

## **WELCOME**

Welcome to Professional Perspectives! The following information is provided to acquaint you with Professional Perspectives, and to help you feel comfortable in your role as a field/temporary employee. Please read the information contained in this reference carefully, as it will answer many of the questions that frequently arise.

More detailed information is included in the Employee Handbook, which is available upon request.

## **EEO and HARASSMENT**

The Company is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, genetic information, sexual orientation or any other applicable status protected by state or local law.

The Company strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**This is only a summary. Please refer to the Professional Perspectives Employee Handbook for more complete information on EEO, Harassment, and the Complaint Procedure.**

## **ASSIGNMENTS**

Although employees may be assigned to various work locations, Professional Perspectives is your employer. We are responsible for your wages, benefits and performance. Any questions regarding your assignment are to be directed to your Staffing Consultant. Professional Perspectives will inform you of the job description, hourly pay rate, hours, dress code, location, and length of assignment when the position is offered. If you have the skills required to complete the assignment with confidence, accept the assignment. If you are unsure of your ability to complete the assignment with confidence, please do not accept the assignment. Once you have accepted the assignment, you will be expected to fulfill the term of the assignment. If your job requirements should change from the initial offer, inform your Staffing Consultant immediately.

## **PAYROLL PROCEDURES**

Professional Perspectives pays its field employees on a weekly basis. Weekly pay is based upon the hours reflected on your timesheet and approved by your Supervisor at the Client company. The original, emailed, or faxed timesheet must be received in our office by 9 a.m. on the Monday following the end of your workweek in order to be paid on the upcoming Friday. Give a copy to the Client and keep a copy for yourself. It is your responsibility to have the timesheet signed by the Client and ensure that the information is legible and complete. Failure to submit your approved timesheet by 9 a.m. on the Monday following the end of your workweek could result in a one pay period delay of your paycheck being processed.

Professional Perspectives gives employees the option of direct deposit, and encourages its use. Employees are provided online access to pay stubs through our payroll service.

Overtime: From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half (1 1/2) times their regular hourly rate for hours actually worked in excess of 40 during the established workweek. The workweek begins at 12:01 a.m. on Monday and ends just after 11:59 p.m. on Sunday.

## **BENEFITS**

**Holiday Pay:** Field employees may be eligible to be paid for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. To be eligible for a paid holiday, you must meet two requirements set forth by Professional Perspectives: 1) have worked at least 800 hours in the six months prior to the holiday; and 2) work at the assignment the business days before and after that holiday. It is the responsibility of the temporary employee to keep track of their accumulated hours for the holiday pay. Once you are eligible, contact your Staffing Consultant to verify your hours. On your timesheet, mark holiday pay for the hours that you normally work. These hours should not exceed 8 in a day. You will be paid at the average rate of pay of your most recent position with Professional Perspectives.

**Vacation Pay:** Temporary employees have the opportunity to receive vacation pay up to 40 hours at your current rate from Professional Perspectives when you complete 1500 hours of work within a calendar year. Vacation pay is based on your average weekly hours.

**Referral Bonuses:** Our association with many Professional Perspectives employees was formed because a friend, relative, or business associate took the time to let us know of an individual's job situation or experience. We would like to talk to reliable, qualified, and dedicated candidates. Once they have completed 80 hours on assignment with us, you are currently eligible to earn a one-time cash bonus of \$50 for the referral.

## **ABSENCES**

If you are unable to report to your assignment for any portion of the scheduled hours, please notify us as soon as you know so that we may be able to make other arrangements with our Client. You may leave us a voice message. The Professional Perspectives voice mail is available at all hours for your messages. Failure to notify Professional Perspectives will not be tolerated.

## **ACKNOWLEDGMENT OF RECEIPT**

**I HAVE RECEIVED A COPY OF THE FIELD EMPLOYEE REFERENCE DATED AUGUST 2013. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:**

- **EMPLOYMENT WITH PROFESSIONAL PERSPECTIVES IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT.**
- **THE LANGUAGE USED IN THIS REFERENCE AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.**
- **THE REFERENCE IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES.**
- **THIS EDITION REPLACES ALL PREVIOUSLY ISSUED REFERENCES. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE REFERENCE, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE COMPANY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.**
- **NO REPRESENTATIVE OF PROFESSIONAL PERSPECTIVES, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### **CONFIDENTIALITY**

Professional Perspectives requires that you protect the confidentiality of information, policies and procedures belonging to us, our Clients, and our Clients' contacts. You may not discuss customer or Client information outside of the company, nor may you remove anything from the premises related to such information.

The obligation to maintain the confidentiality of the company and Client information remains even after employment has ended.

### **SAFETY**

We encourage all employees of Professional Perspectives to exercise care in performing their daily job duties. Reckless, negligent or careless conduct will not be tolerated. ALL injuries must be reported to your Client Supervisor and Professional Perspectives IMMEDIATELY! We must receive written notice prior to you receiving medical treatment or immediately thereafter in the case of an emergency. A representative from our company will make arrangements for you to see a qualified medical provider.

Alcohol and Drugs: The unlawful use, possession, purchase, sale, distribution or being under the influence of any illegal drug or alcohol while on Professional Perspectives or Client premises or while performing services for Professional Perspectives or Client is strictly prohibited. To ensure compliance, substance abuse screening may be conducted at any time with or without notice. Any violation of this policy or refusal to undergo substance abuse testing will not be tolerated.

### **ASSIGNMENT COMPLETION**

You must inform Professional Perspectives upon completion of your assignment in order to remain on our Active List. Failure to request a new assignment within three days of completion is considered job abandonment and could impact your eligibility for unemployment benefits. Please let your Staffing Consultant know immediately when your assignment is going to be completed.

### **DRESS CODE**

At Professional Perspectives personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our Clients. This helps ensure our company's success. Employees' appearance should be consistent with good hygiene, safety, and what our company and Clients consider appropriate business attire.

### **SMOKING**

It is our objective to provide a smoke-free environment within our company. Smoking is prohibited within our office. Smoking in and around the building is subject to the rules implemented by building management. Smoking at Client locations is subject to the Client's rules.

### **PERSONAL CHANGES**

Please notify the Professional Perspectives Director of Operations if your address, telephone number, and/or employment status changes. Unless otherwise noted, Professional Perspectives will mail your W-2 and all correspondence to the address listed on your W-4, and will contact you by phone or email using the information on your original application.

### **DRIVING**

Employees should not drive their own vehicle or a Client's vehicle for business purposes while on assignment as part of the job assignment. If the use of a vehicle becomes necessary, contact Professional Perspectives immediately.

### **CASH HANDLING**

Employees are not permitted to handle cash at a Client unless prior written approval is received from Professional Perspectives.



## **FIELD EMPLOYEE REFERENCE**

**AUGUST 2013**

### **IMPORTANT NOTICE**

**THIS REFERENCE IS DESIGNED TO ACQUAINT FIELD EMPLOYEES WITH THE COMPANY AND SOME INFORMATION ABOUT WORKING HERE. THE REFERENCE IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.**

**EMPLOYMENT WITH PROFESSIONAL PERSPECTIVES IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS REFERENCE AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF PROFESSIONAL PERSPECTIVES, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.**

**NO EMPLOYEE GUIDE CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS REFERENCE, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE DIRECTOR OF OPERATIONS. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE REFERENCE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.**

**THE COMPLETE PROFESSIONAL PERSPECTIVES EMPLOYEE HANDBOOK IS AVAILABLE UPON REQUEST UPON AN EMPLOYEE'S INITIAL WORK ASSIGNMENT.**

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