



## CANDIDATE GUIDE

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### WORKING WITH US

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Professional Staffing Resources is a dynamic group of professionals who offer the very best to you every day. We can assist you with temporary assignments and full-time positions. We offer you assignments that afford you flexibility, diversity, and above all else, the ability to utilize your valuable skills.

For job search resources and to learn more visit our website at [www.mypsr.com](http://www.mypsr.com). You will find a list of our current openings, plus helpful interview and resume tips.

Timesheets are accessible directly from our home page, and other forms can be found on the *Employee Resources* page. Secure forms can be accessed using the Username: **MYPSR** and Password: **earn\$**

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### TIMESHEETS AND PAY

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- ❑ Your signed timesheet is due by Friday at 7 pm for the week you just completed. Send your timesheet to:
  - Email to [custsvc@mypsr.com](mailto:custsvc@mypsr.com)
  - Fax to (877) 335-9348
- ❑ Please be sure all fields are completed, legible and accurate. Obtain your supervisor's signature and authorization for all regular and overtime hours.
- ❑ Payday is Friday following the week that you worked.
- ❑ Your paycheck will be sent to your checking or savings account by automatic deposit to guarantee you receive your funds on Friday.
- ❑ To access your weekly pay statement, go to: [www.doculivery.com/professionalstaffingresources](http://www.doculivery.com/professionalstaffingresources). Your user ID is the **first letter of your first name, your last name and last 4 digits of your social security #**. Your temporary User ID is the **last 4 digits of your SS#**. You may access your statement by web, by email, or by text.
- ❑ If you opt out of automatic deposit, your check will be mailed by USPS to your address on file.

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### EMPLOYEE BENEFITS

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**HOLIDAYS**—You will be eligible for holiday pay upon accumulating 1,000 hours during the 26-weeks preceding the holiday. Simply work 40 hours the week before and 32 hours the week of the holiday.

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

**VACATION**—You will be eligible for five (5) days of vacation pay upon accumulating 2,000 hours during the preceding 52-week period. Your vacation benefits will equal one week (40 hours) at your most recent hourly pay rate. Notify your Professional Staffing Resources representative two weeks in advance to request your vacation benefits. Vacation benefits may not be accumulated and must be used in the year earned.

**INSURANCE BENEFITS**—Professional Staffing Resources offers an individually underwritten health insurance plan. As an employee of Professional Staffing Resources, after you have worked 400 hours, you will become eligible for a \$20-per-month subsidy that can be applied to your existing insurance. Upon your request, Professional Staffing Resources will add this subsidy each month to your payroll check, as long as you are insured and have worked 128 hours that month.

**REFERRAL BONUS PLAN**—Professional Staffing Resources offers two referral bonus plans designed to help you earn extra money.

**Refer a Friend**—Your referral must be an individual who has not applied or worked for Professional Staffing Resources in the last six months. This individual must successfully complete four weeks (160 hours) and we will award you \$200 as a thank you for your referral.

**Refer a Client Company**—For \$200 award, your client referral must utilize the services of Professional Staffing Resources for a period of four weeks (160 hours) or hire a full-time employee.

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## **JOB ASSIGNMENTS**

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When called with a job assignment to a specific client you will be given a job description. When you accept an assignment, please fulfill the commitment.

- ❑ Temporary-to-hire positions require that you remain on our temporary for a minimum of 640 hours or as long as the client requests.
- ❑ If an assignment ends, that does not mean you are terminated. You are only terminated if you are no longer eligible to be placed on another assignment.
- ❑ Do not make or receive personal phone calls or text messages while at work. Do not use company computer, internet or equipment for personal use.

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## **A HEALTHY WORKPLACE**

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It is Professional Staffing Resources' policy that a safe and a respectful work environment shall be of primary importance in all phases of our business. It is the intention of Professional Staffing Resources to provide accident free and healthy working conditions, and to insist upon safe practices and a harassment free environment for all employees.

The following general safety rules and procedures are preventative measures to be observed by all employees to reduce the risk of accidents happening in the workplace, to assist in performing a job in the safest manner possible and in maintaining safe working conditions.

- ❑ Report an injury to your Professional Staffing Resources' supervisor immediately.
- ❑ Report any observed unsafe condition to your supervisor or to Professional Staffing Resources.
- ❑ Drinking alcoholic beverages is not permitted on the job and any violation is grounds for dismissal.
- ❑ Do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- ❑ You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- ❑ You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
- ❑ Learn safe work practices. When in doubt about performing a task safely, contact your supervisor or Professional Staffing Resources for instruction and training.
- ❑ Use of equipment for purposes for which it was not designed is prohibited at all times.

- ❑ When lifting heavy objects employees should bend their knees and use the large muscles of the leg instead of the smaller muscles of the back.
- ❑ Never remove or by-pass safety devices.
- ❑ Locate nearest fire extinguishers and first aid kits.
- ❑ Obey all traffic regulations when operating vehicles on public highways.
- ❑ When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn, and use of cell phones or texting is prohibited.
- ❑ Be alert to hazards that could affect you and your co-employees.
- ❑ Obey safety signs and tags.
- ❑ Do not work while ability or alertness is so impaired by fatigue, illness, or other causes that you might unnecessarily expose yourself or others to injury.
- ❑ Taking of shortcuts and ignoring established safety rules is a leading cause of employee injury.

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## **WORKPLACE INJURIES**

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Professional Staffing Resources is concerned about your safety, and has established company policy and program to care for the injured worker:

- ❑ Notify your supervisor or Professional Staffing Resources immediately.
- ❑ Professional Staffing Resources will make arrangements for medical attention you may need. Do not treat yourself.
- ❑ Professional Staffing Resources will provide you with an authorization for medical treatment, along with the address and phone number of your treatment center.
- ❑ You may not go to your own physician immediately following your injury unless an emergency has arisen.
- ❑ Professional Staffing Resources will require a drug screen test whenever an on the job accident or injury is reported. Refusal to submit to drug testing will be grounds for termination.
- ❑ After each appointment, contact Professional Staffing Resources to let them know how you are doing.
- ❑ Prompt reporting of your injury is the key to prompt benefits. Professional Staffing Resources will send you an Employee Claims Form (DWC-1) within one day of notification of your injury. Complete the top portion of the form and return it immediately to Professional Staffing Resources. Everything that needs to be done will be arranged by Professional Staffing Resources' Corporate Office.
- ❑ Workers who falsify or withhold information pertinent to their claim in order to receive benefits may be disqualified from further benefits and may be subject to criminal prosecution and civil penalties.

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## SUBSTANCE ABUSE POLICY

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Professional Staffing Resources is committed to help provide a drug free environment for our clients and our employees. With this objective we explicitly prohibit:

- ❑ The use, possession, solicitation or sale of illegal drugs, alcohol, or prescription medication without a prescription while on premises or while performing an assignment;
- ❑ Being impaired or under the influence of legal or illegal drugs or alcohol that adversely affects the employee's work performance, or safety at the workplace.

Professional Staffing Resources may drug test using one of three standardized methods:

**Pre-Employment:** As required by client.

**Randomly:** A random selection of some employees for testing will be done unannounced.

**For Cause:** When it is the company's belief that a drug problem exists (such as evidence of drugs, accidents, injuries in the workplace, fights or other behavioral symptoms of drug abuse, negative performance patterns, excessive absenteeism or tardiness) for-cause testing will be utilized.

Employees of Professional Staffing Resources who refuse to submit to drug testing, test positive or admit to substance abuse will be subject to termination. The results of all drug testing will be treated confidentially.

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## EQUAL OPPORTUNITY POLICY

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Professional Staffing Resources is an equal opportunity employer. Professional Staffing Resources' policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, physical or mental disability or handicap, or any other consideration made unlawful by federal, state or local laws. This commitment applies to all persons involved in the operation of Professional Staffing Resources and prohibits unlawful discrimination by any employee of Professional Staffing Resources, including supervisors and co-workers.

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## AMERICANS WITH DISABILITIES POLICY

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Professional Staffing Resources upholds its commitment to nondiscrimination in all of its employment practices by insuring that any individual with a disability will have equal access to any employment opportunity available to a similarly situated individual who is not disabled. Accordingly, Professional Staffing Resources has incorporated the provisions of the Americans with Disabilities Act of 1990 and

State regulations of disability discrimination into its already existing nondiscrimination practices.

All managers and employees share in the responsibility of implementing and adhering to all components of this policy. This includes but is not limited to, reasonably accommodating disabled individuals in recruitment, advertising, testing, hiring, training, terminations, benefits, compensation, and other terms, conditions and privileges of employment.

Any acts of unlawful discrimination should be promptly reported to your Supervisor. An investigation will occur and appropriate corrective action will be taken. Employees and candidates will be protected from any type of coercion, intimidation, interference or discrimination should they file a complaint or assist in an investigation of such a complaint in conjunction with upholding this policy.

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## UNLAWFUL HARASSMENT POLICY

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Professional Staffing Resources is committed to providing a work environment free of unlawful harassment. Company policy prohibits harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful.

Professional Staffing Resources' anti-harassment policy applies to all persons involved in the operation of Professional Staffing Resources and prohibits unlawful harassment by any of our employees, including supervisors and managers, as well as vendors, customers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

**IF YOU HAVE A COMPLAINT**— If you believe that you have been unlawfully harassed or discriminated against, submit a written complaint to any Professional Staffing Resources' supervisor, vice-president or president as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to Professional Staffing Resources' senior management, president or investigative officer.

Professional Staffing Resources will immediately undertake an effective, thorough and objective investigation of the harassment allegations. If Professional Staffing Resources determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Professional Staffing Resources will not retaliate against you for filing a complaint and will not

tolerate or permit retaliation by management, employees or co-workers.

**IF YOU WITNESS A PROBLEM**—Professional Staffing Resources encourages all employees to report any incidents of harassment *immediately* so that complaints can be quickly and fairly resolved. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint to us or with the appropriate agency such as the Federal Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

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### ADDITIONAL PROVISIONS

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California provides disability and state programs when a leave of absence is needed.

**California State Disability Insurance (SDI)** —California State Disability Insurance (SDI) is designed to partially replace wages you lose because of a disability that is not work-related. In some instances, you may qualify for benefits under State coverage if you are unable to work. For details regarding California SDI, contact the Employment Development Department (EDD) at 1-800-480-3287 or visit [www.edd.ca.gov/dirq2501.htm](http://www.edd.ca.gov/dirq2501.htm).

**California Paid Family Leave (PFL)** —Unpaid leave of absence to care for a seriously ill child, spouse, parent, or

registered domestic partner, or to bond with a newly born or adopted minor child, is available through the state of California. PFL offers up to six (6) weeks of benefits in a 12-month period. PFL does not provide job protection or return rights. For details, including applying for benefits, contact the Employment Development Department (EDD) at 1-877-238-4373 or visit [www.edd.ca.gov/dirq2501.htm](http://www.edd.ca.gov/dirq2501.htm).

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### CONFIDENTIALITY

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Professional Staffing Resources has a legal and ethical responsibility to safeguard the privacy of its clients and to protect the confidentiality of their business information.

In the course of your employment for Professional Staffing Resources, you may come into possession of confidential client information. As a condition of your employment with Professional Staffing Resources you agree that:

- ❑ You will not disclose any client information to any person or permit any person whatsoever to examine or make copies of any client documents prepared by you or under your control. And you will not use client information, other than is necessary, either during or after your employment or assignment.
- ❑ Breach of this agreement may result in corrective action, up to and including discharge.