

## Employment Policies

### Policies & Procedures

#### **Premier Electrical Staffing employee**

I understand that I am an employee of Premier Electrical Staffing, LLC. I will conform to the rules, regulations and standard operating procedures of Premier Electrical Staffing as they may now or hereafter exist, and only Premier Electrical Staffing or I can terminate my employment. I understand my failure to report to the jobsite for work will indicate that I have quit, without notice, which is an inactive status, unavailable for further assignments. When an assignment ends, I must report to Premier Electrical Staffing for my next job assignment. Failure to do so within 5 working days or to accept other employment will indicate that I am unavailable for further assignments, which is an inactive status. I understand that I will not be employed by or directly or indirectly assigned to a contractor where I was referred by Premier Electrical Staffing for a period of at least 12 weeks after the completion of the placement, unless I have the written consent of Premier Electrical Staffing. I understand and agree that I may be expected to work on a wide variety of job assignments and agree to accept assignments, for which I am qualified, as they become available. I am telephone accessible and have reliable transportation.

#### **Absence**

If for some unexpected reason, such as an emergency or illness, I cannot make it to work; I will contact Premier Electrical Staffing and my onsite supervisor/foremen. Failure to do so **before** the scheduled hours begin may be grounds for dismissal. Premier Electrical Staffing, or the contractor may ask for a doctor's excuse for an illness and proof of obituary may be required for an absence for a death in the family. Excessive absenteeism may also be grounds for dismissal. Dismissal may result in me being ineligible for further assignments.

#### **Tardy**

If for some reason I will be late, or cannot work my scheduled hours, I will contact Premier Electrical Staffing and my job site supervisor/foreman. Early release from my normal work hours should be pre-approved by my job site supervisor/foreman whenever possible. My failure to notify Premier Electrical Staffing and my job site

supervisor/foreman three times during any assignment may be grounds for dismissal, which may make me ineligible for further assignments.

### **Resignation**

At least one week of notice is requested if the employee leaves the assignment prior to completion. If advance notice is not given, this may indicate that I have left the assignment unsatisfactorily, which may make me ineligible for further assignments.

### **Equipment Return policy**

Equipment, Uniforms, Advances - I agree to return all of Premier Electrical Staffing's and/or the contractor's equipment, uniforms, tools or other items entrusted to my care during assignment. I further agree that any advances on my wages will be deducted from my final pay check. If said property is not promptly returned or pay advances not recovered; and Premier Electrical Staffing files suit to retrieve and collect it, the prevailing party in such action shall be entitled to reasonable attorney's fees and cost of collections if applicable.

### **Time sheet**

The employee will fill out a weekly time sheet unless directed otherwise by the job site supervisor/foreman. It is the employee's responsibility to ensure that Supervisor on job signs the time sheet verifying their hours. No employee will get paid without a signed time sheet that is in our office by 5:00 p.m., every Monday. I understand that this time sheet is the record that I was on assignment and worked the hours recorded. I agree that any time sheet not submitted for payment within ninety (90) days from the end of the workweek, which it represents, will be void and Premier Electrical Staffing will not be responsible for payment of any work shown thereon.

### **Taxes**

Government policy states that all employers deduct all payroll taxes for all wages earned (Premier Electrical Staffing cannot accept EXEMPT status due to documentation required to prove the Exempt status). My failure to provide completed tax forms will result in being treated as a single person who claims no withholding allowances. Premier Electrical Staffing will not reimburse any corrections made to tax withholdings during the year. Corrections must be made by the employee through the IRS and/or State Department of Revenue at filing time. Any changes to withholding

allowances during the year MUST be submitted in writing to Premier Electrical Staffing on the appropriate government form.

### **Direct Deposit**

I understand that Premier Electrical Staffing's policy is for all employees to participate in Direct Deposit of their weekly paycheck. If I don't have a checking account for direct deposit for my paycheck Premier Electrical Staffing can provide a Debit Card issued by BB&T or other financial institution as may be approved in the future. I also have the option to arrange for another Pay Card issued by a financial institution of my choosing. At the time of hire or before my first assignment I will provide Premier Electrical Staffing a voided check (deposit slips are not acceptable), a Direct Deposit Authorization Form from my financial institution OR a copy of the original paperwork for a Pay Card showing the account number and bank routing number. Paycheck advices (a paycheck stub) will be sent via regular mail to my home address. It is my responsibility to **promptly** notify Premier Electrical Staffing of any changes to my address or financial institution information. Premier Electrical Staffing is not responsible for any delays in receiving my paycheck due to my failure to notify Premier Electrical staffing of any changes.

### **Criminal records policy**

I understand and authorize Premier Electrical Staffing to examine any and all criminal records and arrests on file in the counties, as permitted, for any state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

### **EEO policy**

Premier Electrical Staffing is an equal opportunity employer. It is our policy to make all employment decisions regardless of race, color, religion, sex, age, national origin, disability, or veteran status. Premier Electrical Staffing complies with all applicable federal, state, and local laws and regulations. Premier Electrical Staffing's policy of equal opportunity applies to all phases of the employment relationship including recruitment, advertisement, hiring, upgrading, demotion, layoff, termination, rates of pay, and other forms of selection, training, and compensation. Premier Electrical Staffing does not work with organizations that engage in discriminatory practices.

## **Harassment policy**

It is the policy of Premier Electrical Staffing that our work place is non-hostile work environment. It is our goal to provide a work place free of tensions involving matters that do not relate to the company's business. Particularly, we do not permit an atmosphere of tension created by racial, disability, aging, ethnic, or religious remarks or animosity. Inappropriate humor, comments and unwelcome sexual advances, request for sexual favors or other conduct of a sexual nature shall not be permitted in the work place and, after an investigation, may result in termination. If you are the target or subject of any verbal, sexual or physical harassment that takes place on the job site, notify the job site supervisor/foreman and Premier Electrical Staffing office immediately.

## **Alcohol & substance abuse policy**

It is the goal of Premier Electrical Staffing to help provide a alcohol/drug free environment for our contractors and employees. Our goal is to prevent accidents, injuries, and to provide the safest possible working environment. Premier Electrical Staffing explicitly prohibits the use, possession, solicitation, sale, distribution, dispensation, or manufacturing of narcotics or other illegal drugs, prescription medication without a prescription, or being under the influence of or consumption of alcohol on the job site. This applies to any location where work related activities are being conducted.

I understand and agree that Premier Electrical Staffing may require a drug screen test as part of the application process, and whenever an 'on the job' accident or injury is reported, or for other reasons that cause Premier Electrical Staffing or my job site supervisor/foreman to suspect possible drug use, in accordance with Premier Electrical Staffing's policies.

Being impaired or under the influence of legal or illegal drugs or alcohol off the job site that adversely affects the employee's work performance, his or her own or others' safety at the workplace, or the employers' reputation may be grounds for termination.

Premier Electrical Staffing will not discriminate against applicants for employment because of past use of either drugs or alcohol. It is the current use of drugs or abuse of alcohol, which prevents employee's from properly performing their jobs that the

company will not tolerate. The results of all drug testing will be treated confidentially, and for no purpose other than making employment related decisions.

I understand that my failure to comply with this agreement, if I test positive or admit to substance abuse, I will be subject to disciplinary action, and may be subject to immediate termination. In addition, dependent upon state law, a positive test result may negatively affect your ability to collect workers compensation payments.

Employees of Premier Electrical Staffing who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services. Call our office for information on programs local to you.

I hereby authorize and give my full permission to Premier Electrical Staffing and/or their medical company's authorized representative to send a specimen of my urine, hair, breath and/or blood to a laboratory for a screening test for the presence of illegal drugs, alcohol or prescription medication taken without a valid prescription.

I will hold all parties concerned harmless, therefore, I will not sue or hold responsible any party for any alleged harm to me, including but not limited to interfering with my obtaining a job, or for discontinuing my employment or other adverse actions taken for not submitting to the drug/alcohol tests or because of the test results. This includes, but not limited to, possible clerical or laboratory error.