EMPLOYEE HANDBOOK



 “Partners in Performance”

 Employment Policies and Procedures

 Effective 10/1/2012

Temporary Staff

**WELCOME TO MACK STAFFING SERVICES**

Welcome to Mack Staffing Services, a company where employees work together to create a sense of pride and accomplishment in producing quality service of which we are justifiably proud.

As a successful business, Mack Staffing operates under defined policies. We believe sound employee relations is a two-way street in the enthusiasm, cooperation and initiative are best stimulated by fairness, and, in return, expect productive and conscientious employees.

You will find that the management and staff of Mack Staffing are always willing and interested in assisting you with any concerns you may have as an employee.

Mack Staffing welcomes you into our company. We are confident that you will find your work experience with our company a positive and rewarding one.

The information contained in this handbook will aid you in becoming better acquainted with Mack Staffing and more actively involved in our daily operation.

If you have any comments, concerns or suggestions regarding your personal situation and/or Mack Staffing, please feel free to discuss them openly with your placement coordinator.

**EQUAL EMPLOYMENT OPPORTUNITIES (EEO)**

Mack Staffing reaffirms its long-standing policy of treating all employees and applicants equally according to their individual qualifications, ability, experience and other employment standards. There is to be discrimination because of race, religion, color, national origin, sex, age, marital status, non-job related medical condition, handicap or disability or perception of handicap or disability, smoking, sexual or affectional orientation or veterans’ status.

This applies to recruiting, hiring, compensation and opportunities for advancement. It is equally the practice and policy of Mack Staffing to comply with all applicable federal, states, and local labor laws.

**IMMIGRATION LAW COMPLIANCE**

As required by the Immigration Reform and Control Act of 1986, all new employees (within 3 days of employment) must complete and sign a Department of Justice Immigration and Naturalization Service Employment Eligibility Verification (I-9) form to certify their employment status in the U.S. They must provide original documents showing their identity and that they are eligible for employment with Mack Staffing. Employees who are not U.S. citizens and who are eligible for employment based on a visa must notify Mack Staffing of any expiration of, or change to, their visa status.

**DRUG – FREE WORKPLACE**

It is the policy of Mack Staffing that the on-the-job manufacture, distribution, dispensing, possession, or use of a controlled substance by any employee is prohibited. It is a condition of employment that each employee adheres to this policy.

It is also the policy of Mack Staffing that the proper authorities will be called to confiscate any controlled substance found on company property or onsite at our client’s facilities. It is unlawful for both employees and Mack Staffing to be in possession of such substances.

Employees should be aware that the use a controlled substance off-the-job may affect performance on-the-job and as such would subject the employee to disciplinary procedures, up to and including termination. The use of a controlled substance on-the-job cannot be tolerated and any employee using a controlled substance on-the-job will be subject to immediate termination.

Mack Staffing encourages any employee who recognize that they have a problem with, or addiction to, a controlled substance to seek assistance. Mack Staffing retains the right to conduct pre-employment drug screening as well as for reasonable suspicion and post-accident testing

**AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act (ADA) prohibits discrimination against applicants for employment or employees on the basis of disability or perceived disability. Mack Staffing complies with their legal obligations under the ADA and will provide reasonable accommodation as required.

**PERSONNEL RECORDS**

It is important that your employment records are kept up-to-date. Be sure to notify Human Resources if there are changes in your life status, which includes, but may not be limited to, the following;

* Your name
* Your home address
* Your home cell phone number
* Your marital status
* The number of your dependents
* Additional training, courses or experience
* Citizenship status
* Any additional information that you feel is important to be included in your personnel file.
* Emergency contact - name and telephone number
* Specific work-site accommodations should you become injured or require this in compliance with American with Disabilities (ADA) regulations.

Your personnel records are the property of Mack Staffing. They will not be shared with anyone who does not have authorization to review them. Your personnel records are kept in a secure cabinet and are not allowed to leave the company.

Employees are not able to review their records without authorization. If this authorization is given, your placement counselor will provide the specific information requested to review. Copies of any information contained within personnel file are not allowed, unless authorized by the Owners or President.

**CONDUCT**

Every organization must have certain rules for safety and mutual benefit of all. In addition to the safety rules, various general rules of conduct must be observed. We endeavor to keep the number of rules to a minimum. However, in order to guarantee a safe, non-discriminatory, efficient business operation to assure compliance with federal, state, and local laws and to protect the well being and rights of all employees, a few procedures are necessary. The vast majority of employees readily understand most of the rules since they are the same as those that guide behavior in relationship with other people in any social or business situation.

(Conduct Cont)

Other rules and procedures are more particularly applicable to employees working together in the setting of our own operation.

As a guide to all employees, we are providing this list of work and conduct rules. Your own good judgment and common sense will help you adhere to them. This list is not, of course, all-inclusive. Violations of company rules and regulations include, but are not limited to;

1. Insubordination or willful disobedience of orders or excessive delay in carrying out assignments.
2. Concealing or making false statements about defective work or service.
3. Falsifying employment application, personal, work or attendance records.
4. Immoral or indecent conduct, including sexual harassment.
5. Sleeping during working hours.
6. Continuously leaving the job without permission, wandering at will through the premises, or leaving company property without permission.
7. Damage or misuse of company property, the property of other employees, or waste of materials or supplies through abuse, indifference, neglect, carelessness or intentional destruction.
8. Defacing company property
9. Repeated lateness or unexcused absences.
10. Failure to report absence in a timely manner.
11. Violation of safety rules or common health and safety practices.
12. Intoxication on the job, bringing or using intoxicating beverages or controlled substances on company property.
13. Stealing in any form from the company, fellow employees or guest.
14. Consistently taking excessive break time for lunch and the number of break periods for personal convenience.
15. Selling or soliciting on company premises, unless approved by management.
16. Purposely issuing or spreading false information about the company to fellow employees or customers, or destroying the reputation on downgrading the work other employees by word or deed.
17. Use of abusive, foul or threatening language.
18. Entering or leaving company premises by other than a designated entrance/exit.
19. Smoking in unauthorized areas.
20. Bringing any weapons on company property.
21. Instigating discord or engaging in any subversive activity.

Any of the above violations, and any that may not be listed, are sufficient grounds for disciplinary action, up to and including immediate termination.

**EMPLOYEE DISCIPLINE**

Mack Staffing believes that discipline, when required, should attempt to be corrective rather than punitive. However, there are some policy infractions or failures in job performance that are serious enough that employment will be terminated without any previous warning or suspensions. Disciplinary actions may vary in any given circumstances and the Company reserves the right to discipline employees as it sees fit in any given circumstances.

To help ensure that all necessary disciplinary action is taken without unlawful prejudice or favoritism, the company’s warning system allows the employee to know what has been violated and what may occur if this conduct continues.

The steps of the disciplinary process are designed to follow each other logically, and the manager will typically proceed to each succeeding step only if the problem is not corrected. In some cases, such as serious infractions of regulations, the manager may omit some or all of the step. The manager will confer with Human Resources throughout any all steps in the disciplinary process.

**Oral Warning** – Will typically be given as first disciplinary step, with the manager explaining the reason and what will occur if this conduct continues. A record of this will be filed in the employee’s personnel file.

**Written Warning (First)** - If there has been no or minimal improvement since the oral warning, a written statement will be issued and both the manager and the employee will be requested to date and sign the warning. The employee may enter a statement of defense if the employee so desires. The manager will explain the reason for the written warning and explain what will occur if the conduct continues. A copy of this warning is given to the employee and a copy is placed in the personnel file.

**Final Notice –** If the work behavior or job performance fails to improve, the manager may recommend suspension or termination. This recommendation will be made in writing to the proper department official and Human Resources. It is the policy of the company that no employee can lose their position through the arbitrary action of one individual.

**COMPLAINT PROCEDURE**

When a group of people works together, complaints sometimes arise. Whatever the problem may be, Mack Staffing offers all parties involved an internal procedure through which to discuss the problem and address the complaint if asked.

Employees who have complaints should first discuss the matter which their immediate manager.

If an employee finds the immediate manager’s response unsatisfactory, the employee may address the matter with Human Resources. Human Resources will review the matter, interview all parties concerned and consult with the Owners or President. A decision will be communicated to the employee.

If the complaint involves what the employee believes may be a form of unlawful discrimination or an illegal act, the employee may dispense with the normal complaint procedure and request an immediate discussion of the situation with Human Resources. If Human Resources is not readily available, a discussion of the situation with Owners or President is strongly suggested.

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

This will acknowledge that I have received my copy of Mack Staffing Services Employee Handbook.

I will read and abide by all rules and standards of conduct in this manual and other rules relating to my job.

I understand and agree that I am an at-will employee. This means that I am employed for no particular period and I have the right to terminate my employment at any time, with or without cause. Mack Staffing also may terminate my employment at any time with or without cause or notice, and may change my terms, conditions or privileges of employment, as the company deems appropriate.

Print full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE NON-COMPETE AGREEMENT**

**Temporary Employees**

For good consideration and as an inducement for Mack Staffing Services to employ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the undersigned Employee hereby agrees not to directly or indirectly compete with the business of Mack Staffing Services and its successors and, assigns during the period of employment and for a period of 1 year (12 months) following termination of employment and notwithstanding the cause or reason for termination. The undersigned also agrees not to apply or work for any Mack Staffing clients while employed by Mack Staffing Services and for a period of 1 year (12 months) following termination of employment. Furthermore, the undersigned agrees not to transfer to a competing agency providing employees to the same client as Mack Staffing while on assignment and for a period of 1 year following termination from Mack Staffing.

The term “not compete” as used herein shall mean that the Employees shall not own, manage, operate, consult or to be employee of any currently contracted clients presently doing business with Mack Staffing Services or such other business activity in which Mack Staffing Services may substantially engage during the term of employment.

The Employee acknowledges that Mack Staffing Services shall or may in reliance of this agreement provide employee access to trade secrets, customer and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

This agreement shall be binding upon and inure to the benefits of the parties, their successors, assigns and personal representatives.

Mack Staffing Services

1501 Hamburg Turnpike, Suite 420A, Wayne, New Jersey 07470

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Employee Signature / Printed Name

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Date