

# **welcome to temp time, inc.**

## **policies and procedures**

### **assignments**

Working as a temporary employee allows you a certain amount of flexibility, both in the kinds of jobs you wish to accept and how often you want to work. We can't guarantee a set # of hours, as all assignments vary in length. We will try our best to keep you working as often as you are available.

You are not required to accept every position offered to you. Once you do accept an assignment we depend on you to complete the entire job. If you have a scheduling conflict during an assignment please let us know before accepting the position.

Before you accept an assignment we will give you as much information as we obtain from our client: the hours, location, responsibilities, required dress code, and any other pertinent information.

For each assignment the pay will vary. An hourly rate will be quoted to you before you accept the assignment. There is a 4 hour minimum for each assignment, in most circumstances.

Lunch is not a paid break. The time taken for lunch may vary at each client location, so ask your supervisor what amount of time you should take for your lunch break at each assignment. Please remember to document your lunch break on your timesheet.

Overtime is paid when you exceed 40 hours in one week for one specific company. It is important to get overtime approved from the client before you work it. Also, please inform Temp Time, Inc. if you plan on working overtime.

## **while on an assignment**

On the first day of an assignment it's a good idea to get in early. You will meet with our contact in Human Resources who will then take you to the appropriate department.

Once you have settled into your new assignment, call us with the phone number and extension where you can be reached. Please keep personal phone calls to a bare minimum! We suggest you do **not** make any calls unless it's during your lunch hour. Most computers have access to the Internet, **please do not use the Internet for personal use**. Please check with your supervisor before you make any personal calls or use the internet.

If you are sick or running late for your assignment, please phone Temp Time, Inc. as soon as you know you will be out, no matter what time it is. If it is not during business hours, you **must** leave a message. We will call the client to inform them of the situation. Please follow-up with a phone call, even if you have already left a message regarding your absence or tardiness.

On the days you are absent from work please contact us before the end of the work day to let us know if you will be returning to work the following day. Please leave us enough time to find a replacement for you, if you are not returning the next day.

A professional appearance is just as important, and has an equally lasting impression, as your skill level. Proper business attire should be worn on the first day of an assignment, unless noted otherwise by our office. For the remainder of the assignment, base your dress on the standards set by the client.

## **training**

If training is required for an assignment, you will be paid for this training time **after** your assignment has commenced. If you do not complete the assignment, obviously, you will **not** be paid for the training.

## **payroll**

Payday is **every** Friday, unless it is a holiday. All employees are paid from **Friday thru Thursday**. Please do **not** include Friday of the same week in your total weekly hours.

You must call your hours in by Friday at 10:00am to insure that your check will be ready for pick up by noon.

Please note that payroll is added in quarterly increments (15 minutes is .25, 30 minutes is .50 and 45 minutes is .75). Also, make sure your time is rounded to the nearest quarterly increment (for example: if you work 9:00am to 5:10pm, with an hour lunch, your total for the day would be 7.25 hours)

Checks will be mailed only at your request. If your check is lost or stolen and we issue a replacement check, you will be charged a \$32.00 stop payment fee.

Please fill out a separate timesheet for each assignment (client) per week. When calling in hours, please specify which hours apply to which client.

In order for us to issue a check, we need to have a signed timesheet. If you're requesting your check to be mailed we will only do so once we receive your signed timesheet.

Please remember to leave the back copy of the timesheet with the client, after they have signed it.

## **when to call temp time, inc.**

To let us know when you are available or if your availability changes.

To let us know if your assignment is being extended.

If you are out sick or running late.

To inform us of a new phone number/address.

If you need to give us your required two week notice.

When your assignment has ended.

To let us know if there are any questions, problems or concerns with the job you are working on.

office hours: monday – thursday 8:30am – 5:00pm  
friday 8:30am – 5:30pm  
you can reach us by phone or e-mail anytime after 8:00am  
phone: 312-229-1772  
fax: 312-229-1791  
[info@temptimeinc.com](mailto:info@temptimeinc.com)  
[www.temptimeinc.com](http://www.temptimeinc.com)  
79 west monroe  
suite 909  
chicago, illinois 60603

an equal opportunity employer

## incentive and bonus program

**holiday pay:** starting with your first temp time, inc. assignment you begin building a “holiday pay” account. in order to receive holiday pay, you must have at least 350 hours in your account. any hours in excess of 350 will not be carried over once you apply them towards holiday pay. once you are paid for a holiday, your account reverts to zero and you begin building your hours for the next holiday. holiday pay is 7 hours at your current hourly rate, regardless of the number of hours you typically work in a day. you must be on assignment through us and work the business day before and after the holiday. any time you are not available to us for assignments for a period of six weeks or more, your holiday pay account reverts to zero.

**temp time, inc. includes the following major holidays:**

new year's day	4 <sup>th</sup> of july	thanksgiving day
memorial day	labor day	christmas day

**vacation pay:** once you have completed 1800 hours of service within 13 consecutive months, you are eligible for 35 hours of vacation pay at your average hourly rate. please keep track of your hours and notify us in writing when you believe your hours total 1800. in order to receive vacation pay you must currently be on assignment. you must also be available to us for assignments for a period of at least one month following your vacation check.

**referral bonus:** temp time, inc. will pay a \$50.00 bonus for each person you refer. the bonus is paid **after** the referred person has completed their first 50 hours of work through temp time, inc.

**temp time, inc.**  
temptimeinc.com

I have read through the Temp Time, Inc. Policies and Procedures, I understand what I have read and agree to abide by these policies.

I also agree that I will not accept work directly from any firm (including it's affiliates, subsidiaries, tenants or consultants) that I have been assigned to through Temp Time, Inc. until a period of one (1) year has elapsed since the last day of my assignment with that firm. I also agree I will not attempt to solicit work from Temp Time, Inc.'s clients on behalf of any other temporary service.

I give Temp Time, Inc. permission to check criminal and/or credit records. I also give Temp Time, Inc. permission to contact any former employee and/or person and professional references.

Signature\_\_\_\_\_

Print name\_\_\_\_\_

Date\_\_\_\_\_

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312-229-1772