



EMPLOYEE MANUAL

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OR

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LETTER FROM THE PRESIDENT

Welcome to the staff of Connections Personnel. We have been placing people in temporary and temp to hire positions in Middlesex, Union and Somerset counties since 1991.

When you work as a temporary employee you will have an opportunity to work in a variety of companies, using your skills and learning new ones. We can also assist you in your search for direct hire employment.

We look forward to having you as one of our valued employees and hope that you will find the work challenging and rewarding. It is with the help and cooperation of employees like you that we are able to continue to provide quality service to our clients.

Don't hesitate to call with any questions or comments. We are always here to help make your experiences with Connections pleasant and problem free.

Wishing you success,

Virginia

This Employee Handbook is for informational purposes only.

It should not be construed as a contract between the Employer and Employee.

Benefits

- Two offices for your convenience
- Paychecks on a weekly basis
- **Medical benefits** may be available. Ask your recruiter.
- 6 paid Holidays per year- New Years Day, Thanksgiving Day, Memorial Day, Independence Day, Labor Day, and Christmas Day. To qualify you must work 640 consecutive hours and work the day **before and after** a holiday. You must be scheduled to work on the holiday in order to be paid. Hourly rate is based on your current rate. (Maximum hourly rate of \$15/hr)
- Annual bonus pay – Employees that work 1800 consecutive hours in a year will receive a bonus. Bonus is based on average wage for the year * 35 hours. (Maximum hourly rate of \$15 /hr).
- All fees are paid by our Client
- Training and on-the-job experience
- Direct Deposit

** holiday and bonus pay hours will begin to accumulate 8/1/2011. Any hours worked prior to that date are not considered*

“Employment at Will”

An “employment at will” relationship exists between Connections Personnel and their employees. Both parties have the right to terminate the employment relationship at any time, for any reason, with or without notice. No supervisor, manager or officer has the authority to enter into an agreement whether verbal or written with an employee for employment for a specified period. The State of New Jersey is an “Employment at Will” State.

What does it mean?

What does working as a **temporary** mean? Working as a “temp” gives you the opportunity to work for different companies in different positions, enabling you to find a job that is right for you.

What is a “temp to hire”? When you begin a temp to hire assignment there is a good chance that the company you are working at will hire you as a full time employee. During this time you are able to evaluate the company and position while under no obligation to accept the position if offered to you. At the same time, the company is evaluating you and your ability to perform the job as required and is under no obligation to make you an offer. Once you have met the agreed upon terms we have established with our client you will be eligible for full-time employment.

What is direct hire? Direct hire means that the company will offer you a position and you will begin on their payroll with no temping involved.

The company pays Connections a fee for our service. There is no fee involved for you.

Your Status

All Connections Personnel employees fall into one of three categories based on skills, references and prior work with Connections Personnel:

- **Active:** Eligible and available for work
- **Inactive:** You are working for a source other than Connections Personnel, you have requested to be taken out of active status, or we have tried more than once to contact you for work and have not received a reply
- **Terminated:** Not eligible for work due to one or more infractions of the Employee Rules and Regulations

Dress Code

You are expected to maintain an appropriate, neat and clean appearance at all times while on assignment.

Clerical: Dress appropriately for the position to which you are assigned. If you have questions regarding the client's dress code, please discuss with Connections Personnel. We will inform you of the proper attire for every job assignment.

Industrial: Jeans, T-shirts, and boots are appropriate unless instructed otherwise. Shorts, tank tops, and open toe shoes are not allowed. Nothing obscene or questionable should be printed on T-shirts.

Safety Equipment: Many of our light industrial jobs may require you to wear personal protective equipment. If additional equipment is required but not provided by client, you are responsible.

The New Jersey Law against discrimination prohibits employment discrimination on the basis of race, creed, color, national origin, ancestry, age, sex, marital status, affectional or sexual orientation (includes heterosexuality, homosexuality or bisexuality), familial status, atypical heredity cellular or blood trait (includes traits for sickle cell, hemoglobin C, thalassemia, Tay-Sachs, or cystic fibrosis), genetic information, refusal to submit to a genetic test or to make the results available to an employer, or service in the armed forces. The law also requires equal pay for equal work regardless of sex. The law specifically includes AIDS or HIV infection within the definition of handicap.

The Law Against Discrimination applies to all employers and is administered by the New Jersey Division of Civil Rights

Employment

When a Recruiter from Connections Personnel offers you an assignment, you will be given the following information:

- 1) A job description.
- 2) The start date, shift, hours, amount of overtime if known, and the hourly rate of pay.
- 3) Any other information you might need; dress code, special employment requirements of the client, directions to the worksite, etc.

Communication

You must call CONNECTIONS if

- You are unable to report to your assignment. (Our voice mail is available 24 hrs a day, 7 days a week.)
- You are going to be LATE for your assignment.
- You are INJURED on the job.
- Your job description changes. (i.e. you are sent to file and you are doing computer work.)
- Your assignment is ending. [to confirm your availability] If you do not contact us after your assignment has ended, we will assume you are no longer available for work. PLEASE BE ADVISED THAT FAILURE TO REPORT AVAILABILITY MAY AFFECT YOUR UNEMPLOYMENT CLAIM.
- Your assignment is extended.
- You have a job-related problem or question.
- You are asked to handle cash or checks or are given access to the company safe.
- You are offered a full time/part time permanent position by the company you are assigned to. PLEASE DO NOT ACCEPT A POSITION WITHOUT DISCUSSING IT WITH US.
- You change your address or phone number.
- You have friends, relative or know anyone else who would like to work for Connections Personnel.

Attendance

Say **YES** and mean it, otherwise say **NO**.

When you accept an assignment we EXPECT that you are ready to start and will be at work EVERY DAY until the assignment ends. Please DO NOT accept the job if you CAN NOT complete the assignment. You are very important to the client and they count on you to be reliable and get the job done. YOU MUST CALL if you are unable to report to work. If you do not show up for your assignment and DO NOT CALL us you are NOT eligible for future employment with Connections Personnel.

Unexplained and unexcused absences, quitting without notice (one week), or being a **NO CALL, NO SHOW** is cause for your termination and may cause your unemployment compensation benefits to be denied. In addition, your pay rate will be reduced to the current federal minimum wage for remaining hours owed.

If you are unable to report to work you must:

- **Provide Connections Personnel** with a doctor's note for absence due to illness after three days or more, or upon request.
- **Provide Connections Personnel** with a copy of any traffic violation that results in being late for work, or not arriving at all.
- **Provide documentation** for any other event that has interfered with your job.

Timesheets

TIMESHEETS ARE YOUR RESPONSIBILITY. Checks will not be issued without a timesheet filled out properly and signed by your supervisor at the company you are working at. It is not our responsibility to have your timesheet signed. **PLEASE DO NOT ASK. WE WILL NOT** accept hours called in on the phone. Please remember to check the following items when filling out your timesheet.

- Customer name and address
- Week ending date- (our workweek ends on Sunday.)
- Your name.
- Fill in the date, time you started, time you finished and length of lunchtime.
- Total the hours worked for the week, excluding lunch.
- Sign the timesheet.
- Have your supervisor approve your hours by signing the bottom of the timesheet.

Timesheets **MUST** be in our office **NO LATER** than **12 p.m. on Tuesday** in order to get paid on Wednesday. Timesheets received after Tuesday but before Thursday noon, will be processed on Friday. Any timesheets received after Thursday will be processed the following week. **IF** your supervisor is responsible for sending in your timesheet, please remind them by Monday. If you fax your timesheet please send only one copy and make sure you use our FAX NUMBER and not our PHONE NUMBER. **FAILURE TO PROVIDE ALL THE NECESSARY INFORMATION WILL DELAY YOUR CHECK. PLEASE BE AWARE THAT INTENTIONAL REPORTING TIME NOT ACTUALLY WORKED TO BENEFIT YOURSELF OR ANOTHER IS FRAUD AND NOT ONLY IS IT GROUNDS FOR IMMEDIATE TERMINATION, BUT YOU WILL BE SUBJECT TO PENALTY UNDER CRIMINAL LAW.**

Paychecks

Unless you are otherwise notified, paychecks are available to be picked up any time after **12:00 pm on Wednesday**. It is impossible for us to issue a check any earlier. In order to pick up your check, you may be asked to present either your social security card or a driver's license/ State I.D. No exceptions will be made. If you cannot pick up your check in person, you may send someone with a signed note containing your Social Security number, giving him/her permission to pick up your check. This person must also have identification stating who they are.

Due to some problems concerning checks lost in the mail Connections Personnel has made it our policy to have all employees pick up their checks at their local offices. However, we understand that for some of you it may be difficult to come to the office. Therefore, we can mail your check to you with the understanding that we are not responsible for a mailed check.

There is a thirty (30) day waiting period and a \$15 stop payment fee for any lost check to be replaced.

We encourage you to sign up for direct deposit. It is the safest and quickest way to receive your paycheck

Overtime

Connections Personnel will pay overtime at the rate of one-and-one-half times your current pay rate. Hours worked beyond 40 in the period of one week (our week is Monday to Sunday) will be paid at this rate.

Rules and Regulations

Continued employment with Connections Personnel is contingent upon your job performance, attendance, honesty and adherence to all policies, rules and regulations.

What we expect from you to be successful on the job:

We send you out on a particular assignment because we feel you are the best person for the job. In our opinion your skills and capabilities will benefit our client. REMEMBER, when you are working at one of our client companies, you are representing Connections Personnel.

Connections Personnel is your employer. We are responsible for all payroll taxes, unemployment insurance, worker's compensation and we keep all your employment records. You will be expected to:

- **Keep your commitment, be on time and be dependable.** Show up for your assignment on time and dressed appropriately.
- If you at any time are unable to report to work, you MUST contact Connections Personnel one hour before your scheduled start time and explain why. If it is after hours you can leave a message on our 24/7 voice mail.

Scotch Plains: 908-322-5200

Somerset: 732-745-9955

- **Never walk off the assignment without first contacting** Connections Personnel to explain the problem. Most problems can be handled by phone.
- **Notify us whenever your personal status changes,** such as: name, address, phone number, dependents, availability, etc

- **Never drive any vehicle while on assignment!** If you are asked to drive your vehicle or any other vehicle while on assignment you must contact us immediately.

- **Please provide us with all supporting documents that explain why you are absent from your assignment for more than three days, unless otherwise requested.**

Maintain confidentiality. Do not discuss confidential information about the company where you are assigned.
Never discuss your pay with any other employee or client company.

THE FOLLOWING ACTIONS ARE PROHIBITED AND WILL RESULT IN IMMEDIATE TERMINATION:

- Consumption of alcohol or use of drugs on the job or before reporting to work.
- Stealing, destruction or willful misuse of company property.
- Falsification of timesheets in any way.
- Abusive language or disrespectful behavior towards any client company personnel, Connections Personnel staff or fellow workers.
- Refusal to adhere to and/or violation of Client's or Connections Personnel's Safety Policy.
- Walking off a job.
- Any no-show/ no-call
- Verifiable and sustained poor performance evaluation from client company.
- Excessive personal telephone calls or charges to a client's telephone.
- Cell phone/Internet usage unless approved by your supervisor

*****TIPS*****

Safety Policy

These tips can be helpful while you are on an assignment:

DO.....

- Get off to a **GOOD START** by arriving at least 15 minutes **EARLY**.
- Be **PUNCTUAL** about coffee and lunch breaks.
- **ASK** questions to be sure that you understand what is needed or expected of you to get the job done. It is much easier to do it right the first time than to correct errors.
- Always follow company policies regarding cell phones, dress codes, etc. Your recruiter will advise you of these policies before you start your assignment.
- **CALL** if you have a problem with your assignment or if you have any questions regarding your job.
- **CALL** if you have access to any money or access to a safe where cash is kept. Temporary employees of Connections' are not allowed to handle or be responsible for cash transactions unless first discussed with your recruiter.

DON'T.....

- Get caught up in **CHITCHAT** or **GOSSIP**.
- **MAKE** or accept personal phone calls while you are working. **CELL PHONES ARE PROHIBITED BY MOST COMPANIES, THAT INCLUDES TEXTING.**
- Ask to **BORROW MONEY** from other employees or client companies.
- **SMOKE** unless you have gotten permission.
- Give out your phone number or address to your supervisor.
- Operate machinery or drive a **CLIENT'S VEHICLE** without **WRITTEN PERMISSION** from us.
- Discuss personal problems with our clients or their employees.
- Discuss your pay rate with other employees.
- Use the internet unless otherwise instructed.

1. Any and all injuries, no matter how minor, must be reported to your supervisor and Connections by you **IMMEDIATELY**.
2. Report any unsafe machinery and/or conditions to your supervisor.
3. Open toe shoes of any kind are prohibited.
4. Wear safety glasses, safety shoes and any other protective clothing whenever the job requires them. Wear any protective clothing that a client issues for your protection.
5. Wear clothing suited for the job. For example, no loose clothing or dangling jewelry should be worn around machinery.
6. Make sure that all guards and protective devices are in place and operative on related equipment. If anything looks questionable, please call the office immediately.
7. All electrical devices, hand tools, etc. should be in a well-maintained and properly grounded condition.
8. Lifting should always be done the proper way- with knees bent and a straight back.
9. Back support belt should be worn when issued for a particular assignment.

Please refer to our safety brochure.

We have to depend on you to work safely. If you see any unsafe conditions or activities we need you to report them to your supervisor and call Connections Personnel immediately. We do not want you to get injured, nor do our clients. Remember, you are in control of your own actions. *No one can force you to perform an unsafe act against your will. It is your responsibility to work safely.*

Acknowledgment & Consent Form

I hereby declare that all statements contained in Connections Personnel's application packet are true and correct and I understand that false or inaccurate information in the application packet may subject me to disqualification from employment or immediate discharge.

Connections Personnel, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, age, national origin, disability or veteran status.

My signature below acknowledges that I have read and understand this handbook.

Employee Signature:

Date: ____ / ____ / ____