

# Resource Group Staffing

## Guidelines for Employment -Temporary Division

As an employee of Resource Group Staffing you will be offered work assignments based on your experience, skills and the needs of our clients. Resource Group Staffing is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

**YOUR ASSIGNMENT:** The best assignments are always given to temps who have proven to be the most competent, loyal employees. Once you accept an assignment, Resource Group Staffing expects your total commitment. Should you need to take time off to interview, please schedule it at a convenient time for our client.

**Perfect attendance is expected. On the rare occasion you are late or absent, contact a Personnel Consultant at Resource Group Staffing *prior* to the start time of your assignment. As your employer we will contact the client. Contact RESOURCE GROUP STAFFING immediately upon completing your assignment. Failure to contact RESOURCE GROUP STAFFING on the above conditions may result in voluntary quit, termination and/or the loss of unemployment benefits. Ie: NO CALL, NO SHOW, NO JOB.**

Call us immediately if you are injured on the job

Follow the rules and regulations in effect at the client company

Resource Group Staffing does not tolerate any discrimination or harassment. Please bring such matters to the attention of Resource Group Staffing immediately

Let us know if you have a change of personal data. (Name, address, phone number)

**While looking for work contact us at least once a week on our check-in line (860) 561-4970 Ext. 22.**

### **WHEN ON ASSIGNMENT:**

Create a positive impression by arriving on time and dressing appropriately

**Please let us know of any discussion between you and the client regarding end dates, extensions, or any other changes related to the job or if the assignment duties are not what we described.**

Ask the supervisor any work related questions that you may have

**Except in an emergency, do not make or receive personal calls while working**

Keep the work you perform confidential

You are prohibited from operating any motor vehicle as part of your temporary assignment. Resource Group Staffing does not carry any insurance coverage for this exposure

**Possession of any weapon or an item deemed to be a weapon, or statements made concerning terrorist activities or an allegation of co-workers involved in terrorist activities is grounds for immediate termination.**

**Possession or use of any illegal drug or alcohol is strictly prohibited and is grounds for immediate termination**

**Any personal belongings brought to the assignment should be brought home after the workday**

**Non- business use of the Internet or e-mail is strictly prohibited**

**GETTING PAID ON TIME:**

Record your hours on a daily basis. Complete your time card in full at the end of your workweek. After completing the timecard, be sure to have your supervisor sign and date the timecard for approval. It is your responsibility to make sure all fields are complete and accurate. Submit your timecard VIA FAX at the end of your workweek.

**WE MUST RECEIVE THE TIMECARD BY NOON TUESDAY FOLLOWING THE WEEK YOU WORKED. A DELAYED TIMECARD WILL RESULT IN A DELAYED PAYCHECK.**

Payday is Friday following the week that you worked. Resource Group Staffing’s preferred method of payment is Direct Deposit. Your first paychecks will be mailed to you. It takes at least two (2) weeks for Direct Deposit funds to be processed. If you choose to have your check mailed, RGS cannot be responsible for delays. **In the event a check is lost in the mail, Resource Group will not replace the check for 7 days, plus a \$20 stop pay fee will be deducted from your check**

**When setting up Direct Deposit, you must check with your bank to verify funds are deposited before writing checks or withdrawing funds. You are responsible for notifying us of any changes in your account such as closing accounts, etc. We will not be responsible for any bounced checks!**

**BENEFITS:**

**PAID HOLIDAYS-** New Year’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas—To be eligible for holiday pay, you must have worked 1000 hours for RGS within the prior 12 months and must have worked on the scheduled full day before and full day after the holiday.

**PAID VACATION-** You are eligible for five paid vacation days for every 1500 hours worked. To qualify, you must be on our active payroll and notify us two weeks prior to the vacation period. Each of the five days must be used before the next 1500 hours is reached. Temps are encouraged to take vacation at the end of an assignment whenever possible; however, if a vacation day is taken while actively on an assignment those days must be approved by the supervisor at the client company.

**DIRECT PAYROLL  
DEPOSIT**

**CREDIT UNION  
OPTIONS**

**FREE SOFTWARE  
TRAINING**

**RESOURCE GROUP STAFFING reserves the right to change any or all policies or practices as business requirements deem necessary.**

I acknowledge that Resource Group Staffing has reviewed the above content with me. These policies may be modified from time to time. I acknowledge that I am not entitled to any benefits from Resource Group Staffing clients and I expressly waive any claim to any benefits provided by Resource Group Staffing clients.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recruiters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document is not an employment agreement. Employment with this company is for no specific duration and may be terminated by either party at any time for with or without notice and with or without cause.