

POLICIES AND PROCEDURES

Attendance Policy:

The three most important characteristics of a temporary employee are promptness, reliability, and productivity. When you have accepted an assignment, you have made a commitment. This means you understand your importance to our client and to Temp Depot, Inc./PKS Associates, Inc. and you agree to work the entire length of the assignment. Only under extreme circumstances should you not report to your assignment.

Temp Depot, Inc./PKS Associates, Inc. provides 24-hour phone coverage, so if you are unable to report to work, or if you are going to be even 5 minutes late, it is mandatory that you call Temp Depot/PKS and leave a detailed message for our answering service to forward the call.

Failing to report to work or failing to call a Temp Depot/PKS representative with an explanation will eliminate you for future job considerations. In the event of a problem on the job, call us immediately, we are here to listen, coach, council and arbitrate if necessary. Our trained representatives will always attempt to solve the problem courteously and professionally. **NEVER WALK OFF A JOB.**

Time Cards Policy:

PKS time cards must be filled out legibly and in detail. Please fill out each line carefully, including the correct spelling of your name, week ending date and hours worked. Our workweek is Sunday through Saturday and time should be noted to the nearest ¼ hour. **All time cards must have an employee and supervisor's signature.** No payment will be made for an unsigned timecard. Any changes or cross outs must be initialed by your supervisor.

Please note the Temp Depot, Inc./PKS policy; all time cards **must be received by Tuesday 12:00**, noon in order for your paycheck to be processed in a timely manner. This is **your responsibility** and not the company that you are currently on assignment with. Many of our client companies allow our associates to fax Temp Depot/PKS time cards on their machines and then forward the original through the mail. If this option is not available to you, mail your time card no later than Saturday morning. If you are working Saturday, you and your direct supervisor may have to estimate the hours and plan on an adjustment the following week. This is up to your supervisor. Temp Depot/PKS processes all paychecks through a payroll service on Tuesday for immediate delivery Wednesday morning. A reminder, our payday is on Friday. Please call one of our representatives with any questions that you may have.

Tips to remember:

- **Be punctual.** Arrive promptly or a few minutes early, dressed appropriately for the job.
- **Be polite, conscientious and enthusiastic.**
- **Be a team player.**
- **Thoroughly understand** what is being asked of you before you do it.
- **Be confident** before operating any equipment, inform your supervisor if your not.
- **Take initiative.** When you finish the work assigned to you, ask for additional work.

Acknowledgment of policies:

I have read and understand all Temp Depot/PKS policies and procedures, including sexual harassment policy. I realize that failure to comply may result in my termination as a Temp Depot/PKS employee. Please read both sides before signing.

Signature: _____ Date: _____