

# Welcome to HB STAFFING!



## EMPLOYEE HANDBOOK

01-2017

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## About HB Staffing

HB Staffing is a full service staffing company specializing in the placement of office/administrative, accounting, professional niches (legal, insurance, real estate) and selective light industrial personnel.

Types of employment we offer:

1. Temporary Full time/part time variable hours
2. Temporary Full time/part time long term assignments
3. Temp to Hire
4. Direct Hire

We offer opportunities with commercial companies, public and federal government agencies.

Note: On VARIABLE HOUR assignments, you will have an opportunity to go to different companies, accept or turn down assignments as offered to you, and the hours may vary with the needs of the client. The long term assignments are often predictable in duration and number of hours (again, we cannot always guarantee). On Temp-To-Hire, you get to try out a job and the client gets to try out you – prior to making a commitment to hire. Direct hire: You are sent on interviews; if the client decides to hire, you go on to their payroll immediately or after a set period of time.

We are the COMMON LAW employer when you are working for our client.

1. You must be flexible. It's okay to turn down a job assignment offered, but if you turn down too many, you won't be on the top of our list and may miss out.
2. When you accept an assignment, we expect you to arrive on time, put your best foot forward with the client, do a good job and complete the assignment.
3. If you are sick or for another reason cannot report to the assignment, you must notify us ASAP *prior* to the assignment – so that we can replace you and let the client know that you will not be arriving. We have a 24 hour voice mail for you to leave a message.
4. If you are going to be late for an assignment, call our office to let us know.
5. If the client offers you a full time job, call our office to inform us of such an offer.
6. Call us:
  - A. If you are injured while on a work assignment
  - B. Are having problems on the assignment
  - C. Feel that you are being discriminated against or harassed in any way
  - D. Want to be replaced or "off" an assignment – give us a min. 48/hr notice to replace you
  - E. If you are not on a work assignment for us, call us at least once a week to update your availability for work. We "time stamp" your availability notice. If you have completed a work assignment or are near completion, call our office within 48 hours of completion or we will assume that you have terminated voluntarily from HB Staffing employment.

## About HB Staffing (continued)

The advantages of working through HB Staffing:

- We place quality local people into quality local companies/government agencies
- Many of our temp jobs turn into excellent full-time jobs.
- Working temporary assignments helps you gain new skills and is ideal for flexible schedule needs.
- Employee benefits are available for eligible employees.

To qualify to work for us or to be represented by us, you must possess:

1. Good work ethics and dependability
2. Positive, flexible attitude
3. The ability to follow company policies – both ours and the clients

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## POLICIES

### At Will Employment

Your employment with HB Staffing and our clients is “at will” which means that your employment and/or assignments with us or with our clients can be terminated at any time.

### Equal Opportunity/Diversity Policy

HB Staffing is an equal opportunity employer. We recruit, select and place candidates based on qualifications, competencies and merit without regard to the following: race, creed, color, age, gender, religion, national origin, marital status, sexual orientation, veteran status, disability and other protected categories under Federal, State and local laws/ordinances.

This policy encompasses all aspects of the employment relationship, including application and initial employment, job assignment, selection for training opportunities and salary/benefits administration. Employment decisions will be based on the principles of equal employment opportunity and with the intent to further HB Staffing’s commitment to diversity.

### Discrimination

HB Staffing does not discriminate nor tolerate from our clients discrimination of candidates/employees based on race, creed, color, age, gender, religion, national origin, marital status, sexual orientation, veteran status or any other protected categories under Federal, State and local ordinances.

If at any time you experience discrimination from our team or client, contact our General Manager by phone, email or in person. We take these issues seriously. Your complaint will be thoroughly investigated, with appropriate actions taken to resolve it.

Workplace and Sexual Harassment (For additional details see separate document: DISCRIMINATION AND HARASSMENT PREVENTION POLICY)

HB Staffing promotes a workplace that is free of harassment and unlawful discrimination based on sex, race, color, religion, national origin, age, marital status, sexual orientation, disability, protected activity and any other basis protected by state or local law which has jurisdiction over the employee. HB Staffing has “zero tolerance” for sexual harassment in the workplace. Sexual harassment includes but is not limited to sexual advances, verbal or physical conduct of a sexual nature, visual forms of sexual content (example: posters) or request for sexual favors. If at any time you experience sexual harassment from our team or client, contact our General Manager by phone, email or in person. We take these issues seriously. Your complaint will be thoroughly investigated, with appropriate actions taken to resolve it.

The above forms of harassment and discrimination are unlawful and/or a violation of HB Staffing policy. They will not be tolerated in the workplace by anyone, including supervisors, co-workers or non-employees. Any retaliation against a complainant (the person who accuses another of unlawful harassment) or individuals cooperating with an investigation is also unlawful and will not be tolerated. For purposes of this policy, “workplace” includes, but is not limited to, HB Staffing work sites, client sites, HB Staffing sponsored social events, and work-related travel.

Harassment Definition:

In general, harassment means persistent and unwelcome conduct or actions on any of the bases stated above, or certain protected activity under state or local law. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It does not refer to occasional compliments of a socially acceptable nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments.
- The display of offensive sexually graphic materials

Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment.
- Submission to or rejection of such conduct is used as the basis for an adverse employment decision affecting an individual.

- The conduct unreasonably interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

#### Obligation to report

In order to take appropriate corrective action, HB Staffing must be made aware of the harassment or related retaliation.

Therefore, if you have experienced or witnessed harassment or related retaliation based on any of the protected categories stated above, you must promptly report such behavior to an HB Staffing Manager. Complaints may be made verbally or in writing.

HB Staffing will respond promptly to complaints of harassment and discrimination.

The investigation will be conducted confidentially to the extent possible.

Where it is determined that inappropriate conduct has occurred, HB Staffing will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, up to and including immediate termination.

Deliberate false claims are subject to discipline up to and including termination of employment.

#### State/Federal Remedies

In addition to the above, if you believe you have been subjected to harassment (including sexual harassment) or discrimination, you may file a formal complaint with the State or Federal agencies set forth. Using our complaint process does not prohibit you from filing a complaint with the Federal or State Agency listed below.

#### Federal

The phone number for the US Equal Employment Opportunity Commission (EEOC) is 800.669.4000. This toll-free number will put you in contact with your local EEOC office.

#### California

Fair Employment Housing Commission  
2014 T Street, Suite 210, Sacramento, CA 95814  
800.884.1684

### Americans with Disabilities Act

It is the policy of HB Staffing to abide by all provisions of the ADA. We do not discriminate against any person who demonstrates the qualifications needed to perform the duties of a particular position that we have.

To comply with the applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, HB Staffing will provide reasonable accommodation to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on HB Staffing, and would enable the individual to apply for, or perform, the essential functions of the position in question. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their HB Staffing Manager and request such an accommodation.

The individual with the disability should specify in writing what accommodation is reasonable and if it will not impose an undue hardship, HB Staffing will make the accommodation or propose an alternative accommodation.

### Family and Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for adoption or foster care, a serious health condition of an employee or an employee's immediate family member (child, spouse or parent), or a qualifying situation that may arise for a parent's, child's, or spouse's active duty or call to active duty in support of a contingency operation, or up to a maximum of twenty-six (26) weeks in a case involving leave to care for a qualifying recovering parent, child, spouse or next of kin (nearest blood relative) who is a service member in the Armed Forces.

In order for HB Staffing to determine your eligibility for FMLA leave, you must make a specific request for such leave.

The criteria you must meet to qualify for FMLA leave are as follows:

- You must have been employed by HB Staffing for at least twelve (12) months and have worked at least 1,250 hours in the preceding twelve (12) months.
- You must submit appropriate documentation supporting your own serious health condition and the length of such condition (from a physician or practitioner), or documentation supporting your immediate family member's own serious health condition, and the length of such condition (from a physician or practitioner), or documentation supporting the adoption or foster placement of a child, or documentation supporting the contingency operation, if available.

FMLA leaves are granted for a maximum of twelve (12) weeks (or 26 weeks in a case involving leave to care for a recovering service member) in a rolling twelve (12) month period. (In the case of your own or a family member's serious health condition, leaves are granted for the length of incapacity only.)

#### Alcohol & Drug/Substance Abuse Policy

HB Staffing has "zero tolerance" for alcohol & drug/substance while on assignment.

Where permitted by state law the types of testing that may be requested include the following:

Pre-Assignment, Return to Work, Post Accident, Random and Reasonable Suspicion (For Cause).

Where permissible by law, Post-Accident drug testing is mandatory and refusal to comply will result in termination.

Should the client request a drug test for an assignment and the results of a drug and/or alcohol test are positive, the employee should discuss the following options with the appropriate HB Staffing Manager:

- The right to request a copy of the HB Staffing "Release and Consent for Drug Testing" form signed by the employee
- The right to request a copy of his/her drug and/or alcohol test results
- The right to request an immediate re-test of the employee's original sample at the employee's expense (or as otherwise required by State law) and at a facility designated by HB Staffing
- If the re-test results are positive, the employee's employment with HB Staffing will be terminated
- If the re-test results are negative, the employee will be eligible for assignment with HB Staffing

Failure to pass a drug test prohibits an employee from employment at HB Staffing for a period of one (1) year. Reinstatement to HB Staffing employment may only be accomplished providing the employee has a negative result on a drug test at the end of the one (1) year waiting period. The test is to be completed at the employee's expense and at a facility designated by HB Staffing (or as otherwise allowed by State law).

## HB Staffing Security and Safety Policy

### MISSION STATEMENT

The Safety and Security Mission of CathyJon Enterprises, Inc., dba HB Staffing is to encourage and provide for safe and secure work environments while building business and community partnerships that foster trust, mutual respect, safety, security and cooperation.

### SECURITY:

HB Staffing is committed to maintaining strict standards of security to help protect our customers' property, information, personnel and records.

HB Staffing expects that all employees will share the responsibility for security of themselves, fellow employees, and client property, and maintain mandated and/or reasonable security precautions including exercising protection of property when accessing or using client property.

The most effective approach to ensuring Client Security is through Prevention. Prevention is executed 'Pre-Hire' as well as 'Post-Hire' (on the job).

Pre-Hire: HB Staffing carefully assesses potential employees whom we submit to clients through face-to-face interviews, reference checking (supervisors and/or HR), and background checking.

We verify employee criminal backgrounds using an industry leader background checking service (backgroundchecks.com). Personnel provided to client are background searched using local law enforcement/court data, national background search (felony, misdemeanor, terrorist, sex offender and social security). Depending on client need we offer educational, credit check and national/international security background checking.

Post-Hire: We may utilize multiple security protocols such as candidate/employee signed agreements regarding job site safety, client confidentiality, and security practices. We provide recurrent related messaging on the employee web portal that support and/or integrate with client practices such as client ID badges, and their various on site security methodologies.

## SAFETY:

We are uncompromising in our commitment to the health and safety of our employees, subcontractors, customers, and community. We continually improve our processes, demonstrate leadership, and promote comprehensive safety. We require individual accountability, expect all employees to adhere to our safety standards, and actively participate in and support the advancement of our health and safety practices. Safety is the responsibility of all employees, including both top management and the individual worker. Everyone is responsible for achieving zero accidents resulting in a SAFE day, a SAFE tomorrow, a SAFE year, and a SAFE career.

Providing safety leadership is a fundamental part of our business and we will require individual accountability. HB Staffing is committed to being a leader in safety training and keeping our employees informed about the safety and health of our work as well as current safety issues, rules, and regulations.

Safety practices may include, but are not limited to, the following: wearing proper safety and work apparel, using personal protective equipment, using appropriate lifting practices, using well-maintained tools and equipment, maintaining familiarity and compliance with office and grounds safety standards, adhering to reporting systems, wearing appropriate personal ID badges and observing facility access procedures.

It is the policy of HB Staffing to:

- Maintain a safe and healthy workplace for all employees in compliance with all applicable laws and regulations.
- Promote a positive attitude towards safety.
- Establish safety and health objectives for all levels of management and employees.
- Provide management leadership and require all employees to take responsibility and ownership for safety, including bringing the attitude that “I am individually responsible for safety” to the job each and every day.
- Ensure that each employee understands that they have the obligation to stop a job/task to prevent an unsafe incident from occurring.
- Assure compliance with all company safety, health, and security programs and practices.
- Regularly review and evaluate safety, health, and security programs, procedures, and practices to assure that they are effective and up to date.
- Assure timely and thorough reporting and investigation of all incidents including the identification of causal factors and the establishment of effective corrective actions.

We are committed to setting the standard for our industry and being the safest, most stable, and most rewarding place to work for the benefit of all of our employees, our customers, and

the communities in which we live and work. Together, we will THINK, COMMUNICATE, and WORK SAFELY, every minute, every hour, and every day.

### Employee Addendum

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and special safety concerns identified by [Company Name] for use in a particular area or with a client.

It is the responsibility of employees to identify and familiarize themselves with the emergency plan for their working areas.

It is the responsibility of employees to complete an Accident and Incident Report for each safety and health infraction that occurs by employees or that employees witnesses.

Failure to report such an infraction may result in employee disciplinary action, including termination.

Each employee should sign a safety statement during new employee orientation. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety.

Failure to follow HB Staffing's safety and health procedures or conduct that places the employee, volunteer, client or agency property at risk may lead to employee disciplinary action or termination.

The Operations Team and the Sr Management of HB Staffing have the responsibility to develop, and the authority to implement, the safety and health program in the interest of a safer work environment.

## On The Job

### Your Assignment

Only accept assignments that you feel that you can do and are able to complete. On first day of assignment, arrive on time. Make sure that you have proper directions/details on who and where to report. Dress appropriately for the job and put your best foot forward. If you have any questions or problems, do not hesitate to call our office. Be sure to review our Policies and go through our online orientation prior to the start of your first assignment.

### Employee's Personal Items at the Work Site

HB Staffing and our clients are not responsible for any of our employee's personal items at the work site. We ask that you do not bring any personal items to our client's work location unless approved by the HB Staffing's personnel.

### Safety (see HB Staffing Safety and Security Policy above)

Your safety is of the utmost importance to us. If, while on assignment, you find that the work environment is unsafe, contact us. If you are asked to perform a job that you deem to be unsafe, contact us. Do not lift more than 50 pounds without assistance. If you are asked to do so, contact us. If you are asked to use a ladder or drive a company vehicle while on a job, contact us.

If you are injured on the job, notify our office immediately or as soon as possible within 24 hours of the injury. Your well being is of utmost importance to us. If a work-related injury occurs, your first order of business is to contact us and get treatment. We will need to write up an Injury Report for our Workers Compensation carrier.

### Workers' Compensation

Workers' Compensation is defined by a set of rules determined by the State of California which outlines benefits to employees who have sustained work related injuries/illnesses.

The laws provide for payment of medical bills for treatment due to such injuries and illnesses and reasonable income benefits for employees who may lose time from work.

Employees who are seriously injured on the job may be entitled to additional benefits.

Funds for these benefits are provided by HB Staffing through its Workers' Compensation claims administrator, as required by law. Our Workers' Compensation carrier is State Fund.

If you are injured on the job or suffer a work-related disability, certain procedures must be followed to ensure that you receive your benefits quickly. Those procedures were given to you upon employment with HB Staffing and are available by calling our claims administrator.

HB Staffing (through State Fund) provides benefits, as required by law, to any employee injured during the course of their employment with us.

### Getting Paid for Work

You will be given a set hourly wage for each assignment that you accept. You will be paid only for the actual hours that you worked, minus lunch/meal time of no less than 30 minutes. Any overtime (over 8 hours in a shift or over 40 hours in a week) must be pre-approved by your Supervisor at the client facility. Payday is Friday following the week that you worked.

You may choose to get paid by check OR by direct deposit to a bank account. Once assigned, you will be given a log-in to our Peoplenet Software System where you will input your TIME AND ATTENDANCE. It is your responsibility to input all your time for the week no later than Monday 10 a.m. following the week that you worked. (NOTE: Failure to do so may result in a delay of your pay.) You will be provided a link to registration, as well as time entry videos to guide you through the process. You will set up an Account with User ID and password. Peoplenet will send you email reminders if you have not entered any time for the week. If you do not have access to internet, we will try and make accommodations for you. In addition, you will be given a link to our Employee Portal where you will be able to set up your direct deposit, make address and tax changes; see your paystubs, employee handbook, benefits eligibility and other useful information.

### Unemployment Insurance

Unemployment compensation insurance is a temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings. HB Staffing complies with the State laws pertaining to U/E claims. Funds to cover the costs of unemployment insurance benefits are paid by HB Staffing

Should your assignment end or you decide to voluntarily quit:

- It is HB Staffing's policy that you must notify our office within 48 hours

You should check in with us at least once a week. If we do not have another assignment for you, you might be eligible for unemployment benefits. Refusing assignments or not checking in for assignments may result in a loss of unemployment benefits to you.

- Failure to contact HB Staffing at the end of your assignment or within 48 hours may result in a voluntary quit and/or the loss of unemployment.

Upon separation, HB Staffing will:

- Notify our claims administrator of your reason for leaving and provide documentation as needed.

- Respond to claim forms and requests for information from each State through our claims administrator.

### Benefits and Perks

What are the benefits of working for or through HB Staffing?

- Excellent work opportunities close to home AND with opportunities nationwide
- Warm and friendly recruiters and team
- People who care about YOU and your success on the job
- Direct deposit or pay check options for payroll
- Peoplesnet software for time and attendance and HR Employee Portal
- Coaching and training to upgrade job placement and skills
- Referral Bonuses - \$50.00 Bonus Check paid to you after a friend you refer to us works temp 80 hours or is placed on a direct hire job. Your friend/associate must fill out a Referral slip for you to be eligible to receive the Bonus.
- Sick Leave (per California law and as accrued/requested). After 30 days of work you begin earning sick pay hours at the rate of one hour per every 30 hours you work. After 90 days of employment, you become eligible to use your accrued sick leave hours. You may use up to 24 hours of sick leave per calendar year. You may carry over your hours into the next year, though, again you may only use up to 24 hours of sick leave per year. Eligible sick leave is tracked and indicated on your paystub.
- Holiday pay for those who are eligible. To be eligible for a holiday pay, you must have worked 1000 hours in one year – must work day before and day after holiday to be eligible for holiday pay..
- HB Staffing honors these holidays – Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year’s Day.
- For our employees who work for us 1960 or more hours from January through December 31 in the current year, they will receive a Holiday Bonus of \$250.00 at the end of December.
- See the accompanying document, Health & Wellness Coverage, to assist you in understanding our healthcare coverage.