

**LSI Staffing, Inc.**  
**Employee Handbook**  
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## **Welcome to LSI!**

As you begin your employment with LSI Staffing, Inc., we would like to welcome you to our organization and ask that you read and become familiar with the contents of this employee handbook. We hope that you find it full of helpful and valuable information about the policies, benefits, procedures, and opportunities available to guide and assist you in performing to the best of your abilities.

Since 1986, LSI has been a leading provider of temporary employees. With your help, we are looking forward to continued growth and prosperity as together we work to serve our customers' needs.

The policies, procedures, and programs outlined in this handbook are designed to serve as guidelines to keep you informed of relevant facts about your employment. They are not intended to create any kind of contractual relationship and are subject to change at LSI's discretion, with or without notice.

While the policies and procedures outlined in this handbook should give you answers to most of the general questions you might have about your job or the company's policies, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please contact the LSI office. We also welcome your suggestions for improvements.

Please read this handbook carefully and keep it for future use. Try to familiarize yourself with its contents. We want you to be fully informed and understand our policies and procedures completely.

Once again, we welcome you and wish you success.

## **Statement of Purpose**

The purpose of this handbook is to provide guidelines regarding LSI Staffing, Inc. and its employees. These guidelines are not intended to cover all issues that may affect the employment relationship. They are not to be considered absolute and inflexible rules. Exceptions may be necessary under some circumstances. Changes may be made from time to time.

No policy or provision in this handbook is intended to create a contract binding the employee or the employer to an agreement of employment for a specific period of time. The employment relationship may be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the principals of LSI Staffing, Inc., can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

## **Equal Employment Opportunity**

LSI is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

LSI complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. Sexual harassment is a form of illegal sex discrimination that occurs when an employee is subject to unwelcome sexual attention or conduct that affects the terms or conditions of the individual's employment. Sexual harassment can involve an employee being pressured to submit to unwelcome sexual advances in exchange for retaining or gaining certain job opportunities or terms or conditions of employment. Sexual harassment also can involve an employee being confronted with unwelcome sexual conduct that is so pervasive or severe that it interferes with the employee's job performance or creates a hostile or offensive work environment.

LSI considers harassment in all forms to be a serious offense. Employees who believe they have been subject to prohibited discrimination or harassment should immediately report the incident to their workplace supervisor or the LSI office. Complaints are investigated immediately and handled as confidentially as possible. LSI ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Any employee of LSI that is found to have engaged in discriminatory conduct or harassment will be subject to immediate disciplinary action, including possible termination of employment.

### **Complaint Procedure**

We encourage you to bring any problems concerning your work or well-being to our attention. Every effort will be made to help you with your problem or deal with any workplace issue.

Contact the LSI office immediately regarding any workplace problem. You may speak with a member of LSI management during normal business hours, and if necessary leave a message after hours at **262-0162**.

Your concerns will be investigated immediately and handled as confidentially as possible. LSI ensures that employees following this complaint procedure are protected against illegal retaliation.

## Keys to Job Success

There are a few reminders that will help to make you successful on each of your job assignments. Remember the following things and you may be on your way to a permanent job:

- **Be a good employee.** Your chances for a permanent job will be better if you show that you are the kind of employee that a company wants to hire.
- **Be on-time.** Always arrive early for work, especially your first day when you must find a parking place and meet your new supervisor.
- **Work your full shift.** Work until the whistle blows. Do not leave work early. Keep job absences to a minimum. Employers want employees that show good work habits.
- **Work hard every day.** Do your job the best you can each day. Working hard also means working smart. Use your skills and knowledge to do your job better than anyone else does. Your extra effort will be noticed.
- **Always do quality work.** Take pride in the work that you perform. Do not accept less than “*the best*” in work that you do, or the work of coworkers.
- **Be energetic, have a good attitude.** Attitude and enthusiasm are an important part of your success on-the-job. Employers take special notice of those employees who are excited about their work. Be eager to learn new jobs and gain additional responsibilities.
- **Follow instructions and rules.** Because you will be new to your job, you must carefully follow instructions and rules. If you are unsure about how to do a task, ask questions. Remember, there is no such thing as a “*dumb question*” on-the-job.
- **Be safe; follow LSI safety guidelines.** You are responsible for your personal safety. Stop work immediately if you feel any job you are performing is unsafe. You should immediately contact your workplace supervisor or the LSI office.
- **Respect your supervisors and coworkers.** Your supervisor’s and coworker’s opinion of your work and your work behavior can have a big impact on your chances for a permanent job with the customer.
- **Turn your temporary assignment into a permanent position by doing your job well and remembering these *Keys to Job Success*.** Not every job assignment may lead to a permanent position. If one is available, your work and work behaviors will give our customer a chance to see you in action and give you the best opportunity at a job offer.

## **Keys to Job Failure**

Just as there are *Keys to Job Success*, there are some things that can get you into trouble at work. We have listed some basic rules. Employees may be subject to discipline, up to and including employment termination, for these and other inappropriate conduct or behavior. In all cases, employees are considered employees-at-will and by law may be terminated from employment, with or without cause, at any time.

The following things are *Keys to Job Failure*:

- Failure to follow instructions or rules, including LSI and customer safety rules.
- Being late to work, leaving work early or absent from work frequently.
- Stopping work, or interfering with work flow or efficiency including “horseplay”.
- Dishonesty, and/or falsifying timesheets.
- Being in possession of customer, coworker or others property without approval.
- Fighting, threats, or injury of other persons employed or associated with the customer, LSI or other related parties.
- Inappropriate language or actions towards others, or the property of others.
- Possession of weapons on LSI or customer time and property.
- Gambling, solicitation or distribution of literature on LSI or customer time and property.
- Being under the influence of alcohol or any other controlled substance during work time or on LSI or customer property.
- Possession, sale or use of alcohol or any controlled substance during work time or on LSI or customer property.

## **Employment**

## **Hours of Work**

Each of your work assignments will have designated hours of work, break times and lunch times. We ask that you are flexible in accommodating the work schedules of our customers. You are expected to report to work on time and work the required daily hours. You should be in your work area and prepared to work at starting time. You should not leave work early. Record all time worked on the LSI time sheet and have your workplace supervisor approve and initial the time worked.

## **Absence and Tardiness**

All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late to work, and leaving work early must be kept to a minimum. Walking off the job without contacting your work place supervisor is unacceptable and you will be subject to disciplinary action up to and including employment termination.

If you will be late to work by 15 minutes or more or absent without prior approval, you are required to notify the LSI office, **not** your work place supervisor or company, prior to your scheduled starting time. If possible, employees must call personally and speak directly with the LSI coordinator. Our 24-hour telephone number is **262-0162**. You may leave a message in case of emergencies.

Excessive absence or tardiness, regardless of cause will result in disciplinary action. See ***Keys to Job Failure***.

## **Change of Address, Telephone Number or Status**

It is important that we are able to contact you for job assignments and that we have your current address so that we can mail your W-2 tax form at the end of the year. Should you have any changes in the following, you should contact the LSI office to update your records:

- Address
- Telephone Number
- Marital status name change
- Completion of additional training or education
- Person to notify in case of emergency

## **Personnel Files**

Personnel files are maintained by the LSI office. These records are the property of LSI and only company managers are authorized to release any information contained in the personnel files. Employees may review their personnel file upon request.

Employees and their designated representative may request any job-related medical or hazardous substance exposure records.

All reference and credit checks are referred to LSI management. The only information provided is date hired, job assignments and date of employment termination. Detailed reference or credit checks must be authorized by signature of the employee.

## **Physical Examinations**

The company reserves the right to require a physical examination at any time during the employment relationship. Physical examinations may be required as a condition of employment prior to specific customer work assignments. The cost of the examination will be the responsibility of the company, and it reserves the right to select the physician of its choice.

## **Smoking**

The company supports and encourages non-smoking and reminds smokers to respect the wishes of others when in areas shared by other persons.

Do not smoke in areas that are posted as no smoking. Do not smoke around hazardous materials. If you violate this policy you will be subject to disciplinary action. See ***Keys to Job Failure***.

## **Personal Care and Dress Code**

Employees must be aware of the need to present a good image at work. Proper personal care is expected including bathing, shaving, use of deodorant, dental care, breath freshness and clean clothing.

Employees are expected to wear clothing that is appropriate for the work assignment.

- For office assignments the following attire is unacceptable: jeans, tee shirts, jogging suits, sportswear, shorts, very short skirts or dresses, jumpsuits, sheer clothing, garments that are unnecessarily revealing, slippers, sandals, tennis shoes, casual loafers, or work boots.
- For industrial assignments safety is important. Do not wear loose clothing around moving parts of a machine. Do not wear shorts or tank tops.

While you are on a job assignment you represent the business image of LSI. We reserve the right to maintain the best possible image with our customers. Radical and unusual hairstyles or colors, body piercing and tattoos may be unacceptable at some customer workplaces. T-shirts or clothing with inappropriate designs or lettering are unacceptable at any workplace.

## **Drug Policy**

Possessing, using, purchasing, distributing, selling or having controlled substances or alcohol in your system during the workday on LSI property or at a customer's workplace is strictly forbidden. Employees who violate this policy will be removed from their work assignment and their employment with LSI terminated.

The company reserves the right to drug screen its employees at any time and to search any area of the company facilities including desks, files, tool boxes, lunch boxes, etc.

## **Unauthorized Removal of Company/Customer Property**

Employees are not to take company or customer property off the premises without the approval of LSI or their workplace supervisor.

Supervisors have the right to question employees to make certain that proper procedures have been followed.

Unauthorized removal of property will result in disciplinary action. See ***Keys to Job Failure***.

## **Religion**

LSI will make every reasonable effort to accommodate all religions. Reasonable accommodations may include such things as adjustments to work schedules, scheduling religious observance days off, etc.

## **Bulletin Boards**

LSI maintains bulletin boards for its employees. You should periodically check these boards to be aware of important information about your employment, safety and benefits.

## **Jury Duty**

Should you be called to serve on a jury you should notify the LSI office. If you are on assignment, LSI will notify your temporary work supervisor. Every effort will be made to return you to your temporary assignment following your jury duty.

If you are not on assignment you should still notify the LSI office. Once you have completed your jury duty, you should notify the LSI office of your availability for work.

All jury duty leave is unpaid.

## **Personal Belongings**

LSI and your temporary assignment employer are not responsible for lost or stolen personal belongings. You should secure all personal belongings in your work area if possible. In all cases you should not leave personal belongings in areas where they may be lost or stolen.

## **Availability for Work**

You must notify LSI of your availability for work assignments. This includes changes in availability following the end of any work assignment. Should you fail to keep LSI aware of your work availability it will be assumed that you are no longer available for work assignments.

## **Pay and Benefits**

## **Pay Days**

Time cards must be completed, approved by your workplace supervisor and returned to the LSI office no later than each Tuesday at 8:00 A.M. Each Wednesday, paychecks may be picked up at the LSI office from 6:00 A.M. to 5:30 P.M. Should you be unable to personally pick up your paycheck, you must notify the LSI office in advance and tell us who will pick up your paycheck. We will require positive identification of the person you are sending.

Your pay will be calculated based upon your LSI hourly wage multiplied by the number of hours you have worked in each week. All hours worked over 40 in any one pay period will be paid at a rate of 1 ½ your hourly rate of pay. Holiday hours are not used in the computation of weekly overtime pay.

Your pay and benefits are those provided to you by LSI. These will generally vary from those of the regular employees at your temporary work assignment.

## **Holiday Pay**

Employees will be eligible for holiday pay after they have worked at least 750 hours through LSI during the preceding 12-month period and have worked a minimum of 100 hours in the preceding 4-week period. In addition, employees must work the full scheduled shift the day before and the day after the holiday to receive holiday pay.

The following are the recognized holidays each year:

- New Year's Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day
- Christmas Day

Holiday pay will be at the rate of 8 regular hours. These hours are not used in the computation of weekly overtime pay.

## **Vacation Pay**

Employees will be eligible for one-week of vacation pay for each 1500 hours of work through LSI. Employees who become eligible for vacation pay must notify the LSI office to request to be paid. Vacation pay will be paid at the employee's current rate of pay based upon a 40-hour workweek.

Vacation time off should be schedule with workplace supervisor.

## **Leaves of Absence**

Should you be unable to work for an extended period of time due to personal reasons please contact the LSI office. Employees who must begin a leave of absence during a work assignment cannot be guaranteed the same position upon their return. Every effort will be made to provide work assignments to employees following their return from leave of absence. All leaves of absence are unpaid.

## **Confidentiality**

Your individual rate of pay is determined by a number of factors. Your job skills, experience, the job you are performing and the customer's pay scale sets your rate of pay.

We do not share information about you or your pay with anyone that does not have a need to know. Please do not discuss your pay with other employees or anyone at your workplace. Should you have questions about your pay or benefits, contact the LSI office.