



STS Staffing  
and  
Temporary Services  
Employee Handbook



## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>1</b>
<b>Mission Statement</b> .....	<b>2</b>
<b>Equal Employment Opportunity</b> .....	<b>3</b>
<b>Sexual Harassment Policy</b> .....	<b>4</b>
<b>Sexual Harassment/Discrimination Complaint Form</b> .....	<b>6</b>
<b>Reporting Offensive Behavior</b> .....	<b>7</b>
<b>Job Offers/Assignments</b> .....	<b>8</b>
<b>Absences and Tardiness</b> .....	<b>9</b>
<b>Standards of Conduct</b> .....	<b>10</b>
<b>Right to Know Program</b> .....	<b>13</b>
<b>Health and Safety Policy</b> .....	<b>14</b>
<b>Weight Restriction Policy</b> .....	<b>16</b>
<b>Hazard Reporting Policy</b> .....	<b>16</b>
<b>Physical Condition</b> .....	<b>17</b>
<b>Controlled Substance Testing Policy</b> .....	<b>18</b>
<b>Background Checks</b> .....	<b>19</b>
<b>Workplace Violence and Weapons Policy</b> .....	<b></b>
<b>Confidentiality</b> .....	<b>20</b>
<b>Discipline Policy</b> .....	<b>21</b>
<b>Payroll Policy &amp; Procedures</b> .....	<b>21</b>
<b>Wage and Overtime Pay</b> .....	<b>22</b>
<b>Leave of Absence Policy</b> .....	<b>22</b>
<b>Termination of Employment</b> .....	<b></b>
<b>Benefits</b> .....	<b>25</b>



## ***INTRODUCTION***

Welcome to STS Staffing & Temporary Services (“STS”). We are delighted to have you here!

This handbook contains the employment policies of STS. The material in this Handbook is not exhaustive. Although we have attempted to cover matters of general applicability to employees, we know that it doesn’t cover every situation which may arise from day to day. We reserve the right to make changes at any time; with or without notice, and to interpret these policies and procedures at the discretion of the company.

STS strives to treat its employees fairly and consistently. While this handbook contains policies and procedures which will be generally followed by STS, it does not create contractual rights between you and STS. Your relationship with STS is at will (unless you and STS have a written agreement that states otherwise) and may be terminated at any time, for any reason and without notice, unless otherwise required by law.

As to any subject covered by this manual, all prior STS policies are hereby expressly revoked.

If there is a written employment agreement between you and STS, the written agreement will control in the event it conflicts with any of these policies.

## **STS STAFFING:**

*Bringing Dynamic Clients and Employees Together*

### ***MISSION STATEMENT***

STS Staffing & Temporary Service's purpose is to use the extensive experience of management and staff to create and keep profitable client accounts through reliable customer service and thorough screening & testing of temporary employee's placed on assignment. STS offers good quality employment opportunities to the local residents of the areas in which we conduct business and, in doing so, promotes the growth of local businesses and communities.

We believe that work is a key factor in achieving personal fulfillment. We value job seekers and employers equally.

We recognize that as a team we can accomplish much more than if we operate as a collection of individuals. Our shared values are the foundation of our teamwork.

We hold ourselves to the highest ethical standards and practice honesty, fairness, truthfulness and the Golden Rule. We believe that most people want to do a good job and what is right and we will treat them accordingly. We believe our values and ethics will ensure the character and strength of our company for the long term.

We foster creativity and continually challenge ourselves to be an innovative leader for our industry and our clients in developing services and fostering good public policy. We strive through our combined efforts and resources to add value to the communities we work in and serve.

***EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-  
DISCRIMINATION POLICY***

STS will comply with all applicable laws governing equal employment opportunity and nondiscrimination in employment in all its facilities. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, placement, promotion, transfer, compensation, termination, layoff, recall, leaves of absence, and training.

Specifically, the company will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age.

Furthermore, any employee who engages in harassment or discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial actions which may include the imposition of discipline or termination of employment.

## ***SEXUAL HARRASMENT POLICY***

All employees have the right to work in an environment free from unlawful discrimination. Sexual harassment is a form of discrimination which will not be tolerated by STS.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made a term or condition of the individual's employment, either explicitly or implicitly;
- (2) Submission to, or rejection of, the conduct or communication is used as a factor in decisions which affect the individual's working relationship with STS; or
- (3) The conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment. submission to such conduct is a condition of keeping or getting a job, whether expressed in explicit or implicit terms,

Sexual harassment may include:

- unwelcome physical contact
- sexually explicit language or gestures
- unwelcome sexual advances
- the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

### **Grievance Procedure**

STS will not tolerate any violation of its sexual harassment policy. Violations will result in disciplinary action, which may include immediate termination.

To facilitate investigation of any job-related harassment or discrimination STS has adopted the following procedures which it recommends employees follow:

- a.) If you experience any job-related harassment based on any unlawful basis protected by law, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your STS Recruiter immediately. We will investigate the matter and take all appropriate action including reporting it to the STS client. If you believe it would be inappropriate to discuss the matter with your STS Recruiter you may bypass your STS Recruiter and report it directly to an STS Manager.
- b.) Your complaint will be kept confidential to the maximum extent possible, although witnesses may need to be interviewed (if any).
- c.) STS has developed a complaint form, which is attached hereto. Copies of the form shall be available to any employee upon request from an STS Recruiter, STS Manager, or anyone in a supervisory capacity. While STS encourages you to fill out a written complaint to formalize your concerns, you are not required to do so, and can also make a complaint by verbally communicating your concerns.
- d.) Upon receipt of a complaint of sexual harassment or other discrimination, STS will assign a designated individual to promptly investigate, inform the individual of the results of the investigation, and take appropriate action as deemed warranted by the investigation.
- e.) STS may take action against any individual engaging in sexual harassment or other discrimination, ranging from education, a verbal warning, or termination. STS has broad discretion in fashioning discipline.

This policy applies to everyone, including managers. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

***SEXUAL HARASSMENT/DISCRIMINATION COMPLAINT FORM***

(these forms are also available at the STS office)

If you believe you may have been discriminated against, or sexually harassed, please complete this form and return it to an STS Recruiter, STS Manager, or anyone in a supervisory capacity. STS will investigate all claims of discrimination or sexual harassment and will not take any adverse action against persons for making a claim. While filling out this form is strongly encouraged, you may make your report orally. In either situation, STS will promptly commence an investigation..

Date or dates of incident or incidents:

Names and title(s) of person(s) involved:

Describe what happened as specifically as possible.

List all persons who witnessed the incident(s) or know anything about the incident(s) and describe what they may know.

Attach copies of any pertinent documents.

Who do you believe we should interview when investigating the incident(s)?

What corrective action do you desire?

Have you reported this conduct to management? If so, when and to whom?

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Name

### ***REPORTING PROCEDURE:***

Reporting procedures have been developed to encourage early reporting, support and stress reduction for employees as well as the prevention of violence.

As an employee, you have a role in keeping your work site free from discrimination and harassment. If you believe you have been harassed or if you become aware of an incident of discrimination or harassment, immediately report the matter to your on-site supervisor or your STS recruiter. The complaint will be promptly investigated in a discreet manner with information disclosed only on a need-to-know basis. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The company will take all appropriate steps, including disciplinary action, to stop the offensive or inappropriate behavior; Harassment complaints are taken very seriously and the office wants the opportunity to resolve any problems.

If an individual is found to have violated any portion of the policy against discrimination and harassment, he or she may be subject to disciplinary action, including termination.

STS will not tolerate any retaliation against an individual for complaining about discrimination, harassment or participating in the investigation of any such complaint.

All employees who obtain a protective restraining order, which lists STS or its client company premises as being a protected area, must provide to their STS Recruiter a copy of any temporary or permanent protective or restraining order.

STS understands the sensitivity of the information requested and has developed confidentiality procedures and respects the privacy of the employee(s).

## *JOB ASSIGNMENTS*

Once a suitable position has been found for you, you will be notified by STS in writing (normally you will first be notified orally, and that notification will be confirmed in writing). The notice, at a minimum, will advise you:

- 1 Name of client
- 2 Job title and duties
- 3 Rate of pay
- 4 Place, time and date on which you are to report
- 5 To whom to report
- 6 Location of employment
- 7 Right to Know training specific to the job
  
8. STS contact information
9. Anticipated duration

After an employment assignment has been offered to you, you will be allowed a reasonable time in which to accept the position. What constitutes a reasonable time will vary from position to position depending on circumstances, and is within the discretion of STS. If you fail to communicate an acceptance to STS within a reasonable time, STS may consider that you have rejected the assignment and offer it to someone else.

We will make every effort to place you in an assignment that most closely matches your particular set of skills and experience but it will be your choice to accept or reject any assignment you are offered. Specifically, if you fail, without good cause, to affirmatively request an additional job assignment from STS, it will be assumed that you have resigned your employment with STS Staffing.

Reliability and attendance are critical to STS in serving our clients needs. Once you accept an assignment, it is expected that you will be on time and work to the best of your ability each day you are assigned to that client.

If, for any reason, you can not meet these obligations, you must inform STS and your supervisor at the client. If possible, we ask that you continue in the assignment until we are able to find a suitable replacement for you.

## ***ABSENCES AND TARDINESS***

You are expected to maintain satisfactory attendance and report to work on time every day. Your being at work regularly and on time is a necessity to STS's business and is a simple courtesy to your fellow employees. Your fellow employees need to be able to rely on you. Furthermore, if STS's clients and customers cannot rely on you, they may simply quit contracting with STS. That jeopardizes your employment and that of other STS employees.

If you know you are going to be late or absent from work, you should immediately contact your STS Recruiter and also your supervisor at the job site (if client contact is specified by either STS or client) and inform them of your situation. We require at least two hours notice of absence. In the event that you are calling in after hours, you simply need to leave a clear message on our voicemail. This message must include your name, the shift you work, the client company you are working at, the reason for your absence and a phone number where we can reach you.

STS understands the occasional need for personal appointments during normal working hours. We require that these appointments are scheduled in advance and we are given adequate notice of this appointment. Absence(s) due to such appointments that are not scheduled in advance and with proper notice given may be deemed unexcused absences and lead to disciplinary action.

If you fail to report to work without having made the notifications in accordance with this policy, STS may consider that you have quit. Absenteeism and tardiness may subject you to discipline, up to and including termination from the assignment, at STS's discretion.

## ***CONDUCT STANDARDS AND DISCIPLINE***

### **Equipment and Vehicles**

If you use or operate equipment and vehicles improperly, carelessly, negligently, or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to STS or the client company because of such mistreatment.

### **Property**

Please keep your work area neat and clean and use normal care handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

Employees may be permitted to store personal items in facilities. However, the company is not responsible for loss, damage, or theft of employees' personal belongings, so employees should exercise discretion in storing any personal items.

You may not use any company property for personal purposes or remove any company property from the premises.

### **Employee Conduct**

STS expects every employee to adhere to the highest standard of job performance and of personal conduct, including involvement with company personnel and outside business contacts.

STS retains the discretion to discipline its employees. Progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that STS reserves the right to terminate the employment of any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline.

STS reserves the right to discipline or discharge any employee for violating

any company policy, practice, or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that STS retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for any reason including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or tardiness
- failing to follow instructions or company procedures and policies
- falsifying an employment application or any other company records or documents
- failing to follow established safety regulations, as stated under our safety policy section in this handbook
- falsification of a timecard or time clock badge/card or completion of another's timecard or time clock badge/card
- insubordination or other refusal to perform job duties
- using vulgar, profane, abusive or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, violent or threatening physical contact (including fights, pushing, and physical intimidation)
- direct or indirect threats
- threatening, abusive or harassing phone calls, emails, text messages or the like
- boisterous or disruptive activity in the workplace
- misusing, destroying, or stealing client company property or another person's property
- possessing, entering with, or using, weapons on client company property
- use of knives, hooks, box cutters, letter openers, or other job-related tools in a threatening or violent manner, or in a manner not directly related to your job duties

- possessing, selling, or using alcohol, controlled substances or drugs on company property, on client company time, or at a client company function without permission, or reporting to work or working under the influence of alcohol, controlled substances, or drugs and/or refusal to comply with drug and alcohol testing and search policies
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the client Company's computer or software use policies
- being convicted of a crime that indicates unfitness for a job or presents a threat to the client Company or its employees, clients or client's employees in any way
- violation of the Dress Code Policy, (ie. Steel toed shoes, etc...)
- hiding or not reporting damage of clients' equipment or product
- sleeping on the job
- walking off or leaving prior to your shift end
- horseplay, as defined in the workers' compensation law
- failure to report injuries immediately
- careless or negligent acts
- failure to contact your STS recruiter after a job completion
- reporting to a job assignment on behalf of STS without being assigned to the client company by an STS recruiter
- bringing an unauthorized person to work or allowing them to work in your place
- committing any unlawful act at work or on client company property
- falsely reporting an injury as work-related that did not arise out of and in the course of employment
- falsifying any medical records relating to an injury or illness affecting attendance or job performance
- lying
- insubordination or other disrespectful conduct
- sexual or other unlawful or unwelcome harassment, including stalking

## ***RIGHT TO KNOW PROGRAM***

STS is complying with federal OSHA Employee Right-to-Know Standards. If you become aware of violations of Employee Right-to-Know Standards in your work place, notify the STS Safety and Loss Prevention Coordinator. STS will inform the client of any compliance issues.

This program applies to all work operations in your assigned area where you may be exposed to hazardous substances or harmful physical agents under normal working conditions or during an emergency situation.

If you suspect that a hazard exists, or if you notice any unsafe work practice, you must report it immediately to your on-site supervisor and to STS's Safety and Loss Prevention Coordinator immediately. Evaluation of your report will be made and you will be notified about the action taken.

You may contact STS's Safety and Loss Prevention Coordinator by phone at (763) 571-0508 or toll free outside of Minnesota, (888) 824-2267. If you call after business hours, leave a detailed message on STS's voice mail.

It is the objective of STS to conduct all operations as safely and efficiently as possible. To accomplish this goal, we are assigning the responsibility, authority, and accountability for loss prevention to all of our employees.

Each of you will have the continued responsibility to perform your jobs in a safe and efficient manner.

## ***HEALTH AND SAFETY POLICY***

The importance of a Safety Attitude cannot be over-emphasized. STS is committed to providing a safe working environment for all employees. However, working safely requires the cooperation of employees and management. It is everyone's responsibility to help eliminate work-related accidents by promoting safe working conditions throughout the workplace. Therefore, we ask for your cooperation and support to help make the jobsite safe.

You are responsible for conducting yourself safely and complying with all safety rules, regulations, and policies INCLUDING, but not limited to, the policies of STS and the company for which you are working.

We need the full cooperation of everyone to maintain the standards we have established for our company. You are expected to report any safety hazards of which you become aware and correct those you are able to correct. You must bring any safety hazards, safety concerns, or work-related injuries or illnesses, no matter how minor, to the attention of STS's Safety Coordinator and Loss Prevention Coordinator. STS will investigate all issues brought forth in this manner.

The following specific safety rules must be followed. These rules are not exhaustive. You must also abide by any other safety rules applicable to your job and the safety rules imposed by the client company to which you are assigned.

- 1.) In the event you are injured on the job or incur a job-related injury, you must inform STS and your on-site supervisor immediately. STS is required to file Worker's Compensation claims within 24 hours of occurrence.
- 2.) Report any observed unsafe condition to your supervisor and STS.
- 3.) Horseplay and practical jokes will not be tolerated and will subject employees involved to disciplinary procedures.

- 4.) The drinking of alcoholic beverages or use of illegal drugs is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and may be subject to other discipline.
- 5.) If you do not have current first aid training, do not move or treat an injured person unless there is immediate peril.
- 6.) Appropriate clothing and footwear must be worn on the job at all times as well as any required safety equipment. Your STS Recruiter will inform you of this.
- 7.) You should not perform any task unless you are trained to do so and are aware of the hazards associated with the task.
- 8.) Perform only assigned jobs that you are properly instructed to perform. Do not perform physical tasks that fall outside of the scope of your job descriptions without first clearing it with your supervisor.
- 9.) Learn safe work practices. When in doubt about performing a task, contact your supervisor for instruction and training.
- 10.) Never remove or bypass safety devices.
- 11.) Learn where fire extinguishers and first aid kits are located.
- 12.) Maintain a general condition of good housekeeping in all work areas at all times.
- 13.) Be alert to hazards that could affect you and your fellow employees.
- 14.) Obey safety signs and tags.
- 15.) Always perform your assigned task in a safe and proper manner. Do not take shortcuts.

STS has a safety program in place consisting of a select variety of AudioVisual Tools. This program is designed to educate employees in an effort to eliminate all injuries. Speak to your STS Recruiter for more details.

## ***WEIGHT RESTRICTION POLICY***

You are prohibited from lifting more than 50 pounds at any of your assignments while working with STS and its clients. If you are requested to lift over 50 pounds (or even less if it might be injurious to your health) at any of your assignments, you are to contact your STS representative immediately.

You must review and acknowledge understanding of the Proper Lifting Techniques' handout.



## ***HAZARD REPORTING POLICY***

Your safety and well-being are extremely important to us. To make sure that all potential hazards are eliminated before anyone becomes sick or injured while at work, we have established the following policy.

Anyone who suspects that a hazard exists, or who notices any unsafe work practices, shall report it to your on-site supervisor AND to STS's Safety and Prevention Loss Coordinator immediately.

Evaluation of your report will be made and you will be notified about the action taken to eliminate the condition.

### **Report by Phone to:**

- 1.) **Your on-site supervisor AND**
- 2.) **STS's Safety Coordinator:**

**(763) 571-0508 or toll free outside of Minnesota, (888) 824-2267**

### **By Mail:**

**STS Staffing  
7986 University Avenue NE  
Fridley, MN 55432**

- 3.) **Use the enclosed Safety Hazard Report form or simply write a note to us describing the potential hazard or unsafe work practice and mail it to us.**

### **By E-Mail:**

- 4.) **Contact: [safety@stsstaffing.com](mailto:safety@stsstaffing.com).**

## *PHYSICAL CONDITION*

Once a conditional job offer or assignment has been extended to you, it is your responsibility to notify STS of any circumstances which may prevent you from performing the essential functions of your job.

STS, in conjunction with its clients, will make every effort to comply with all reasonable requests for accommodations in accordance with the Americans with Disabilities Act, the Family Medical Leave Act and any other applicable local, state or federal law. Disclosing pre-existing physical conditions will not disqualify you from working with STS and its clients.

While STS will work diligently to offer you gainful employment, your overall safety and well being is our greatest concern. If you are physically unable to meet the demands of a particular job assignment, please discuss this before accepting an assignment or contact your STS Recruiter immediately if you find the job assignment to be physically difficult or potentially harmful to perform. STS will make every effort to put you to work in a less strenuous position. **DO NOT RISK INJURY TO YOURSELF.** Your inability to perform as required may also put your fellow workers in jeopardy. Please contact STS immediately if you are experiencing difficulty in performing any job assignment.

***STS STAFFING'S SUBSTANCE ABUSE AND DRUG AND ALCOHOL TESTING  
POLICY***

**PURPOSE**

In an effort to protect all our employees from harm or injury caused by their actions or the actions of another employee, we have adopted the following substance abuse and drug and alcohol testing policy.

We are committed to maintaining a substance-free work environment and reserve the right, in accordance with the state and federal drug and alcohol testing laws, to test all employees and job applicants for drug and alcohol use consistent with the procedures set forth below. "Illegal drugs" means controlled substances, and includes prescription medications which contain a controlled substance and which are used for a purpose or by a person for which they were not prescribed or intended. This policy also prohibits reporting for assignments, and working anywhere under the influence of alcohol and/or illegal drugs.

Violation of this policy may subject the violating employee to disciplinary action, up to and including discharge, as set forth in more detail below.

**POLICY**

All employees of record are expected to report for work free from the effects of illegal drugs and alcohol. Employees must notify their STS representative of the use of prescribed medications or over-the-counter medications that may affect their ability to function while on the job.

The use, possession, manufacture, distribution, transfer and sale of any narcotics, controlled substances, illegal drugs, or drug paraphernalia by any employee of STS is strictly prohibited while working for STS or on site at the location of any its clients. This policy also extends to the operation of any company or client vehicle, machinery, or equipment. It also prohibits reporting for work, and working anywhere on behalf of STS under the influence of alcohol and/or illegal drugs. The only exception will be for the intended use of prescription drugs by a licensed physician. Supervisors have the right to excuse any employee from their shift if they

suspect the employee is under the influence of any illegal drug or alcohol. The employee will not receive pay for any excused hours.

All employees of record are expected to report to STS observations of alcohol and drug possession, use, or distribution thereof, an odor of alcohol on the breath, and/or observations of impaired motor skills, speech, or unusual behavior or appearance of other STS employees.

### ***BACKGROUND CHECKS***

As a condition of your working relationship with STS and as a condition to working on assignments with STS clients, STS may conduct a background check. The background check may include, but is not necessarily limited to:

- 1.) Contacts with references;
- 2.) Contacts with prior employers; (supervisors, co-workers)
- 3.) Criminal history checks; Statewide Criminal Convictions, County Criminal, County Civil, Federal Criminal filings by district and/or nationwide;
- 4.) Driving record (this particular requirement is only necessary when the job requires the employee to drive );
- 5.) Education verification;
- 6.) Credential verification (Verification of professional licenses and certifications);
- 7.) Social Security numbers trace, Social Security name search; Super Profile (verifies identity, address, tax liens, judgments, UCC liens, corporate affiliations, possible relatives, aliases with the same Social Security number, address history, Social Security number verification against death index, real property records, bankruptcy).
- 8.) Credit Reports (if appropriate to the particular assignment).

If STS intends to do a background check, you will be requested to sign authorizations allowing people and organizations to release information to STS. If you refuse to sign authorizations, STS may refuse to offer you an assignment or will terminate your employment entirely. The information STS receives through its background check may be a significant factor in STS's decision to hire you, terminate your employment, or to

offer you a particular assignment, depending upon the seriousness of the crime, the time that has passed since the offense, and its relationship to successful job performance. Information STS learns from any such results will be kept confidential.

In addition, at your time of hire, you will be required to fill out an I-9 and to provide supporting documentation. You will be allowed, per Federal law, a period of up to, but no more than three (3) working days to provide valid documentation of identity and ability to work in the United States. If you are unable to present the required documentation within three business days, you must present a receipt for the application of the document within three business days and the actual document within ninety days. If you are hired to work for a duration of less than three business days, you must complete the I-9 form at the time your employment begins.

### ***CONFIDENTIALITY***

You may be exposed to information which has a great deal of value to STS or its client companies. Even the identities of STS's clients are valuable assets of STS. STS has spent a great deal of time developing such data and must take reasonable precautions to protect it.

You may also be exposed to information of our clients which is valuable to our clients. They have a right to expect that their proprietary data and information will not be misappropriated by anyone. STS must respect the confidential nature of our clients' data.

As a condition of employment, you must agree that all such information is the exclusive property of the company, and you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether or not it has been designated specifically as "confidential."

## ***DISCIPLINE POLICY***

You are “at will” which means that your employment can be terminated at any time and for any reason, unless the reason for termination violates state, federal or local law. STS will do its best to provide its employees with continuity of employment, but cannot guarantee any length of service.

STS applies discipline uniformly. STS reserves the right to discipline workers at its discretion. This discipline may include, but is not limited to, such action as oral and written reprimands, suspension, demotion and termination.

## ***PAYROLL POLICY & PROCEDURES***

You will receive a weekly paycheck for work performed. You may experience delays in receiving your paycheck in a timely manner if you fail to follow the procedure outlined below:

Fill out your timesheet completely and accurately at the end of your workweek. If you are using the client company’s time clock, those hours will be submitted by the client to the STS Payroll Department. If you are using an individual STS timecard, you must obtain an authorized Supervisor’s signature and make sure that the timecard is turned in to your STS Recruiter no later than noon on the Monday immediately following the end of your work-week. If you are signing in and out on a group time slip, that timecard will be sent to our Payroll Department by the client company.

It is every employee’s responsibility to follow the necessary procedure for reporting their hours worked in a complete, accurate, and timely fashion. Please feel free to call our payroll Department directly at 763-571-0508, or out of Minnesota toll free at 1-888-824-2267, if you have any questions or concern regarding the reporting of your time.

Upon termination, your last check will be supplied to you within the time frames established in accordance with state laws.

If you leave an assignment, for any reason, it is your responsibility to obtain the authorized signature of the on-site supervisor verifying the

hours you worked. Walking off a job without authorization or notice will be considered a voluntary resignation.

### ***WAGE AND OVERTIME POLICY***

The amount of wages you will be paid depends on the contract to which you are assigned. Your rate of pay will vary from assignment to assignment. There is no guarantee your rate of pay on an assignment with STS will equal or exceed your rate of pay on your previous assignment. Wage reviews and increases on a particular assignment will be governed, in large part, by the company to which you are assigned.

If your particular job assignment qualifies as a non-exempt position for purposes of the Fair Labor Standards Act and you work in excess of forty hours in a given work week, you are entitled to receive overtime pay. As a result, it is imperative that you properly record and track the number of hours you work in a given week so you can be fully compensated for your time.

In certain instances, incentive or bonus pay may be included in addition to your hourly rate or salary. In these instances, a schedule of earnings will be outlined in writing so that these particular situations are understood.

### ***LEAVE OF ABSENCE POLICY***

STS is engaged in the placement of personnel in contract, temp-to-hire and temporary positions. Due to the nature of STS's business, STS does not have allowances for short or long-term absences, except where noted below. If you opt to take a short or long-term leave of absence, you must understand that no position can be guaranteed to you upon your proposed return to work. Unless otherwise prohibited by law, all benefits shall be suspended when you take your leave. The following are leaves of absence for which STS makes allowances:

- 1.) **JURY DUTY:** STS acknowledges the responsibility of all citizens to serve on jury when required by a court of law and will make all reasonable accommodations to ensure the same or an equivalent position is available to you upon your return to work. This leave of

absence is unpaid. To the extent possible, STS expects that its employees will provide reasonable notice of its obligation to serve on a jury in advance of the time those obligations are expected to commence.

2.) **MILITARY LEAVE:** Under the Uniformed Services Employment and Reemployment Act (USERRA) you have a right to be reinstated at your job upon completion of your service, if you qualify. In order to qualify for reinstatement you must meet the following criteria:

- a.) You left your civilian job to perform service in the uniformed service.
- b.) You informed your employer that you were leaving the job for service in the uniformed services, (unless giving such notice is unreasonable or impossible).
- c.) You have five years or less of cumulative service in the uniformed services while employed with this particular employer.
- d.) You promptly return to work as required by the law after conclusion of your service with the uniformed services.
- e.) You have not been separated from service with a disqualifying discharge or other than honorable conditions.

3.) **FAMILY AND MEDICAL LEAVE ACT (FMLA):**

In order to be eligible for FMLA, an individual must have been employed for at least 12 months immediately preceding the leave and must have worked at least 1,250 hours in the preceding 12 month period.

Under the FMLA regulations, STS allows for up to 12 weeks of unpaid leave in a 12 month period for: the birth of a child and to care for a newborn; the placement of a child for adoption or foster care; to care for the employee's seriously ill parent, spouse, or child; to care for a spouse, son, daughter, or parent who has developed a

qualifying exigency while on active duty in the Armed Forces; or when an employee's own serious health condition keeps him/her from working. Except for leaves associated with the birth of a child and/or the placement of a child for adoption or foster care, it is not required that the entire 12 weeks be taken at one time and can be separated in several shorter leaves when medically necessary.

#### Extended Leave for Military Service

Additionally, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of active duty is entitled to take up to 26 workweeks of leave during a 12-month period to care for the service member.

If you are planning to take a medical leave of absence, you must give STS at least 30 days written notice prior to commencement of the leave, whenever possible. Where you are unable to give at least thirty days notice of the need for foreseeable FMLA leave, you will be required to explain why it was not practicable to give 30 days notice. Moreover, failure to give proper notice of the need for family or medical leave may result in delay of the commencement of the leave. STS reserves the right to request a written notice from the employee's physician to certify that a "serious health condition" exists. To the extent possible, employees returning from leave should give STS at least 2 weeks written notice before returning to work.

Computation of the time frame for leave is calculated on a forward rolling basis.

STS requires that you use all paid leave during the FMLA leave.

#### 4.) BEREAVEMENT LEAVE

STS employees who have completed at least three months of continuous employment and who experience the death of a parent, parent-in-law, grandparent, spouse, life-partner, sibling, child, or grandchild, or a step-parent, step-sibling, step-child, or step-grand

child, will be able to use accrued vacation pay during this leave. In other situations, additional bereavement leave may be granted at the discretion of STS.

### ***BENEFITS***

**MEDICAL: Health Insurance** – STS offers the Essential Staff Care Medical plan. This plan is underwritten by BlueCross Blue Shield and is administered by Planned Administrators, Inc. (PAI). This health insurance is on an elective, employee paid, basis. STS employees, their spouses, and dependents are eligible from the first day of employment with no waiting period and no qualifying questionnaire. Once enrolled, coverage begins on the first Monday after the first payroll deduction is taken. STS also has a ‘Discount Prescription Drug Card’ sponsored by ProCare RX available. Ask your STS recruiter for details.

AD & D: **Accidental Death and Dismemberment** is included with the medical plan.

Employee Benefit Amount	\$10,000
Spouse Benefit Amount	\$ 5,000
Child Benefit Amount	\$ 5,000
Infant Benefit Amount	\$ 1,000

**Dental:** These benefits are also available if the  
**Vision:** employee elects medical coverage  
**Short Term Disability: Term**  
**Life:**

For further information please contact your STS recruiter.

REFERRAL BONUS: STS will pay you a \$25.00 referral bonus when you, and the individual you refer, both complete a 40-hour work week. Please ask your STS Recruiter for a Referral Bonus form to fill out and turn in to the Payroll Department.

DIRECT DEPOSIT: Your paychecks can be automatically deposited into your bank account through "Direct Deposit." Your paycheck can be deposited into the financial institution of your choice, at no cost to you, and your money is available for use on payday. Once you have started an assignment with STS ask your recruiter for a direct deposit form.

This information does not constitute a contract. STS reserves the right to make changes to the benefits offered its employees upon reasonable notice.



***ACKNOWLEDGEMENT OF RECEIPT***

My signature indicates that I have reviewed and had the opportunity to discuss with a supervisor any questions that I have had regarding the content of this handbook.

I understand that I have an obligation to inform my supervisor, Human Resources, and Payroll of any changes in my personal information -including, but not limited to, my phone number and address. I also accept responsibility for contacting my supervisor, Human Resources, or Payroll if I have additional questions or concerns or need further explanation about these or subsequent policies, procedures, and/or guidelines.

I recognize the original, signed "Acknowledgement of Receipt" document will be kept in my personnel file and that I will receive a copy for my records.

\_\_\_\_\_  
Employee's Signature

Date