



TEMPORARY EMPLOYEE POLICIES & PROCEDURES

Thank you for registering with J. Boragine & Associates. We will do everything we can to have you working as soon as possible. Below are a few guidelines for a successful and profitable relationship.

Assignments

- Let us know if you are unavailable to work.
- If we do not hear from you, we assume that you are not available to work; therefore, not eligible for unemployment.
- When you are called for an assignment, we will inform you of the job duties, length of assignment, hours, location, pay rate and dress code.
- On the first day of your new assignment, call us within the first two hours of your arrival.
- Call us upon completion of each assignment.
- If your assignment is extended, please call us, so that we may update our records.
- If you have a valid reason for not remaining on an assignment for the full duration, you are expected to remain until we can provide a replacement for the client.
- If you leave a job without cause, your employment with J. Boragine & Associates will be terminated.
- Your employment with J. Boragine & Associates is an at will relationship.
- Personal use on a client's computer is prohibited.
- No personal phone calls or radio/CD headsets while on the job. Cell phones should be turned off.

Time Cards

You will be paid on an hourly rate for the actual hours worked. Lunch is excluded.

- J. Boragine & Associates provides time cards on which your hours are to be recorded. If you do not have an original time card, you may obtain one from our website (<http://www.jboragine.com>) or you may call us to have a time card faxed to you.
- Approximate your hours to the nearest quarter of an hour, example 4.25, 4.50, 4.75.
- Overtime hours are defined as any additional hours worked over 8 hours in a day, or over 40 regular hours in one workweek (Monday – Sunday). Overtime hours must be authorized and signed for by your supervisor.
- Submit your time cards to J. Boragine & Associates by 12 noon on Monday for the previous week worked. No exceptions! Time cards will not be accepted for the present week's payroll processing after this deadline. *Please note: It makes it more difficult for us to process payroll if you do not turn in your time card for the appropriate week.*
- Payroll checks cannot be issued until your signed time card has been submitted to our office.

- You must include your social security number on your time card.
- Please indicate on your time card whether you would like to pick up your paycheck or have it mailed, or directly deposited in your bank account. *Please note: It is strongly recommended that you pick up your paycheck or use direct deposit, as we cannot guarantee the U.S. Postal Service to deliver in a timely manner.*

Payroll

- Paychecks are available for pickup on Fridays at 12 noon. All checks not picked up by 5 P.M. will be mailed.
- Make sure we have your current mailing address. This is especially important for tax purposes (i.e. W-2).

Emergencies

- If you are unable to go to your assignment, call J. Boragine & Associates by 8 A.M. Remember, we are your employer. We will contact the client to notify them of your intended absence. *Please note: By being absent you risk losing your assignment.*
- Any injury on the job must be reported immediately to J. Boragine & Associates by calling (415) 433-1443, alternatively (925) 659-6300.
- Harassment of any kind must be reported immediately to your recruiter at J. Boragine & Associates, not to our client. *Please note: Sexual harassment is forbidden by law.*

Reminder: Casual dress doesn't mean casual attitude. You are representing J. Boragine & Associates at every assignment.

Your cooperation and enthusiasm is appreciated.

Signature _____ Date _____

DISCLOSURE STATEMENT

My signature below certifies that I understand that employment with J. Boragine & Associates is at will and temporary in nature and that no promises or guarantees can be or are made that full-time, part-time, or regular employment will at any time be offered to me either by J. Boragine & Associates or any of its clients regardless of the duration of any particular assignment, rate of pay, bonuses, or favorable performance evaluations I might receive.

Date _____

Signature _____

Print Name _____