

# Welcome To



We want your experience working with Staffworks to be as pleasant as possible, so please take some time to read this handbook.

**Staffworks is an equal opportunity employer.**

## **STAFFWORKS IS YOUR EMPLOYER**

We will contact you with the assignment information that you will need to go to work. This includes; job duties, hours of work, assignment duration, pay rate, client location and attire. Call Staffworks if your duties change from those initially described or if there is any aspect of an assignment you don't feel comfortable handling. We are here to answer your questions! We will also be contacting our client to see how you are doing while on assignment.

## **IF YOU ARE UNABLE TO GO TO WORK**

Call Staffworks immediately. Voice mail is available 24 hours a day, 7 days a week. When you accept an assignment you are expected to complete it without interruption. Only illness or an emergency should prevent you from reporting to work. If this occurs, it is your responsibility to contact Staffworks prior to the starting time of your assignment. If you do not report to work and you do not call us we will consider it a voluntary resignation and this may affect your unemployment insurance benefits.

## **WHEN YOUR ASSIGNMENT ENDS**

Call Staffworks to make us aware of your employment availability. If you do not contact us we will consider you unavailable for work.

## **IF YOU ARE INJURED WHILE ON AN ASSIGNMENT**

**Call Staffworks immediately! Safety is a top priority at Staffworks. Observe all safety procedures at your worksite. If you are injured or become ill call immediately!**

## **YOUR STAFFWORKS BENEFITS**

A Staffworks representative will explain how to qualify for the following benefits:

- Medical Plans
- Referral & Retention Bonuses

- Free Skills Upgrading
- Paid Sick Leave

**Disability** - If you become disabled and your absence from work is longer than five days, after you have used all the paid sick time available to you or if you are not eligible for paid sick time, you may be eligible for short term disability benefits. **Staffworks** contributes to this fund to provide you with this valuable protection. This is available to full time employees who have completed at least four weeks of full time employment and part time employees who have worked at least 25 days. You are eligible for up to 26 weeks of payments for continuing disability under this program during a 52 week period. A claim for this benefit should be filed with the Human Resources Manager, who has the necessary forms and will assist you to make your claim for benefits.

**Paid Family Leave** – New York’s Paid Family Leave program provides wage replacement to employees to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service. Eligibility begins for employees with a regular schedule of 20 or more hours per week after 26 weeks of employment, and for employees with a regular schedule of less than 20 hours per week after 175 days worked. Paid Family Leave coverage will be included under the disability policy carried by the employer. The premium is fully funded by employees through payroll deductions, and a maximum rate of employees’ contribution will be established each year.

**Workers’ Compensation** – Should you become injured at work, **Staffworks**, through its insurance carrier will pay for your medical treatment. Should you be unable to work for more than seven days because of this injury, you will also receive a weekly disability benefit based on your average weekly earnings. You will be required to remain under the treatment of a physician while receiving benefits and may be asked to see a physician of the company’s choosing for another opinion. **Staffworks** pays the full cost of this very important and expensive protection.

**Unemployment Insurance** – **Staffworks** pays into the New York State Unemployment Insurance fund on your behalf. Should you lose your job through no fault of your own, such as in a layoff, you may be entitled to receive weekly benefits as provided by the regulations.

### **HEALTH INSURANCE ELIGIBILITY**

At the time of hire, temporary employees whose hours and assignment are uncertain and may vary are considered variable hour employees. Therefore, to determine your eligibility for our medical benefit plan, your hours will be monitored during a 12-month measurement period to determine your full-time status. If you qualify after this measurement period as a full-time employee, you will be offered our medical insurance.

If you are deemed as a full-time employee at the time of hire, you are eligible to elect coverage in Staffworks medical benefit plan. A Staffworks representative will explain how to enroll in our insurance coverage.

## **NY STATE PAID SICK LEAVE POLICY**

Staffworks employees working and residing in NY State are eligible to earn and use up to 56 hours of paid sick leave per year for qualifying reasons. Your sick time will accrue at a rate of 1 hour of sick leave for every 30 hours worked. The following are qualifying reasons for sick leave eligibility:

- Employee's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for employee's mental or physical illness or injury.
- Covered family member's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for a covered family member's mental or physical illness or injury.
- Absences related to employee's status as a victim of domestic violence, family offense, sexual offense, stalking or human trafficking.
- Absences related to a covered family member's status as a victim of domestic violence, family offense, sexual offense, stalking or human trafficking.

Any unused sick time from the previous calendar year may be carried over to the following year and used immediately.

When combining carryover hours and accrued hours, the maximum number of sick hours each year an employee is eligible to use is a total of 56hrs.

For unscheduled absences of three or more consecutive days, a doctor's note may be required upon returning back to work. Staffworks also reserves the right to request verification of the reason for unscheduled absences.

In order to be eligible to use accrued paid sick leave, the request for sick leave must be made prior to or at the time of the absence.

No unused sick leave will be paid out at the time of an employee's termination, resignation, completion of temporary assignment, or any other separation from employment.

For purposes of the NY State Paid Sick Leave, any separation of employment with Staffworks for a duration longer than 12 weeks will be considered a "break in employment." Any sick leave accruals will reset and you will be considered a new hire upon starting your next assignment.

## **STAFFWORKS NEW YORK STATE COVID SICK LEAVE PROCEDURE**

Staffworks complies with all NY State mandates concerning Covid Sick Pay. Staffworks will pay the required 5 days of NY State Covid Sick pay if the following conditions are met:

- A copy of a positive Covid test is provided from a medical facility. We are not accepting at-home positive test results
- A copy of the county Self Attestation/Affirmation of Isolation form with isolation information

- Both positive result and attestation form must be provided to your Staffworks Client Manager at the time Covid Sick pay is requested to be paid

Staffworks will pay up to 5 days of the required isolation period beginning on the date of the positive result. Pay will only be provided for days you were already scheduled to work during your isolation period.

### **STAFFWORKS PAY PROCEDURE**

Unless otherwise notified by Staffworks, you will be paid by submitting your hours worked via the Staffworks web time entry. It is important that your hours are accurate, and you are never over reporting or under reporting your hours worked. Your paycheck cannot be processed without you submitting your hours, and the client approving the hours.. Check the time record for completion and accuracy. Errors and omissions may result in a delayed paycheck. Staffworks web time records must be submitted and approved by noon on Monday following the week worked. Unless otherwise notified by Staffworks, your paycheck will be issued via direct deposit, or Rapid Paycard. Pay day is Friday. Your weekly paystubs are available to view anytime via your employee portal. Your Client Manager will provide instructions to access and view this information during your onboarding. You may also contact the branch at anytime for further assistance.

### **WORKPLACE VIOLENCE POLICY**

Staffworks has adopted a Zero Tolerance Policy on workplace harassment and violence. The acts or threats of physical violence, including any form of intimidation, harassment, or harm, which involves Staffworks or its employees, or Staffworks customers or their employees, when it occurs in connection with employment with Staffworks will not be tolerated at any time.

I certify that I have read and understand the terms of the Staffworks employee handbook. I agree to abide by the terms and conditions of the Staffworks policies as summarized in this document.

Employee Name: \_\_\_\_\_

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