TIME CARD NOT VALID AFTER 30 DAYS

DATE	START TIME		LESS LUNCH TIME		FINISH TIME		TOTAL HOURS FOR DAY	
	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
SUN								
MON								
TUES								
WED								
THUR								
FRI								
SAT								
TOTAL HOURS WORKED ON THIS ASSIGNMENT THIS WEEK							→	

WEEK ENDING DATE (Sat.) MONTH _____ DAY _____ YEAR _____

CUSTOMER COMPANY _____

TO OUR CUSTOMERS:

We understand that the employee named above is a direct employee of AXIOS Incorporated, Flexforce Strategies Division, and is to be scheduled only through AXIOS Incorporated, Flexforce Strategies Division's office. We further understand that the services provided by AXIOS Incorporated, Flexforce Strategies Division represents a substantial investment and if we hire an employee of AXIOS Incorporated, Flexforce Strategies Division, a settlement is in order. Details may be obtained by calling (616) 949-3178. My signature certifies that the hours on this time report are correct and the work was performed satisfactorily.

CUSTOMER SIGNATURE _____

EMPLOYEE SIGNATURE _____

Comments: _____

Return this copy to AXIOS Incorporated, Flexforce Strategies Division by 5:00 pm Sunday

CUSTOMER COPY

You must fill the time card out correctly and completely. Any missing information will delay your pay check. Time card must be turned in **No Later than Sunday at 5:00 P.M.!**

- A. First & Last Name
- B. Social Security Number
- C. Date worked
- D. Time worked (lunch and total for day)
- E. Week ending date (Saturday)
- F. Client company name
- G. Supervisor's signature
- H. You signature

We do not recommend that you mail your time card. If you mail it, and it is not received before Sunday at 5:00pm, your check will be delayed one week. You are responsible for dropping off your time card and picking up your Check. If you ask someone else to turn it in for you (supervisor, co-worker, friend) and they fail to do so; your pay will be delayed one week.



BENEFITS

Insurance:

We have affordable insurance programs available to you upon request. Staffing Inc. agrees to cover the administration cost associated to the program. You would be responsible for 100% of the premium costs. Ask your Human Resource Consultant for more information.

Paid Holidays:

We offer six paid holidays each year to eligible employees. To qualify you must work 600 consecutive hours prior to the holiday (no unexcused time missed). You must work your scheduled day before and day after the holiday. If the plant is closed before or after the holiday, you will not qualify.

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Vacation Pay:

Vacation is paid in the form of a flat bonus of \$350. This bonus will only be paid during a two-week time frame in December. To qualify for vacation pay you must complete 1500 consecutive hours of work in a calendar year. You may not have any unexcused absences during this time.

Referral Bonus:

Staffing Inc. has a re. Remember, referral bonuses have to be treated just like payroll according to the IRS, so taxes will be taken out. Let us know when you qualify, so we can reward you.

WORKPLACE GUIDELINES

The spirit of these rules is to create a safe, healthy and productive work environment at Staffing Inc. They are subject to everyday common sense. We realize that no single set of rules can cover all situations. Each situation will be considered and weighed on a case-by-case basis. These rules do not modify the at will employment relationship. The following offenses may result in disciplinary action, up to and including discharge:

1. Repeated tardiness, absenteeism or repeated requests for time off. We will check to verify all excuses.
2. Theft or misappropriation of any money or property from Staffing Inc., or customer or other employee.
3. Giving away food, drinks, supplies, or other company or customer property from Staffing Inc., a customer or other employee.
4. Verbally or physically abusing, threatening or fighting with another person, including other employees, customers or supervisors.
5. Falsification of any company record, including employment application, time card, accident or injury reports, insurance forms, inventory records, etc. (Includes punching the time card of another employee.)
6. Insubordination. (Includes walking off the job or leaving without permission.) Failure to follow the instructions of a supervisor.
7. Possession, use, or sale of alcohol or narcotics on company premise or reporting for work under the influence of the same.
8. Possession of weapons on company or customer premises.
9. Horseplay or conducting yourself other than in an adult, professional manner.
10. Gross misconduct. (Includes commission of a crime on the job.)
11. Damage to property or equipment of the company, customer or of another.
12. Failure to report an on-the-job injury.
13. Smoking in a non-smoking area.
14. Demonstrated and repeated failure to meet our standards of skill or responsibility. Includes failure to meet quality standards, and inability to perform the job. Also includes displaying a detrimental attitude toward customers or co-workers.
15. Lying to management personnel.
16. Failure to observe safety rules or practices.
17. Wasting time.
18. Failure to abide by any appearance and grooming standards.

SAFETY PROCEDURES

Staffing Inc. supports a safe clean work environment for the health & well-being of all employees. We ask you to report any unsafe working conditions. Your safety is very important to us!

- **Always follow safety rules.** Take responsibility for the safety of yourself and others.
- **Never assume anything.** Ask questions if you are unsure of the proper safety procedure.
- **Use proper safety habits.** Transport goods correctly, lift with proper lifting techniques, etc.
- **Ask for safety equipment.** Proper safety equipment can be provided if you do not have your own.



Disciplinary action including and up to termination will result if an employee has endangered himself/herself by failing to report or covering up accidents, or practicing unsafe work habits or resorting to horseplay.

At Staffing Inc. we take our responsibility as an employer very seriously. We go to great lengths and great expense to provide a safe working environment and workers' compensation insurance for our employees and to deal promptly with legitimate claims or injuries. In addition, we have extensive experience investigating and disputing fraudulent or malingering claims and will fight these types of claims with all available resources.

EMERGENCY PROCEDURES

What should I do if I am injured on the job?

As an employee of Staffing Inc., it is very important the following procedures are followed if you get injured while at work. If these procedures are not followed, you may be responsible for payment of medical bills.

In cases where treatment is necessary:

1. Notify the supervisor at your assignment immediately.
2. During regular business hours, contact your Staffing Inc. office for authorization, instructions and approval to treat.
3. After hours, please contact the Staffing Inc. representative who is on call 24 hours a day for authorization, instructions and approval to treat.
4. If you are not in a condition to contact Staffing Inc., please make sure you tell your assignment supervisor to contact Staffing Inc. immediately.
5. Treatment will be administered by an approved occupational medical facility. All injured employees will be drug screened at the treatment facility.
6. After you have been treated for your injury, you must return immediately to your Staffing Inc. office to complete the injury report.
7. If you have been treated after Staffing Inc. business hours, you must report the next day to your Staffing Inc. office to complete an injury report.

Once the injury report has been completed and the doctor's report has been reviewed, we will determine if you may returned to your current job or if light duty accommodations need to be made to adhere to doctors restrictions.

DISCIPLINE PROCEDURES

You have the primary responsibility for knowing and abiding by all of Staffing Inc.'s policies.

To enforce our policies and assure your success, we follow consistent disciplinary procedures. We may give you an opportunity to correct behavior that violates policy; however, we may also immediately terminate employment based on certain policy violations. We reserve the right to determine the extent of discipline for each situation.

Levels of discipline include:

1. Verbal warnings
2. Written warnings
3. Suspension or probation
4. Termination

These procedures need not occur in this particular order. Each situation deems a case-by-case analysis. This procedure is a guideline and does not constitute an employment agreement by itself.

If you are suspected of stealing, if we believe you are in possession of alcohol, illegal drugs, or a weapon, or if we believe you committed a policy violation, your supervisor has the right to search you, your clothes, handbag, locker, vehicle, or other property on our premises. If you refuse to consent to any such search you may be disciplined, up to and including discharge.

HARASSMENT PROCEDURES

All employees have the right to work in an environment free of offensive behavior. Any employee conduct, whether intentional or unintentional, resulting in the harassment of another employee because of, or on the basis of religion, race, color, national origin, age sex, height, weight, marital status or handicap is prohibited. Such harassment robs the employee/victim of self-esteem, violates state and federal civil rights laws, and Staffing Inc.'s company policy.

Sexual harassment has been defined generally as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.



If you feel you have been subject to any type of harassment, including sexual harassment, you should call your Human Resource Consultant immediately. All complaints will be investigated immediately, and as much as possible, kept confidential. An offending employee will be subject to disciplinary action, up to and including termination.

No employee will be retaliated against for filing a complaint or participating in an investigation of a violation of this policy. If an employee feels he/she is being retaliated against in violation of this policy, he/she should follow the complaint procedure outlined above.

CONCEALED WEAPONS POLICY

Staffing Inc. strictly prohibits possession of weapons of any type on all Company and Client property (including leased properties), including guns, both concealed and visible, and without regard to the validity of any permits. Also included are knives, explosives or any other deadly object. Staffing Inc. reserves the right to search a person, vehicle, or other locations on Company or Client property when there is cause for suspicion. Violators are subject to termination of employment, criminal prosecution or any combination of sanctions.

FAMILY MEDICAL LEAVE ACT

If you have at least twelve (12) months of service, and have worked at least 1250 hours during the twelve (12) months immediately preceding any request for a family or medical leave, you may be entitled to up to a total of twelve (12) weeks of unpaid medical leave will be granted only for one or more of the following reasons:

1. Because of the birth of, or care for, your newborn son or daughter;
2. Because of the placement of a son or daughter with you for adoption or foster care;
3. Because you must care for a spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes you unable to perform the function of your position.

If you need to request a family or medical leave, contact your Human Resource Consultant.

PERSONAL PROTECTIVE EQUIPMENT

The following are guidelines for personal protective equipment (PPE). This equipment will be supplied to you by our company or your supervisor. A representative from our company has conducted a site evaluation and identified the PPE's, which may be needed. Please help us continue to provide a safe working atmosphere for you, or valued employee. If you feel, given the following guidelines, that you need PPE to effectively perform your assignment, please let us know immediately.

You will need **eye protection** if you are working around a source of:

- Extreme heat
- Chemical exposures
- Harmful dust
- Light radiation
- Flying objects

Eye protection might include safety glasses, goggles or face shields.

You will need **hand protection** if you are working around a source of:

- Extreme heat or cold
- Chemical exposures
- Moving parts
- Sharp objects
- Electrical hazards

Hand protection might include latex gloves, leather gloves, or hand lotions.

You will need **foot protection** if you are:

- Rolling heavy objects
- Lifting heavy objects
- Working on wet floors
- Exposed to extreme heat or cold
- Working around chemical storage
- Working around falling objects
- Working in static sensitive areas

Foot protection might include steel-toed boots, metatarsal guards, rubber-soled shoes, or wood soled sandals.

You will need **hearing protection** if you are working in an area where:

- Noise levels exceed 85db
- Hearing protection might include earplugs or earmuffs.

If Staffing Inc. does not provide you with the specific PPE items necessary for your assignment, we will gladly direct you to a source in which you can purchase the items on your own.

ELECTRICAL SAFETY PRACTICES

The following is a list of general rules regarding electrical safety.

1. All extension cords must be inspected on a monthly basis. Each cord should be tagged so the last inspection date is known by the user.
2. All extension cords and temporary wiring must contain three prongs, and must be connected only to properly grounded outlet components.
3. Before working on or around and exposed wiring area, be certain that the wires are not energized.
4. Be sure to follow proper lockout/tag out procedures while servicing equipment.
5. Do not make electrical repairs, connections or installations unless you are qualified to do so.
6. Never use a damaged extension cord.
7. Never wear metal or conductive hard hats when working around exposed overhead wires, or other exposed electrical components.
8. Never use electrical power tools that are not properly grounded or double insulated. Never use a power tool which has the third (ground) prong missing.
9. Always tape cords to the ground when they are lying across a path of motion.

ERGONOMIC PRACTICES FOR THE WORKPLACE

The following list contains some general practices to enhance your working environment in regards to ergonomics.

1. Notify your supervisor immediately if you feel awkward or uncomfortable while performing a certain aspect of your assignment.
2. Any job function, which requires a high rate of manual repetition, should be brought to our attention immediately.
3. Never use your hand as a "hammer".
4. If you are performing an assignment in an area which is constantly extremely cold, or hot, notify us immediately.
5. If you are performing an assignment, which causes constant vibration, notify us immediately.
6. Make sure that your work area is properly lit.
7. You are required to use ergonomic equipment if provided.
8. It is our concern if you are not comfortable performing your assignment. Please let us know if your assignment contains any of the above or other discomforts.

FALL HAZARD PROTECTION PRACTICES

Please review these important points related to fall hazards at the workplace.

1. As our employee, you are not to work above the ground level, unless approved by a representative from our company.
2. You are to never perform work on a ladder or scaffolding apparatus, unless approved by a representative of our company.
3. If an assignment requires you to perform work above ground level, you are required to wear proper safety equipment.
4. Always use handrails when climbing or descending stairs.
5. When carrying heavy loads, use elevators, not stairs.
6. Never hang from, or lean over safety rails.
7. Always report spills, poor lighting, absent safety rails, and broken stairs to your supervisor immediately.
8. Never use a forklift as an elevator.

MACHINE GUARD GUIDELINES

A representative from our company has inspected the work site in which you will be performing and we have checked machines for safety guards. However, please help us in continuing to provide a safe work place by informing us if you feel your work area might be unsafe.

Machine Guards Should:

- Prevent contact with the moving parts of the machines. Guards will prevent fingers, hands, arms and clothing from being dragged into a dangerous situation.
- Be secure. A loose guard might hinder you from performing at full capacity. A guard should be stable, not easily removed, and made of a durable material.

Machine Guards Should Not:

- Disable you from performing your job accurately.
- Create a new hazard. Check to make sure the guard does not expose sharp edges. Also, make sure the guard will not fall into the machine while being used.
- Make sure that you know when the guards can be removed and by whom. Make sure you tell your supervisor immediately if the guards are not present. Never operate equipment, which has a defective guard, or a removed guard.

SAFE LIFTING PRACTICES

The following is a ten-step checklist for safe lifting practices.

1. Size up the load.
2. Use gloves if necessary.

3. Feet must be at least shoulder width apart.
4. Knees should be bent.
5. Straighten your spine. Shoulders should be “cocked” perpendicular to your spine.
6. Center your body weight evenly between your feet.
7. Tuck your elbows into your body. Your upper arms should touch your ribs.
8. Lift with your legs, not your back.
9. Never twist your back while you are lifting or carrying a load.
10. When setting items down, bend at the knees, not the back.

EMPLOYEE RIGHT TO KNOW

The Michigan “Right to Know” (RTK) provisions are designed to provide information to employers and employees exposed to hazardous chemicals in their workplace.

Michigan’s Right To Know Provisions...

It has been estimated that there may be as many as 500,000 different chemicals present in the American workplace, with new chemicals being introduced every day. Because many chemicals are potentially hazardous and workers may need protection against them, Michigan enacted Right to Know provisions as part of the Michigan Occupational Safety and Health Act. (MIOSHA).

1. What are the major components of Right to Know?

There are six areas covered under the Right To Know provisions:

- Evaluation of hazardous chemicals
- Written Hazard Communication Program developed by employer
- Labeling of hazardous chemicals
- Maintaining materials Safety Data Sheets(s) calls MSDS(s)
- Posting requirements to inform employees of information regarding MSDS
- Training of employees

2. Who enforces Right to Know Provisions?

Both the Michigan Departments of Public Health and Labor administer these important provisions of MIOSHA. Enforcement activity is similar to other MIOSHA rules and standards.

3. Who is responsible for conducting a hazardous chemical evaluation?

Chemical manufacturers and importers are required to evaluate chemicals they produce or import. Other employers are not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer. Employers are required to perform a hazard determination if they mix chemicals and produce a new hazardous chemical.

4. What is “MSDS”?

A Material Safety Data Sheet, or MSDS, is the document prepared by the chemical manufacturer or importer after the chemical evaluation has been conducted. This sheet contains important information to help you work safely. It includes information on the chemical’s physical and health hazards, routes of entry, exposure limits, known or suspected cancer causing ingredients (carcinogen), control measures, precautions for safe handling and use, and emergency and first-aid procedures. Employers are required to have a MSDS sheet for each hazardous chemical used in the workplace, and to make them available to employees.

5. Are there specific requirements for container labels?

Container labels must contain the following:

- The identity of the hazardous chemical (the name used on the label must be the same on the MSDS sheet)
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer or other responsible party. This is required only for items entering your facility that will remain in the original packaging.

The employer must also have a warning system for pipes and piping that contain hazardous chemicals. For piping systems, vats, mixing tanks, and other stationary process containers, an employer is allowed to use signs, placards, process sheets, operating instructions or other written material instead of labels. Portable containers which are filled from a labeled container by one employee for use only by the same employee in one work shift are not required to be labeled.

6. What is covered by the written hazard communication program?

An employer must develop a written hazard communication program that describes how the requirements for container labeling, MSDS sheets and employee information and training will be met.

The written program must also contain a list of the hazardous chemicals present in the workplace and describe the methods the employer will use to inform employees of the hazards of non-routine tasks (such as cleaning a tank or pit.)

7. What must be covered to meet employee training requirements?

Training must be provided by the employer and should include the purpose and requirements of the Michigan Right To Know provisions, an overview of the company’s written hazard communication program, a list of the hazardous chemicals used in the workplace and the locations(s) where MSDS’s can be found for these chemicals.



Employer training must also help employees understand the information found on the MSDS and on the container labels. The goal is to increase the employee's understanding of how the chemicals can hurt them and how they should be correctly used to minimize the hazards. Company procedures and the use of proper equipment when handling hazardous chemicals must be included in the training.

Such training is to be provided at the time of initial assignment, whenever a new hazard is introduced in the employee's work area and when the employee is transferred to a new job with new hazards. Employers may receive training assistance, free of charge, by contacting the Michigan Department of Public health and/or Labor.

STAFFING INC. LOCATIONS

Staffing Inc. South
2228 28th Street SE
Grand Rapids, MI 49508
616-243-4900

Staffing Inc. Van Andel Arena
130 West Fulton
Grand Rapids, MI 49503
616-742-6177

Staffing Inc. Muskegon
1635 West Sherman Blvd
Muskegon, MI 49441
231-755-0550

West Michigan Whitecaps
4500 West River Drive
Comstock Park, MI 49321
616-784-1182

Staffing Inc. North
528 Bridge Street NW
Grand Rapids, MI 49504
616-451-0511

Staffing Inc. Cascade Engineering
5141 36th Street
Grand Rapids, MI 49508
616-975-4813

Staffing Inc. Ionia
2031 South State Street Ste. C
Ionia, MI 48846
616-522-0500

Staffing Inc. Lansing
4613 W. Grand River, Ste. C
Lansing, MI 48906
517-327-2918