



4/2012

EMPLOYEE POLICIES AND PROCEDURES

WEBSITE:

Our website will enable you to obtain phone numbers, contact information to our recruiters, view job postings, and download necessary payroll forms and time cards. Our website is www.jjdelong.com.

PAYROLL FORMS:

All employees are required to complete an IRS W-4, State of Ohio IT 4, and a Homeland Security I-9 Employment Eligibility Verification. These forms **MUST** be legible and signed in their entirety in order to receive your pay. In addition, we must have 2 forms of acceptable identification, driver's license, State of Ohio ID, Passport, birth certificate **AND** social security card. For a complete list of acceptable documentation, consult your recruiter. You must sign either a direct deposit form with a cancelled check or the pay card authorization form in order to receive your pay.

TIME CARDS/PAYROLL:

It is the responsibility of EACH employee to be responsible for their time. Some clients will submit your time to our office and others require you to submit your time. In either case, **IT IS YOUR RESPONSIBILITY** to be sure your hours are reported on time. If your company does not require use of J.J. DeLong & Associates time cards, you **MUST** comply with their procedures to submit your hours. If your company requires you to submit your hours to us, we must have a **SIGNED** time card in our office **NO LATER THAN NOON ON MONDAY**. Time cards can be faxed to 216-861-0710 or emailed to payroll@jjdelong.com.

Your pay will be deposited to either a JJ DeLong & Associates issued pay card or direct deposited to your personal checking/savings bank account, and will be available for withdrawal on Thursday. Pay stubs are e-mailed to your personal e-mail account.

Failure to comply with time card and employment policies and procedures **WILL** result in your pay being delayed until the following pay period.

ASSIGNMENT/UNEMPLOYMENT:

All assignments must be worked in their entirety. Any person who willfully terminates his or her position prior to the end of the assignment **MUST** provide written two week notice. Failure to comply with this policy can result in **ALL UNPAID WAGES BEING REDUCED TO THE CURRENT MINIMUM WAGE OF \$7.70 PER HOUR**. There will be no exceptions to this policy.

Should your employment be terminated for any reason, there is required paperwork you must complete prior to receiving your final pay. Your final pay will not be deposited to your direct deposit or pay card until the paperwork is completed.

Unexcused absenteeism is unacceptable and can result in dismissal. Unexcused absences are: child care problems, transportation problems, dissatisfaction with job assignment, personal problems, appointments, minor illnesses, and/or job interviews. **TERMINATION OF YOUR EMPLOYMENT FOR ANY OF THESE REASONS WILL EXCLUDE YOU FROM UNEMPLOYMENT COMPENSATION.** Proper notification of leaving a job assignment is two weeks written notice.

WORKERS' COMPENSATION:

Workers' Compensation is provided to injuries that occur on an assignment only. All injuries **MUST** be reported to J.J. DeLong & Associates, Inc., along with an accident report, within 48 hours. Enclosed is information regarding how to report your injury and the procedures to follow for processing a claim. J.J. DeLong & Associates, Inc. is a drug free work place. The Ohio Legislature has revised the Ohio Worker's Compensation law to invalidate injury claims when they are caused by controlled substances not prescribed by a physician, therefore mandating that upon any work related injury, you are **REQUIRED** to submit to a drug test. Failure to do so will result in your employment being terminated. A copy of Section 4123.54 of the Workers' Compensation Law (House Bill 122) is enclosed. Failure to comply with our policies and procedures regarding an injury can exclude you from receiving Workers' Compensation benefits.

DRUG TESTING:

Employees will be required to submit to a pre-employment drug test **AND** a second drug test upon completion of 30-days of employment. The cost of this drug test is a one-time fee of \$25.00 and you will be reimbursed upon the completion of 40-hours worked at your assignment. If you fail your drug test, or do not complete 40 hours of work, you **WILL NOT** be reimbursed.

DRUG FREE WORK PLACE

The State of Ohio Bureau of Workers' Compensation mandates that each employee view the Drug Free Workplace Program video upon being hired. The following are instructions for viewing the Drug Free Workplace video:

Log on to www.clejobs.com/video, follow the prompts: Name, last 4 digits of social security number, date of birth, date viewed and submit. An electronic signature page will then be submitted to our office. Failure to comply with this requirement will delay your payroll deposit.

HEALTH INSURANCE/LIFE INSURANCE:

J.J. DeLong & Associates, Inc. offers a Limited Benefit Medical plan through Reliance Standard Life Insurance Company. Enclosed is information regarding enrollment in this plan as well as the rates. Your acceptance into the plan is guaranteed.

Should you wish to participate, all forms must be submitted to our office no later than the 20th day of the month. This plan may be continued on with Reliance Standard Life Insurance Company after your assignment with J.J. DeLong & Associates, Inc. has ended provided the 30-day waiting period has been satisfied. If you have any questions, please contact our payroll department at 216-861-4727.



I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE POLICIES AND PROCEDURES FOR EMPLOYMENT THROUGH J.J. DELONG & ASSOCIATES, INC. AND AGREE TO COMPLY WITH ALL POLICIES AND PROCEDURES.

EMPLOYEE SIGNATURE: _____

PRINT NAME: _____

DATE: _____

J.J. DELONG REPRESENTATIVE: _____