

Welcome...

to the Ashby Staffing team! When you become an Ashby Field Associate, you become both an employee of our company and an important part of our growing family.

You will be working for us on special temporary assignments at the offices and facilities of our highly valued customers. Those customers call on us when they need extra help for emergencies, sick leaves, special projects, vacations, and peak periods. When our customers call us with a need, we call our temporaries who have skills matching that need. In many cases, that temporary will be you.

The purpose of these instructions is to welcome you to our team, to acquaint you with the way we do things, to tell you what we have to offer, and to outline your duties and responsibilities as our employee. The following information answers the most common questions we hear from temporaries.

Who pays me? We do. We send you on assignments to companies who pay us for our services. We, in turn, pay you for every hour worked. We make all of the usual income tax and social security deductions, just like any other employer.

Do I have to pay a fee? Never. You are an employee of Ashby.

How do I receive assignments? Your Staffing Manager will call you immediately when we have suitable assignments for you. When we call you with an assignment, we will discuss with you the details of the assignment, including the location, duties, pay rate, proper attire, and the expected length of the assignment. *The best way to make sure you're considered for the best assignments is to call your Staffing Manager every morning.*

How do I get paid? You are paid on the basis of the authorized hours listed on your weekly time sheet. Be sure to use a different timesheet for each new assignment. If you have 2 different assignments in the same week, you must submit 2 timesheets. Alterations of any sort will make your timesheet invalid. If you make a mistake, don't cross it out and write over it. Instead, fill out a new time sheet. If you do not have a timesheet for an assignment, call your Staffing Manager for instructions. After completing an assignment, you will receive a new timesheet with your paycheck.

Important Additional Information About Working As An Ashby Temporary

ALWAYS COMPLETE THE ASSIGNMENT YOU ACCEPT. Accept only those assignments you are free to complete. If the assignment is to last 2 weeks, be prepared to work the full 2 weeks. If the company requests that you stay beyond that time, you are free to decide whether to stay on longer or not. The same is true for any assignment, whatever its length.

If you become ill or are unable to report to work for any reason, ***call us immediately!*** If you need to call us outside normal business hours, you can always reach our *24-hour answering service* that answers our phones any time we're not able to.

Please call our office, too, as soon as you know when your assignment will be ending, so we will know you are available for another assignment. If you have not contacted The A List at Ashby Staffing within 24 hours from the end of your assignment to make yourself available, we will assume you are not available to work. You should also call us if the assignment ends sooner than anticipated, or if the company would like to hire you for a permanent position.

Be Neat and Well-Groomed. In the work world, being neat and clean is important. Your own good taste should dictate your appearance. Remember, the person who is well groomed and appropriately dressed at all times is the one who keeps busy on the best assignments.

Be Punctual. As our employee you are required to observe our customer's hours of business. So if you're to report at 8:00 AM for a full day's work, be there and ready to go 10 minutes early. And work until the customer has determined that the day's assignment is ended. Before you take lunch, check with your supervisor at the customer's facility to find out your assigned lunch period. If an emergency arises and you will be late for an assignment, ***call us immediately.***

Your Timesheets and Paychecks. Take a timesheet with you to every assignment. You may either mail your timesheet to us upon completion of your assignment or drop it by our office. Your timesheet ***must*** be signed by your supervisor and ***must*** be faxed to our office no later than 12:00 noon on Monday of each week for you to be paid on Wednesday for the previous week's work. If your faxed timesheet arrives at our office later than noon on Monday, your paycheck will unavoidably be delayed until Wednesday of the following week. Furthermore, we cannot release your check until we receive the original signed and completed timesheet.

Direct deposit is available. Please ask your Staffing Manager for assistance in coordinating the details. Paychecks are also available to be picked up at our office each Wednesday after 12:00 PM. We encourage you to pick up your check at the office so we can be assured that you receive it. If you prefer your check to be mailed, or if you haven't picked up your check by 12:00 PM on Thursday, we will put it in the mail at that time. Please realize that Ashby is not responsible for the U.S. postal system's delivery of your paycheck. If you have not received your check within 30 days of the date it was mailed, we will be happy to issue a replacement check at no charge. If you have not received your check within 14 days of the date it was mailed, we will issue a replacement check ***at your request.*** Since we will have to ask our bank to stop payment on the original check, the stop payment charge will be passed on to you. If you wish someone else to pick up your check, you must deliver a written authorization to one of our Staffing Manager

specifically authorizing another individual to pick up your check. We appreciate your efforts as an Ashby Temporary and we do this to ensure that *you* get the money you've worked for.

Your Benefits As An Ashby Associate

Holiday Pay. You are entitled to the following paid holidays after working 1,200 total hours, provided that you have worked as an Ashby employee the day preceding and the day following the holiday, and that you have worked at least 120 hours in the 4 weeks prior to the holiday. Your holiday pay will be for the number of average hours worked per day during that period.

Christmas Day	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day

Vacation Pay. After completing 1,500 hours in a calendar year, you are entitled to a one-week vacation, with pay reflecting the average hours worked per week during that period.

Referral Bonuses. A major portion of our work force comes to us by referral from current or former Ashby Associates. We offer referral bonuses of \$50.00 for each employee you refer to us after he or she has worked 100 hours as an Ashby employee.

Temporary-to-Hire Options. If you are interested in Direct-Hire positions, let your Staffing Manager know. We will try to assign you to one of our customers who hire their employees from among their temporary workers. There is never a charge to you.

Non-harassment Policy. Ashby and its customers respect the principles of equal employment opportunity contained in federal and state law. If you should encounter sexual harassment or any unlawful discrimination on a job assignment because of color, race, religion, national origin, age or sex, please contact your Staffing Manager or any officer of the company immediately

EMPLOYEES ARE SUBJECT TO DISMISSAL FOR ANY ONE OF THE FOLLOWING:

- Walking off the job.
- Not showing up for work without notifying Ashby.
- Inefficiency, tardiness, excessive absence, unexcused absence.
- Insubordination, quarreling, fighting, stealing, intoxication or use of alcohol or illegal drugs on the job.
- Abuse of equipment or using obscene language.
- Violation of safety and sanitation rules.

Remember! Ashby Staffing is your employer - not the company where we assign you.

DO NOT DISCUSS PROBLEMS OR EMERGENCIES WITH OUR CLIENTS.

INSTEAD CALL ASHBY, 458-5271.

Our phones are answered 24 hours a day, 7 days a week.