

**OUR MISSION
IS TO
MAKE A POSITIVE
IMPACT
ON
OUR COMMUNITY
THROUGH A
HIGHER STANDARD
OF
CUSTOMER SERVICE
AND
INTEGRITY.**

Charleston, SC
843-744-4806

Houston, TX
713-678-7112

Minneapolis, MN
612-353-4032

Savannah, GA
912-355-5690



"Your Staffing Choice"

ASSOCIATE INFORMATION

800-657-7022

**912-313-0094
Emergency**

For more information and access to
associate forms visit our website:

www.callstaffco.com

WELCOME

Dear Valued Applicant,

Thank you for choosing StaffCo for your employment opportunities. At StaffCo we are dedicated to serving clients and employees to the best of our abilities.

Following you will read information regarding policies and procedures. Please read this information; it is helpful and interesting.

I hope that your tenure with StaffCo is both prosperous and rewarding. Again, thank you and have a great day.

Sincerely,

Paul Day

GENERAL INFORMATION

As an employee of StaffCo, you represent our company each time you accept an assignment. Your good attitude, job performance, and professionalism will keep you constantly busy and help us find permanent employment for you. You are never obligated to accept an assignment. Once you accept an assignment we expect you to arrive on time and complete the assignment.

24 HOUR COMMUNICATION

StaffCo is open Monday through Friday from 8:00 am until 6:00 pm. For after hours communications please call 912-313-0094. Use this number when calling in, running late, or for emergencies.

TIME CARDS

During your initial interview you will receive two time cards. At the completion of each work week or assignment, have your supervisor sign it. Bring your time card to our office. Make sure that the information filled in on the time card is accurate, legible, and complete.

PAYCHECKS

Paychecks are issued Fridays after 8:00 a.m. Your paycheck can be picked up at our office Fridays before 5:00 p.m. Direct Deposit is available for checking accounts, savings accounts and pay cards. Ask your StaffCo supervisor for more information on how to enroll.

REFERRAL BONUS

StaffCo is always looking for qualified associates. Refer anyone you may know and we will pay you \$20.00 when they complete their first 40 hours.

HOLIDAY PAY

After you have worked 1200 hours during the calendar year, you are entitled to holiday pay. Our holidays include: July 4th, Labor Day, Thanksgiving Day, and Christmas Day. You must work 130 hours within 30 days before the holiday and work the last scheduled day before the holiday. We must know one week before the holiday that you intend to use that day.

INSURANCE

At StaffCo, you may qualify for health insurance at a reduced group rate. Please consult your StaffCo supervisor for more details.

Benefits may not apply to payroll service employees and government contracts. Please consult your StaffCo supervisor for more information.

PROBLEMS

Whether you are on a Temporary or Temp to Hire assignment, please remember that you are an employee of StaffCo. It is very important that we know of any problems that may occur. Examples are illness, running late, needing time off, injury, harassment, discrimination, or problems with co-workers and supervisors. Please note: If we are not notified within a reasonable amount of time of any problems on your assignment, it may be grounds for dismissal.

INJURIES

If you are hurt, stop immediately; do not try to keep working. Notify your on-site supervisor and call StaffCo immediately. Failure to do so may delay your claim or cause it to be denied.