

PREMIER

P E R S O N N E L

Thank you for choosing to register with **PREMIER PERSONNEL!** Established in 1988 by Christine and Larry Zebrak, **Premier Personnel** was founded on the premise that it will provide outstanding service in the staffing industry to clients and employees in the Metropolitan DC area. Our staff is comprised of seasoned professionals who are experts in assisting individuals determine their employment criteria. Additionally, as members of the American Staffing Association and numerous community and professional organizations, our staff interfaces with a variety of businesses, both large and small, to garner information concerning employment trends.

To ensure a mutually beneficial working relationship, we have outlined some important information that you will need to know as a **Premier Personnel** employee. Please review the following information carefully, and if you have any questions, please do not hesitate to ask.

www.premierpers.com

POLICIES AND PROCEDURES

ASSIGNMENTS

- ◆ **Premier Personnel** is your employer. It is essential that you inform **Premier Personnel** of any and all matters involving your employment.
- ◆ Before you accept an assignment, make sure that you will be available for its entire length. If there is a conflict in scheduling, you must bring it to our attention immediately.
- ◆ Once you accept an assignment, you are expected to be at work every day. Regardless of the duration of the assignment, if you have an unplanned absence, you must contact a **Premier Personnel** coordinator.
- ◆ It is imperative that you be punctual. Allow extra travel time, especially on your first day.
- ◆ Unless you receive permission from a Premier Personnel coordinator, you will not be paid for any hours in excess of forty per week. *A Premier Personnel coordinator must specifically approve all overtime.*
- ◆ You must take at least a ½ hour lunch break (when working a full day) unless you receive an exemption from a Premier Personnel coordinator.

DRESS CODE

Unless otherwise specified, dress professionally. **Premier Personnel** considers professional dress to be:

For Women

Skirt/Pants Suits

Dress

Pantyhose

For Men

Suit

Jacket and tie

For those assignments where business casual is acceptable, you may wear clean, pressed slacks and a collar shirt. **Under no circumstances should you wear jeans, sneakers, halter or tank tops, baseball caps or t-shirts.**

As with any situation, first impressions are always important. Please refer to our brochure 'Dress for Success' for more information. If you have any questions concerning the appropriateness of your appearance, contact a **Premier Personnel** coordinator.

TIMESHEETS AND PAYROLL

- ◆ Premier Personnel's workweek runs from Monday to Sunday.
- ◆ A separate timesheet must be completed for each assignment.
- ◆ **IT IS YOUR RESPONSIBILITY TO ENSURE THAT A VALID TIMESHEET FOR THE PREVIOUS WEEK IS IN OUR OFFICE BY 5:30PM ON TUESDAY. WITHOUT A VALID TIMESHEET, PREMIER PERSONNEL CANNOT AND WILL NOT ISSUE A PAYCHECK.**
- ◆ Your on-site supervisor must sign your timesheet. YOU are responsible for obtaining this signature. We will not process a timesheet without the appropriate signature.
- ◆ After obtaining a supervisor's signature, leave the pink copy of the timesheet with the client. Return the canary and white copies to Premier Personnel and retain the goldenrod copy for you records.
- ◆ Be sure to fill out all information requested on the timesheet. Pay particular attention to the DATES section. If this section is not filled in, it could result in a delay of processing your timesheet.
- ◆ A break period, usually considered a lunch break, of at least ½ hour is standard. The time of this break period must be recorded on your timesheet and deducted from time worked each day. Your on-site supervisor and a Premier Personnel representative must approve any deviation from this policy.
- ◆ Checks may be picked up in the DC office after 8:30AM on Thursdays. If you want your payroll check to be released to someone other than yourself, you must submit authorization in writing.
- ◆ Unless otherwise indicated on your timesheet, your check will be mailed on Wednesday evening.
- ◆ Premier Personnel has no control over the timeliness of mail delivery. Therefore, we strongly recommend Direct Deposit of your payroll.
- ◆ All address changes and/or changes to payroll processing must be submitted in writing.
- ◆ There will be a \$30 charge for a replacement check.

BENEFITS*

Applicant Referral Bonus - If you refer an applicant to Premier Personnel, and he/she successfully completes 160 hours on temporary assignments or is employed via a direct hire placement, you will receive a \$100 bonus.

Client Referral Bonus - If you refer a client to Premier Personnel, and they contract with Premier Personnel for temporary usage of at least 100 hours, you will be eligible to receive a \$100 bonus.

Direct Deposit - You may sign up at any time for direct deposit of paychecks. Please contact your assignment coordinator for the appropriate enrollment form.

Holiday Pay - If you have worked at least 1000 hours with an average of 30 hours per week for the 12 weeks prior to the holiday, you are eligible for holiday pay. You **MUST** work the day before and after the holiday.

Premier Personnel paid holidays are:

New Year's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Christmas Day

Tutorials - **Premier Personnel** offers access to computer software tutorials. Contact a **Premier Personnel** coordinator for scheduling information. Ask your assignment coordinator about our tutorial completion bonus.

Health Insurance - Please contact a coordinator for information on reduced rates for health insurance while employed by **Premier Personnel**. Health insurance is available through our national association, The American Staffing Association.

401(k) Plan - After a one-year eligibility period during which you have worked at least 1000 hours, you will be eligible to participate in Premier Personnel's 401(k) plan.

***Benefits are subject to change without notice.**

YOU **MUST** NOTIFY US...

- ...if assignment instructions/directions are unclear
- ...if your assignment ends early or is extended
- ...if you are going to be late or unable to go to your assignment
- ...if you are asked to perform duties that require skills other than those described to you by a **Premier Personnel** coordinator
- ...if the client offers you a permanent job
- ...if you are asked to work overtime
- ...if you are injured on the job
- ...if you change your name, telephone number or address
- ...if you feel that a task is unreasonable or an uncomfortable situation arises
- ...if you have any questions, problems or comments

PLEASE REMEMBER, PREMIER PERSONNEL IS YOUR EMPLOYER. YOU MUST NOTIFY OUR STAFF OF ANY ACTIONS THAT EFFECT YOUR EMPLOYMENT. WE CAN ONLY ACT AS YOUR ADVOCATE IF WE ARE UPDATED WITH CURRENT INFORMATION.

THANK YOU FOR YOUR COOPERATION.

OUR WEB ADDRESS IS:
www.premierpers.com

DC OFFICE

1701 K Street, NW
Suite 315
Washington, DC 20006
Phone: (202) 861-2662
Fax: (202) 331-1490
Email: *dcoffice@premierpers.com*
Office Hours:
8:00AM to 5:30 PM

VIRGINIA OFFICE

7700 Leesburg Pike
Suite 318
Falls Church, VA 22043
Phone: (703) 556-8722
Fax: (703) 556-0636
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8:00 AM to 5:30 PM

ROCKVILLE, MD OFFICE

1700 Rockville Pike
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Rockville, MD 20852
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8:00AM to 5:00 PM

Interview Notes