

## PAY PROCEDURES

### HRI Payday is Friday. Checks are available 8 am to 5 pm

We currently offer several options for receiving your check. Please confirm with your consultant at the beginning of your assignment regarding the method you would like to receive your pay.

Direct Deposit (active 2 paychecks after submittal)

Pay card

Pick up in office

Mail \*

*We highly discourage the mailing of checks. Once the check is received by the postal staff we no longer have control of the delivery. In the event that your check is lost or stolen through the mail, a replacement check cannot be issued until after the 90 day expiration period. This policy also applies if your check is lost after it has been issued to you.*

You may designate a second party to pick up your check, but that person must present a letter of authorization with your signature along with proof of their identity.

HRI cannot release a check if your application paperwork is not complete. I-9's must be complete with two pieces of acceptable identification

*Our payroll is performed at an out of state location. HRI does not have the ability to produce checks at the office locations. Corrections will be made on the following weeks paycheck.*

## TIMESHEETS

**YOU** are responsible for ensuring submission of your timesheet each week. In the event of the completion or termination of your assignment please report to your HRI office prior to the pay deadline to complete your final timesheet.

**Timesheets must be received by NOON on Monday NO EXEPTIONS.** Late timecards will be processed the following pay period.

Timecards **MUST** be filled out accurately and legibly. Failure to properly complete your timecard could result in a delay in your pay. Overtime is authorized by an approved client representative and occurs after 40 hours. Contact HRI if you are asked to work overtime. **Submit your timecard to HRI via fax. The number is (866) 256-0863.**

## FORMS AND RECORDS

If you require verification of employment from any agency, payroll records or copies of W-2 documents, . Please allow 48 hours for generation of this information. We do not maintain copies of this documentation in the office.

## EEOC/AFFIRMATIVE ACTION

HRI strongly supports the principles of equal employment opportunity and affirmative action in all its employment policies and practices, including recruiting, hiring, compensation, benefits, transfers, training promotions, layoffs, recalls and other terms and conditions of employment. HRI requires that all these practices be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex or marital status.

## HARRASMENT POLICY

HRI is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

If you feel you are a victim of sexual or other unlawful harassment you should promptly report the facts of the instance and names of individuals involved to your consultant. If you believe it would be inappropriate to contact your consultant, immediately contact Colette Hayward, (253) 471-2611, 451 SW 10th Street, Suite 112 Renton, WA 98055. We will investigate all such claims and take appropriate corrective action.

## SUBSTANCE ABUSE

HRI ardently maintains drug and alcohol free work environments. While at work each of our employees has a responsibility to our clients, other employees, and to the general public to perform his or her work and to deliver services in a safe and conscientious manner. HRI maintains the right to request a drug test from an assigned employee at any time. Violation of this policy will result in immediate termination.

# Human Resources, Inc.

## Recruiting and Staffing Services



### *Welcome Aboard!*

*We are pleased to have you join our team of professional contract employees. As a representative of HRI it is important that you be well informed on our processes to ensure your success. The following information will ensure that the time you spend with us is productive and enjoyable.*

*This handbook is designed to help you understand our policies and procedures. Please read the information in this handbook and utilize it for quick reference for general questions while on assignment.*

*HRI maintains an open door policy with all our team members so should the occasion arise that you need to ask a question or discuss a concern, please feel free to contact one of our consultants.*

*We are excited about the opportunity to partner with you in your search for a new career!*

### **Kirkland**

12006 98th Avenue NE, Suite 101  
Kirkland, WA 98034  
425-823-8005 425-814-0159 Fax

### **Renton**

451 SW 10th Street, Suite 112  
Renton, WA 98057  
425-228-2289 425-228-3513 Fax

### **Tacoma**

2115 S 56th Street, Suite 403  
Tacoma, WA 98404  
253-471-2611 253-474-0109 Fax

## ASSIGNMENTS

HRI Consultants work to partner you with assignments that match your experience and skills. Although we make every effort to provide referrals we are not able to employ every individual that submits an application. We encourage all applicants to utilize HRI's services as one of several resources during your employment search.

## AVAILABILITY

We recommend contacting your HRI office via phone or email once weekly to inform us of your availability. At the time of your call a consultant will update your status, notify you regarding current job openings that are a match to your skills or contact you once an opportunity becomes available.

## EMPLOYMENT OPTIONS

We offer 3 options for employment. Based on your experience, background and the opportunities we have available you may be offered one of the following options.

### **Contract-Employment Contract to Hire Direct Hire**

If your duties significantly change from your original assignment, (i.e. order selecting becomes a machine operator) immediately notify your HRI Consultant. Once you have completed an assignment please notify your HRI Consultant of your availability.

*Once HRI has introduced an employment relationship between and applicant and a client, HRI requires a 6 month period before an applicant can contact any of our clients regarding permanent opportunities. Should you be contacted by a client prior to the 6 month period please notify HRI immediately.*

## ATTENDANCE

If you are assigned to an HRI employer you are expected to be *in attendance and on time* for the duration of the assignment. The following guidelines will help ensure your success with HRI.

**Ensure** your calendar is clear before accepting an assignment or interview.

**Always** arrive on time, if not early for an assignment or interview.

**Dress** appropriately. If you are unsure of the dress code ask your HRI Consultant.

**Always** follow policies and procedures. If you are not sure ASK.

**Respect the employer's worksite.** Do not utilize company equipment for personal use (ie telephone, computer, fax or copy machines or supplies).

**Always** turn off your cellular phone and do not make or receive phone calls or texts while working.

**Do not** take personal property to a job site. (i.e. pictures, electronic equipment, pets).

**Visitors** are not permitted while on assignment. Please have visitors wait for you outside the job site.

**Your salary** information is confidential and should not be discussed with anyone other than your HRI Consultant.

**Always** conduct yourself in a professional manner.

## CALLING IN

With our 24 hour voicemail system, calling your consultant the moment it becomes evident that you will not be able to report to your assignment on time is mandatory. An HRI Consultant will contact the employer. Even if you leave a message, please follow up with your consultant during business hours to clarify the details of your absence. You need to call your consultant **each day** of your absence. Should your situation require an extended absence, your assignment could be terminated.

## TERMINATION

HRI expects applicants to comply with all policies and procedures. Failure to do so will result in disciplinary action and/or termination.

Employment with HRI is on an "at will" basis. Should you choose to terminate your employment with HRI and are on assignment we request a 1 week written notice. Failure to provide notice jeopardizes future employment through HRI.

If you are terminated from an assignment please do not return to the jobsite or contact the client. If you have been issued items by the client, please turn these items in at your HRI

*Termination cont....*

office within 24 hours. Items not returned will result in a deduction from your paycheck for the replacement value of the item(s). If you have personal items at the jobsite please notify HRI. A consultant will pick up your belongings and have them available at our location for 14 days. Items left for extended periods will be donated to charity or disposed of.

**A No Call No Show will result in immediate termination!**

## SAFETY POLICY

When beginning a new assignment, ask your on-site supervisor about specific safety regulations which are observed in their company. The following safety precautions will protect you in many instances:

**Protect Your Back** - When lifting, bend your knees and use your leg muscles. **DO NOT HESITATE TO ASK FOR ASSISTANCE WHEN LIFTING HEAVY LOADS!**

Use all safety and personal protective equipment available to you.

When accessing items on high shelves, use a ladder or step stool. Do not jump or use chairs or boxes to stand on.

Discover the location of first-aid kits, emergency procedures and exits.

Never operate any machinery unless you have been trained to do so.

Do not use your body parts or foreign tools to fix a problem with a machine. Call your supervisor.

## WHAT TO DO IN CASE OF A JOB INJURY

### 3 SIMPLE RULES

**Report** to job site supervisor immediately and **complete an incident report**

**If necessary, see a physician** and complete physicians incident report and complete mandatory drug testing within 24 hours of the incident. Failure to comply can result in termination from your assignment.

**Report to Colette Hayward, our representative,** immediately. **(253) 471-2611.** She is available 24 hours a day