

QUICK REFERENCE GUIDE

CONTACT YOUR OFFICE

You should call your office when:

- You will be absent or late
- Need to request time off
- There is a change in your job duties
- When your assignment ends or if you have questions regarding your assignment end date
- If you are offered a full time position while on assignment. Our standard Temp to Hire policy is 90 days
- If you are interested in applying for a position with our client where you are assigned
- Any injury or incident that causes injury or damage to property

TIPS FOR SUCCESS

- Follow client specific dress code policies, including Personal Protective Equipment (PPE)
- Limit cell phone use, including texting and email, to breaks and lunch
- Volunteer for more work when tasks are completed
- Observe client policies and procedures including internet use
- Be on time and have good attendance
- Make a good impression-be pleasant and courteous

HOW TO BE PAID ON TIME

- Turn in an NW Staffing signed timecard by 5pm on Mondays
- If using our electronic timekeeping system, submit your timecard to approving supervisor by noon on Mondays
- If you need a timecard, download one from our website
- Payroll weeks are Monday-Sunday. Pay checks are ready after noon on Wednesday

FREQUENTLY ASKED PAYROLL QUESTIONS

- Advances-you are allowed 2 per calendar year
- Direct Deposit & Debit Pay Card-help meet our sustainability goals and sign up!
- Lost checks-call your office and submit a request-10 day waiting period before issued

BENEFITS

- Paid Time Off-You will earn 1 hour of PTO for every 30 hours you work and you may begin taking time in 1 hour increments after 90 calendar days. You must be currently on an assignment and scheduled to work in order to use earned and accrued PST (see complete handbook for exclusions)
- Holiday Pay-6 paid holidays after 1000 hours (see complete handbook for exclusions)
- Insurance-We have health insurance plans available to you that meet the individual ACA requirements. Please contact your branch office for more details.
- Referral Bonus-\$25 after referred employee works 2 weeks
- 401K-after 1000 hours and 1 year

WORKPLACE SAFETY

- Follow client company safety rules and policies
- Use proper lifting techniques and only lift what you can handle
- Use assigned Personal Protective Equipment (PPE) if required
- Do not operate machinery or vehicles unless specified in your job description
- If injured, notify your on-site supervisor immediately and contact your branch office
- If you are involved in a work place incident which results in an accident involving injury to yourself or others, or property damage, please notify your on-site supervisor and contact your branch office
- If you are involved in an accident or injury while on assignment, you will be required to complete a drug screen
- We have a light duty/return to work program if you are injured and not released to full duty by your physician