

PERSONNEL SOLUTIONS PLUS

Quick Reference Sheet



ATTENDANCE & PUNCTUALTY

After accepting an assignment, it is imperative that you are there for the duration of that assignment. Please be sure to be on time and report to work each day. In case of an unexpected emergency, please contact your local PSP office immediately.

JOB ASSIGNMENTS

Dress appropriately and safely for the job. Inform your Coordinator of the following:

- Any discrepancy or change in your duties.
- You feel incapable of completing the job.
- You have received new training.
- You see unsafe working conditions.
- Your assignment is completed or has been extended.

PSP prohibits temporary employees from utilizing a motor vehicle in performance of their job duties. Additionally, you cannot operate any equipment or machinery for which you have not been trained by an authorized instructor. Please notify your local office immediately if you are requested to do so.

PAYROLL

Hours that are worked in any given week must be received by **noon on Monday the** following the week worked. Timecards may be faxed to (813) 890-0261, hand-delivered, or e-mailed. We must have your timecard in our possession in order to process and release your paycheck.

Payroll is issued on the Friday following the week worked and may be picked up, mailed, or deposited on PaymentCard. Please contact your local PSP office if you would prefer your check mailed so that we may verify your address. Please understand that if you request your check be mailed, we cannot guarantee when your check will arrive.

EEO POLICY

PSP is committed to equal employment opportunity to all qualified persons without regard to race, color, creed, religion, age, gender, national origin, ancestry, marital status, disability, veteran status, or any other protected status. We are committed to this policy by the laws of our country and by our own value system.

Our policy of Equal Employment Opportunity applied to all aspects of the employment experience at PSP.

HARRASSMENT POLICY

It is PSP's policy that Associates and others acting on our behalf are entitled to respectful treatment in the workplace. Being respected means being

treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex of sexual orientation. This policy applies to all PSP Associates and to anyone else doing business for or with PSP.

SAFETY PROCEDURES

PSP is concerned with providing a safety working environment for its Associates. We encourage all Associates to follow standard safety procedures, which include wearing closed-toed shoes, or work boots, if available. The use of back belts and following standard lifting procedures is also encouraged. If you have any questions concerning safety procedures at your assignment, please contact your local PSP office.

INJURIES OR ACCIDENT

- You must report every injury, incident, or accident immediately no matter how slight.
- You must report to our office within twenty-hour (24) hours to complete an injury or accident report.

DRUG FREE WORKPLACE

I fully understand that if I am injured in the course and scope of my employment and test positive for illegal drugs/alcohol, I forfeit my eligibility medical and indemnity benefits under the Worker's Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.105(5).

Further, I understand that during my employment I may be required to submit testing for the presence of drugs and/or alcohol. I understand that submission to such testing is a condition of employment with PSP, and disciplinary action, up to and including discharge, may result if:

- 1) I refuse to consent to such testing
- 2) I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations,
- 3) I refuse to authorize release of the test results to PSP
- 4) The tests establish a violation of PSP Drug Free Workplace Policy
- 5) I otherwise violate the policy.