



EMPLOYEE STAFFING MANUAL

Introduction

Welcome to HR Partners Staffing, LLC ("HRPS") (Herein after referred to as HRPS), you have made the right choice. Starting a new job is never easy; we are here to help you with the transition. Our Business Development and HRPS Recruiters have obtained specific matching requirements from employers to ensure that we will place the most qualified people in the best positions.

We have made a commitment to our clients that we have recruited the best candidate for their job opening. We will screen, test and participate in the training you will receive. We will monitor your performance; this will provide you with opportunities to be successful in your placement.

We offer temporary, temporary to hire, and direct hire opportunities. We continue to strive to find the perfect match for each position. Once that match has been made, it is up to you to fulfill your responsibilities as outlined in this manual. Your cooperation and commitment will enable us to provide you with successful placements.

Disclaimer

The contents of this handbook are presented as a matter of information only. It does not cover all policies, plans and procedures of HRPS. The plans, policies and procedures are not conditions of employment and HRPS reserves the right to modify, add, revoke, suspend terminate or change any and all of the plans, policies and procedures of the company as a whole or in part at any time with or without notice. The language in this booklet is not intended to create, nor is it to be construed as, a contract between HRPS and any one or all of its employees. You are an "at will" employee and your relationship can be terminated at any time by you or HRPS.

Unless otherwise stated in this handbook, the contents of this handbook are applicable to temporary employees of HRPS (also known as assignment employees, payrolled employees and associates) who are referred throughout this book as "employees" HRPS employees are individuals who are eligible for temporary work assignments to support or supplement a Client's or HRPS workforce during time periods of, including but not limited to, employee absences, temporary skill shortages, seasonal work loads, and special long and short term assignments and projects. This handbook does not apply to in-house employees of HRPS.

Diversity / Equal Opportunity Statement

HR Partners Staffing, LLC is a certified Women's Owned Business and is firmly committed to creating an environment where diversity is valued. HRPS attracts and develops a diverse workforce that reflects the communities in which we operate.

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis.
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The HRPS President serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with EEOC, ADA, ADEA, FMLA, FCRA, GINA, USERRA, ICRA, NYS PFL and all local and/or state mandated requirements. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our company in meeting its objectives.

Assignments

When you accept an assignment, you will be making a commitment that you will work for the duration of the assignment.

Before beginning your new assignment, make sure you have:

The Client's name

The address

The hours you are assigned to work

The specific tasks you will be doing

Any other details that will help you on your assignment.

The name of the person you report to

Your report time

The hourly rate

The dress code

If you are going to be late for your assignment or have an emergency or illness that prevents you from going to work, you must call HRPS prior to the start of the assignment, and as early as possible. Absences must be reported at least one hour before the start of your shift. HRPS will call the Client to report the situation and if necessary, provide a substitute.

Our offices have a voice message box for employee attendance; please leave your name, your work location and your start time and a brief description of why you will be unable to attend work. When our office opens, you are required to call the office and speak with a HRPS Recruiter to update your availability. Failing to follow this policy may result in disciplinary action up to and including a voluntary quit and/or termination for misconduct.

You may be placed at a variety of different companies during your tenure with HRPS. Your assignment may end at a specific location; however, you may remain in our active database. We will consider you for additional employment for which you have the required qualifications unless you have been terminated or quit/resigned without notice or have advised HRPS that you will no longer be affiliated with HRPS.

Tips for Success

- Allow yourself enough time to be prepared to begin your scheduled shift on time.
- Be prepared to begin work prior to punching in, visit the locker room to stow your gear if applicable, the restroom and attend to all personal matters before your scheduled start time.
- Adhere promptly to the break and lunch schedule.
- All personal calls are to be made on your breaks.
- Unauthorized use of telephones or client owned property is prohibited.
- Follow the company's cell phone policy, do not carry your cell phone onto the work floor and answer it at will, read your text messages or check the time.
- Dress appropriately for your assignment, verify if PPE is required.
- Ask questions about the job assignment, if you are uncertain, ask the HRPS Recruiter.
- Do not approach the Client about full time or permanent employment. If you have an interest in a position, let your HRPS Recruiter know and they will follow up for you through the correct channels.
- Your employment with HRPS is "at will" and can be terminated at any time, except for unlawful reasons.
- Your employment with HRPS requires you adhere to the policies and procedures. You may be disciplined up to and including termination if you do not comply with our policies and procedures.

Attendance

Employees are to report to the Client's worksite at the scheduled time. If you are unable to report to work, you are required to **contact HRPS 1 hour prior to the start of your scheduled workday to report your absence or tardiness. As well as notifying the client company. You need to call BOTH.**

Our offices have a voice message box for employee attendance; please leave your name, your work location, and your start time and a brief description of why you will be unable to attend work. You are required to call the office during that day's business hours to update your availability to return to work. Failing to follow this policy may result in disciplinary action up to and including a voluntary quit and/or termination for misconduct.

HRPS reserves the right to require documentation regarding any absences from work (i.e., medical appointment verification, death notice/obituary, court appearances, or other official documentation deemed appropriate on a case-by-case basis.)

Tardiness if you will be tardy you are required to call the office and provide an estimated time of arrival. We will call your worksite.

- HRPS expects that every employee will report to their assignment on time, dressed and ready to work.
- When you are unable to work you will **notify HRPS as soon as possible and no later than 1 hour before reporting time.**
- If you do not report for work and do not call HRPS to report your absence as outlined referred to as "**No Call No Show**", we consider this a voluntary quit or termination for misconduct. You will be ineligible for further employment.
- If you become ill at work or must leave for an emergency, inform your supervisor at the work site and call your HRPS Recruiter.
- DO NOT walk off the job during a working shift without **obtaining permission from your supervisor & HRPS.** If you walk off the job it is considered a voluntary quit and you will be ineligible for further employment.

Safety

Safety is a priority in the work environment, safety is everyone's responsibility. There is no job that is so important that cannot be done safely. HRPS will provide you with each client's Assignment Profile to familiarize you with each Client's safety practices, including but not limited to; Electronic device policy, Emergency Exits, Emergency Evacuation Plan, Fire Safety, Hazard Communication Sheet (formerly MSDS), Emergency Eye Wash Station, First Aid Locations, Lock-Out/Tag-Out procedure, and Dress Code/ PPE requirements.

Call HRPS Immediately:

- If you are injured while on assignment.
- If you are asked to perform work which was not part of your initial job description.
- All unsafe working conditions should be reported immediately to your HRPS representative.

Injuries on the Job

- Notify the Client of your injury ASAP.
- Report the incident to HRPS the day of the incident, ASAP by phone or in person.
- HRPS has direct bill protocols with multiple Emergent Care Facilities and would be able to identify the closest location for treatment.
- Injury Protocol requires a post incident drug / alcohol test. Refusal to submit to the substance test or a non-negative will result in termination.
- If the physician indicates you cannot return to your regular job, notify your HRPS immediately and provide the medical note outlining your time off and physical limitations.
- You will be contacted by a HRPS representative to facilitate your progress. A nurse may accompany you to your doctors' visits to ensure you are receiving appropriate care that will enable you to resume your normal activities.
- Participate in HRPS Light Duty Work Program to facilitate your early return to work. We make it a priority to get injured employees back to work subject to their current medical limitations.
- Contact HRPS after each medical appointment to report on your progress.
- Return to work as soon as your doctor provides a full or partial release to do so, provide HRPS with the Medical release.
- If you fail to return to work (on either partial or full duty as allowed by your doctor) this may be considered a voluntary quit, or "No Show No Call" and you will be subject to termination.

When to contact HRPS

HR Partners Staffing works diligently to find the right assignments for our employees.

- If you are available for work.
- Contact your HRPS Recruiter if you are requested to perform any unrelated duties than the ones described to you when you accepted the assignment.
- If you are injured on an assignment.
- If you cannot report to work or are late for work.
- If your assignment is ending, contact your HRPS Recruiter within 48 hours of the completion of each assignment.
- Upon completion of your assignment, contact your HRPS Recruiter by phone between the hours of 7am – 5 pm.
- If a Client offers you a full-time position.
- If you change your name, telephone number, or address.
- If you believe that you are experiencing any type of harassment, unlawful discrimination or discrimination prohibited by HRPS policy while on assignment, please let us know immediately.
- If the workplace is unsafe or you have been instructed to conduct an unsafe act.

Standards of Conduct

The work rules and standards of conduct for HRPS and their Clients are important, and HRPS regards them seriously. All employees are urged to become familiar with these rules and standards and are expected to follow the rules and standards faithfully in doing their own jobs and conducting HRPS and their Clients' business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment:

- Providing false or misleading information to any HRPS representative, on any HRPS record including the employment application, benefit forms, etc.
- Theft or inappropriate removal of company or property.
- Falsification of timekeeping records.
- Dishonesty.
- Under the influence of alcohol, marijuana, or illegal drugs.
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol, marijuana, or illegal drugs in the workplace.
- Working under the influence of prescription drugs that impair the ability to perform required job function.
- Failure of an illegal drug or alcohol test.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of HRPS-owned or Client-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in the workplace, other than designated areas on your break.
- Unwelcome harassment in any form.
- Excessive absenteeism or absence without notice
- Unauthorized use of telephones, or other HRPS-owned or Client-owned equipment.
- Using HRPS-owned or Client-owned equipment for purposes other than business (e.g., playing games on computers or personal Internet usage).
- Unauthorized disclosure of business "secrets" or confidential information.
- Violation of safety standards.
- Unsatisfactory performance or conduct.
- Possession or use of weapons including but not limited to firearms, on HRPS or Client property.
- Violations of any HRPS employment policies including, but not limited to, attendance, confidentiality, security, solicitation, conflict of interest, and code of conduct.
- Conduct or performance issues of a serious nature.
- Use of cell phones, or other electronic devices, other than break periods.

Disciplinary Action Policy

HRPS reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other HRPS document is intended to:

- Modify this "at-will" employment.
- Promise progressive discipline or disciplinary counseling.
- Promise notice in circumstances where HRPS considers immediate termination or discipline to be appropriate.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. HRPS reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

Electronic Communications and Social Media Policy

During the course of your assignment at HRPS Clients, you may have access to their computers and / or other electronic communications not limited to computers, voice mail, email client databases, inter and intranet systems. Such systems are intended for business use related to the Client's business, not personal use.

Cell Phone & Electronic Device (MP3, Radio, Personal DVD Players) All of these items or similar items cause distractions from your work and may lead to injury and are banned from the work floor. Your hearing and focus must be on the work you are doing. HRPS and Client companies are not responsible for the loss or damage of personal property. Electronic devices may be used during breaks and lunch periods.

Social Media policy applies to all employees of HRPS, or Client companies, and will help you make responsible decisions about your use of Social Media including, blogging, posting videos, pictures, or other media on personal websites, wikis, sharing websites, and other interactive websites. This policy protects the privacy, confidentiality, and interests of HRPS, employees, job candidates, Clients, and business partners.

Because technology and HRPS and Client companies' experience with Social Media changes rapidly, this policy may be changed without notice at any time at the sole discretion of HRPS.

NYS Electronic Monitoring Law

An employee shall be advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or phot-optical systems may be subject to monitoring at any and all times any by any lawful means.

Drug and Alcohol-Free Workplace Policy

In compliance with the Drug-Free Workplace Act of 1998, we have a longstanding commitment to provide a safe, quality orientated and productive work environment. Alcohol, marijuana, and illegal drug use poses a threat to the health and safety of our employees and the security of the company's equipment and facilities. For these reasons, we are committed to the elimination of illegal drug, marijuana, and alcohol use and abuse in the workplace. Compliance with this drug and alcohol-free workplace policy is made a condition of employment.

- The company reserves the right to test for drugs and/or alcohol use in the workplace in accordance with New York State and Federal Laws.
- The company reserves the right to conduct searches of workspace upon reasonable suspicion.
- Employees who are taking prescription medications that may affect their performance must notify HRPS prior to the start of their employment or during their employment if changes occur.

Employees are forbidden when reporting for work, while on the job, on the premises of HRPS or Client Company, or in any equipment provided by the companies from the following;

- The sale, use, distribution, manufacture or possession of alcohol, marijuana, illegal drugs, prescription drugs (not prescribed to the employee), controlled substances and drug paraphernalia.
- Being under the influence of alcohol or marijuana or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).
- Being under the influence of prescription drugs; legally prescribed to the employee, that include impairment or restriction warning labels that identify impairment of the ability to perform required job function (including, but not limited to - "do not operate machinery").

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Testing positive or refusing a test for the use of illegal drugs or alcohol on a pre-employment test, will result in disqualifying candidates' employment consideration for the period of one year, and candidate will be subjected to an illegal drug and/or alcohol testing at the time of re-application.

Testing positive for illegal drug and/or alcohol use as a result of; a reasonable suspicion, post-accident, or a random testing program, will result in your termination.

Employees who, while in the workplace, manifest signs of being under the influence of marijuana which (1) decrease or lessen the employee's performance of his/her job duties; or (2) which interfere with the ability of HRPS or its' client(s) to provide a safe and healthy workplace free from recognized hazards as required under state and federal safety and health law, will be subject to termination of employment.

Testing Positive for prescribed drugs, requires a valid prescription from your medical provider.

- If your position is safety sensitive, you will be required to provide additional documentation from your medical provider detailing impairment and ability to perform job function.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Harassment-Free / Bully-Free Policy / Sexual Harassment-Free

HRPS policy is to provide a work environment that is free from harassment and/or bullying. Therefore, HRPS will not tolerate harassment or bullying based on age, race (including traits historically associated with race, including but not limited to, hair texture and protective hair styles), creed, color, religion, national origin, sexual orientation, military status, sex, disability, marital status, covered veteran status, sexual orientation genetic predisposition or carrier status, arrest record or status as a victim of domestic violence, familial status, gender/gender expression, reproductive health decisions, citizenship or immigration status, sexual harassment, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This

policy applies to all HRPS employees, Clients, customers, guests, vendors, and persons doing business with HRPS.

Prohibited behavior includes inappropriate language in the workplace such as:

- Slurs including all racial, ethnic, religious and gender-based insults.
- Slang including jargon used to describe sexual acts, body parts and bodily functions.

If you believe that you are being subjected to workplace harassment, sexual harassment and/or bullying, you should:

1. Tell the harasser or bully that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department and HRPS Recruiter.
3. Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given HRPS' obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by HRPS to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment and/or bullying or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

No-Negative Behavior Violence-Free Workplace

It is HRPS policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, HRPS will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to HRPS employees, Clients, customers, guests, vendors, and persons doing business with HR Partners Staffing, LLC.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, e-mail, or on social networking sites).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on HRPS or Client property, in a vehicle being used on company business, in any HRPS or Client-owned or leased parking facility, or at a work-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to workplace safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor or a HRPS Human Resources representative. HRPS will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination. Where such actions involve non-employees, HRPS will take action appropriate for the circumstances. Where appropriate and/or necessary, HRPS will also take whatever legal actions are available and necessary to stop the conduct and protect HRPS employees and property.

Smoke-Free Environment

Our goal is to have a smoke-free environment. Smoking and / or chewing tobacco products is not permitted at any time in HRPS or Client work areas. E-Cigarettes are also included in this ban.

If smoking is allowed outside of the building, smokers should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and adhering to regulations posted by the Client Company.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Payment of Wages

Although you will be doing work for various Clients, HRPS is your employer. Your time keeping record and paycheck are processed by HRPS. A HRPS Recruiter is your contact for all of your work assignments. He or she is there to answer your questions or to help solve any problems that you may encounter.

Submitting your work hours for payment

Each day of your work assignment, you must complete a time keeping record. The work week and payroll week are Monday through Sunday. Your time keeping record is to be kept on a daily basis and must document your lunch period. It is your responsibility to execute the time keeping record fully and accurately before providing it to the Client representative for approval and signature.

The Client at your work assignment will present your time keeping record to HRPS on your behalf. Submission of hours is to occur on Monday of the following week no later than 10am to ensure timely payment of wages.

In order to ensure that your paycheck is correct, your time keeping record must be error free.

Your Wages

You'll be paid an hourly wage for each assignment, determined by the Client, based on the assignment requirements, your skills, and the wage rate. For this reason, your hourly wage may vary from job to job. A HRPS Recruiter will provide you with wage details for each assignment before you accept an assignment.

Overtime pay is at time and one half of your regular wage after 40 hours. The Client Company must request and authorize you to work overtime.

Garnishment

HRPS must execute any court ordered wage garnishment against your paycheck.

Taxes

HRPS will only deduct the taxes required by law, State and Federal withholding taxes as well as Social Security taxes. HRPS pays, on your behalf, Unemployment tax, employers' portion of the Social Security tax, NYS Disability Insurance and Worker's Compensation Insurance. HRPS will mail a W-2 Wage and Tax statement to your address on file by January 31st of the following year. If you have a change of address, it is essential that you notify HRPS in writing, so you will receive any documentation.

When & how you are paid

Pay day is the Friday following the week that you worked. HRPS offers direct deposit, or Global Pay Cards for your convenience, or a live check. If you select direct deposit or Global Pay Card, please see an HRPS Recruiter to sign the authorization forms. The direct deposit funds will be available in your account on Friday before noon at no charge to you. If you prefer a check it will be mailed to the address, you provided.

Some Clients require paychecks to be delivered to the job location for distribution; your HRPS Recruiter will advise you if your check will be distributed at the worksite, if you no longer report to that site your check will be automatically mailed to the address on record.

Always contact your bank to verify that the funds were deposited to your account prior to using the funds. HRPS will not be responsible for overdrafts on your account. If the funds were not deposited as expected, contact your HRPS Recruiter to resolve any issue you may have.

ADP IPAY - ONLINE CHECK STUBS

We have enrolled in ADP IPAY. This is where you can view all of your pay stubs, W2 and elect to go paperless. Below is the process;

<https://ipay.adp.com/iPay/login.jsf>

First time users select Register Now.

1. On your ADP service website, click the link to Create Account.
2. Select Find Me
3. Enter an email address or mobile number that you shared with your organization.
 - a. To verify your record within your organization, enter your identity information either government issued legal ID (SSN, EIN OR ITIN - US ONLY) or your Employee ID/Associate ID., Date of birth. Options available to you may vary slightly.

(OR) Enter your personal identity information that you shared with your organization.

- a. Enter your First name, Last name, and Date of birth, and then either your legal ID or your Employee ID/Associate ID.
4. Enter the verification code sent to your email address or mobile number available on record. You can also enter new phone number for identity verification.
5. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

Lost Check Policy

A new check cannot be issued until ADP can confirm it has not been cashed. A replacement check cannot be issued until all verification and documentation has been executed.

Time Away from Work

Policies are in place for the following leaves, if you need to address one or more, please contact your HRPS Recruiter: Funeral Leave, Jury Duty, Time Off to Vote, Religious Observances, Military Leave

Meal Periods

Meal periods are dictated by the Client and are regulated by the NYS Department of Labor; please refer to the posting in our office or on your job site.

Personnel Records

Employee personnel files may include the following: (job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring). Personnel records are maintained on a current basis. Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status. Personnel records are kept highly confidential and are not available to anyone outside of HRPS unless you have authorized the release, or release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact HRPS Human Resources.

FMLA – FAMILY MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides employees that have fulfilled the established criteria with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

For the birth and care of the newborn child of an employee; for placement with the employee of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

PFL - NYS PAID FAMILY LEAVE

Starting on January 1, 2018, New York Paid Family Leave (PFL) will take effect. PFL benefits will be available to employees of private sector that have fulfilled the NYS criteria. The PFL Law requires employers to provide employees with job-protected time off to bond or care for a new child (birth, adoption, foster), to care for a family member with a serious health condition, or to handle qualifying military exigencies for a family member. Starting July 1, 2017, payroll deductions will start being taken out of the weekly employee payroll. The New York State Department of Financial Services recently announced that the 2018 premium rate and the maximum weekly employee contribution for coverage will be 0.126% of an employee's weekly wage, up to the statewide average weekly wage. According to the New York Department of Labor, the 2016 statewide average weekly wage is \$1,305.92. At the 2016 AWW, the maximum premium for PFL would be \$1.65 per week. An employee earning \$673.00 weekly would be required to pay \$0.85 per week.

NYS PAID SICK LEAVE

As of January 1, 2021, NYS Paid sick leave takes effect. For every 30 hours worked you earn 1 hour of sick pay, up to 40 hours per calendar year. For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave*; or for the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for medical diagnosis or preventive care. For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking: to obtain services from a domestic violence shelter, rape crisis center, or other services program; to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members; to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding; to file a complaint or domestic incident report with law enforcement; to meet with a district attorney's office; to enroll children in a new school; or to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee. Sick pay must be you in increments of either 4 hours or 8 hours. You may only use 40 hours per calendar year. Any time that is carried over from year to year still results in only the use of 40 hours. You must orally and or written request to use sick pay to HRPS at least 4 hours before date of request. Once employment ends, these hours are not to be paid out. Only available while working for HRPS.

**Notice of Employee Rights, Protections, and Obligations Under Labor Law Section 740
Prohibited Retaliatory Personnel Action by Employers – Whistleblower Law**

WHISTLEBLOWER POLICY New York law makes it unlawful for an employer or to discharge, suspend, demote, or take any other adverse employment action against an employee, former employee or independent contractors for any of the following reasons: • Because the employee discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that is in violation of law, rule or regulation which violation creates and presents a substantial and specific danger to the public health or safety, or which constitutes health care fraud; • Because the employee provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such violation of a law, rule or regulation by such employer described in the above provision; or • Because the employee objects to or refuses to participate in an activity, policy or practice which is in violation of a law, rule or regulation by such employer described in the above provision. Any written notice described in this paragraph should be delivered to the Manager of Human Resources. If notice is provided to your supervisor, a copy should be delivered to the Manager of Human Resources. Providing that covered individual need only a "good faith effort" to notify their employer of violations before disclosing such violations to a public body. If you have any questions regarding your rights and responsibilities under this law, please contact the Manager of Human Resources.

RE: ACA MANDATED HEALTH INSURANCE / HR PARTNERS STAFFING

The Patient Protection and Affordable Care Act ("ACA") requires individuals to have health insurance that meets the minimum standards set by the ACA. Some employers, including HR Partners Staffing ("HRPS"), are required to offer health insurance meeting the minimum qualifications set by the ACA to their full-time employees. HRPS meets these requirements; offering a minimum value plan for full-time employees who have reached the 91 days of continuous full-time employment.

The health insurance plan currently offered by HRPS is a Blue Cross/Blue Shield plan with coverage for the individual employee only. You may obtain a copy of the Plan Document, which sets forth the eligibility and coverage information from the HRPS Human Resources Office. A copy of the Summary Plan Document which describes the coverage is included for your information. Below is a brief description of the features of the plan. In the event that the Plan Document in any way differs from the information provided herein, the Plan Document controls. Under the Blue Cross/Blue Shield Plan offered by HRPS:

- The EMPLOYEE contribution to the premium is **9.5% of your weekly gross income (Box 1 totals)**. Employee contributions are made through an automatic payroll deduction on a pre-tax basis. The Plan has a **\$8000.00** annual out of pocket deductible, which the employee must pay before the plan will pay for most medical expenses. Some routine and preventative medical services are covered in full and are not subject to the deductible. After you meet the \$8000 annual deductible, most medical treatment will be covered at 50% of the negotiated rate, and the employee will be required to pay co-insurance of 50% of the cost of the medical expenses. There are some exceptions. See the Summary Plan Document for more details.

A complete copy of the labor laws are available on our website. www.hrpartnersstaffing.com

Contact Information

2568 Walden Ave. Suite 102

Cheektowaga NY 14225

P. (716)391-1718

F. (716)391-1721

Email: jobs@hrpartnersstaffing.com

Tiffane- Recruiter (Job Information, Start Dates, Pay Cards, Drug testing, General employee Information) – tiffane@hrpartnersstaffing.com (716)391-1718 X 106

Stacey – Recruiting Manager (Employee Concerns, Client Questions, Investigations) – stacey@hrpartnersstaffing.com (716) 391-1718 X 101

Kim – Operations Manager (Payroll, Workers Comp, Garnishments, Unemployment) – kim@hrpartnersstaffing.com (716)391-1718 X 103

Employee Safety Recommendations	
Employee Name:	
Date:	
Assignment Site:	
Safety Concerns:	
Corrective Measure Taken:	

SAFETY & HEALTH

EMPLOYEE GENERAL SAFETY AND HEALTH RULES

Follow all HRPS policies as outlined in Employee Handbook, including but not limited to:

1. Whenever you are involved in an accident/injury that results in personal injury or property damage, no matter how slight, you must report to your site supervisor and call HRPS to file a report. Get first aid promptly.
2. Report any condition or practice that may cause accident/injury and/or damage to equipment immediately to your site supervisor. Call HRPS to report the situation.
3. Do not operate any equipment which has had machine guards removed, that you have not been trained to operate, that is locked out tagged out, or does not appear to be in safe condition. Report information to your site supervisor and contact HRPS.
4. All required safety equipment and personal protective equipment (PPE) must be used as required and maintained in good working condition.
5. Obey all safety rules, government regulations, signs, and instructions. Be especially familiar with rules and procedures that apply directly to your work area. If you don't know, ask!
6. Use proper lifting techniques. You can protect yourself by following these tips from the National Safety Council. • Start each day with slow stretches to warm up your muscles prior to lifting. • Know the proper ways to use your equipment. • Wear gloves and appropriate footwear to protect your hands and feet while lifting. • Gauge the size of the load by tipping it on its side to see if you can carry it comfortably. • Ask for help when the load is too much for one person. • Make sure your footing is solid, bend your knees, lift with your legs, and keep your back straight. • Center your body over your feet and get a good grip on the object. Don't pull the object to you. • Hold the object close to your body. • Pull your stomach in firmly to use your core strength. • Lift with your legs – not your back. If you need to turn, move your feet. Never twist your back. • Keep your movements simple to avoid a sudden pull or push in a direction other than the one you anticipated. • Keep the load properly balanced. • Reduce muscle fatigue. Change positions often so you are not always using the same muscles.
7. Don't horseplay, do not distract others, and be courteous to fellow workers.
8. Safely use the correct tools and equipment for the job as you have been instructed by your trainer.
9. Practice good housekeeping.
10. The use of marijuana, alcohol and illegal substances is forbidden. If you are on a prescription drug that restricts your ability to do your job, contact HRPS.
11. ***Compliance with safety and health rules and regulations is a condition of employment.***

• **Receipt of Company Employee Handbook**

The Employee Handbook (sometimes called a Personnel Policy Manual and referred to as the "Manual") is a compilation of personnel policies, practices and procedures currently in effect at HR Partners Staffing (Herein after referred to as HRPS), is an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with HRPS policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of HRPS has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at HRPS. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over HRPS policies, where applicable.

Personnel policies are applied at the discretion of HRPS, and HRPS reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. HRPS may notify you of such changes via email, website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

• **Receipt of Company Sexual Harassment Policy - _____**

The Sexual Harassment Policy follows New York State's Combating Sexual Harassment.

• **Receipt of the Candidate General OSHA Safety Awareness form - _____**

General safety rules to adhere to before you receive your detailed training.

• **Receipt of Company's Hero Act Policy - _____**

The Hero Act complies New York State's Hero Act.

By signing below, you acknowledge that you have received a copy of HRPS Employee Handbook and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Failure to follow any of HRPS policies will result in disciplinary action, up to and including termination. Furthermore, you acknowledge that you are employed "at-will" and that this Manual is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

HRPS Initials

Please sign and date one copy of this notice and return it to HRPS Human Resources. Retain a second copy for your reference.