

Welcome to HB STAFFING!



About HB Staffing

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

HB Staffing is a full service staffing company specializing in office/administrative, accounting, professional opportunities, (legal, insurance, real estate), and select light industrial personnel. We offer temporary assignments, long-term temporary positions, temp-to-hire opportunities and direct hire jobs.

HB Staffing is your (COMMON LAW) employer when you are working for our client.

On temporary, variable hour assignments, you will have an opportunity to go to different companies, accept or turn down assignments offered to you, and the hours may vary with the needs of the client. The long term temp assignments are more 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 you out prior to a commitment to hire.

Direct hire: After you and the client meet and agree to the hire, you will be added directly to *their* payroll immediately or after a short period of time.

Suggestions for success:

1. ****NOTE: If you are SICK** or for any reason cannot report to the assignment, **notify us ASAP** prior to the assignment so that we can replace you and let the client know. We have a 24 hour voice mail for you to leave a message.
2. **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.
3. **When you accept an assignment, we expect you to arrive on time, put your best foot forward, do a good job and complete the assignment.**
4. If you are going to be **late** for an assignment, call our office to let us know.
5. **Call us:**
 - A. If the client offers you a job
 - B. If you are injured while on a work assignment
 - C. Are having problems on the assignment
 - D. Feel that you are being discriminated against or harassed in any way

- E. Want to be replaced or "off" an assignment. Give us a min. **48 hour notice** to replace you.
- F. If you are not on a work assignment for us, call us at least once a week to update your availability for work. (You are 'pushed' to the top of our availability list.) 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.

On The Job

Your Assignment

- Our Recruiter will offer you an assignment or assignments based on your skills, qualifications and interests. Assignment details and rate of pay will be provided to you by email or phone.
- Only accept assignments that you feel that you can do and are able to complete.
- On the 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.

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 hour.
- Any overtime must be pre-approved by your Supervisor at the client facility.
- Payday is Friday following the week that you worked. You may elect to get paid by check OR by direct deposit to your checking or savings account.
- Once assigned, you will be given a login 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. the following week that you worked. You will be given a link to registration/time entry videos to guide you through the simple 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 HR Employee Portal where you will be able to see your paystubs, benefits eligibility and other useful information.

Safety

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 30 pounds without assistance (warehouse 50 lbs.) 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 immediately

If you are injured on the job, notify our office immediately or as soon as possible within 24 hours of the injury. Your wellbeing is of utmost importance to us. If a work-related injury occurs, contact us immediately to arrange treatment. We will 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.

Benefits and Perks

What are the benefits of working for HB Staffing?

- Excellent work opportunities close to home AND 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
- PeopleNet software for time and attendance ease of use
- Employee Portal

- Free software tutoring available
- Coaching and training to upgrade job placement and skills
- Referral Bonuses - \$50.00 Bonus Check paid to you after a person 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) – talk to Staffing Team for information on the Policy
- Holiday pay for those who are eligible. To be eligible you must have worked **1000** hours in one year and must work the day before and the day after the holiday.

HB Staffing honors these holidays – Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Cool Benefits:

- Our employees who work for us **1960** or more hours from January 1, 20__ through December 31, 20__ (1 year) will receive a **Bonus of \$250.00** at the end of December.
- AFFORDABLE Wellness Plans will be available and offered to our employees who work full-time (30 or more hrs/week or 130 hrs/mo) three months consecutively. Medical expenses shared by employee and HB Staffing.
- Dependent healthcare plans are available for employee dependents at employee cost.
- Federal Contractors working under SCA receive either Health & Welfare Benefits and/or Cash in Lieu.
- Effective Date of coverage: 1st of the month after 90 days consecutive full time work
- Talk to your Recruiter for additional information.

Again, We Welcome You to HB STAFFING!



- Commercial Staffing
- Public Agency Staffing Solutions (PASS)
- Federal Government Staffing

Exceptional Staffing Solutions since 2000