

## ASSOCIATE EMPLOYMENT POLICY MANUAL

*\*WVSG does not as a practice sell its users' personal information to third parties.*

### WELCOME TO WEST VALLEY STAFFING GROUP!

We are happy to have you on board! Thank you for your interest in our organization. We look forward to making your employment experience pleasant.

To help make your employment experience with us successful, we have prepared the following Associate Employment Policy Manual. Please read and follow the instructions carefully. You are welcome to connect with your recruiter with questions you may have about your position, or if you need more details about the information contained in this packet.

### ABOUT WEST VALLEY STAFFING GROUP (WVSG)

Established in 1968, WVSG provides comprehensive staffing services and solutions; with emphasis on placing highly qualified temporary, temp-to-perm, and direct personnel through one of our four *specialty staffing* companies:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| • West Valley Engineering   | Engineering and technical personnel   |
| • Prostar Staffing Services | Clerical and administrative personnel |
| • West Valley Technology    | Information technology personnel      |
| • Accountants Now!          | Accounting and financial personnel    |

WVSG is a recognized leader within the staffing field. We have been acknowledged by numerous print and media sources, including: Silicon Valley/San Jose Business Journal, San Francisco Business Times, San Jose Mercury News, KGO Radio, ABC News, NBC News, and many more.

### OUR EMPLOYER-EMPLOYEE RELATIONSHIP

WVSG ET. AL. is your employer, and as such, your official employer of record. While you may be assigned to one or more of our client companies, WVSG will continue to be your employer throughout your temporary assignments. WVSG will provide your job descriptions as represented by our client companies, will describe your job duties, and will negotiate all pay rates for your temporary assignments. Even though you will be assigned to work on the premises of a WVSG client, WVSG makes all decisions relating to how much you will be paid while on assignment. The WVSG client to whom you are assigned does not have any authority to determine your pay, so any questions you have about your compensation must be directed to your WVSG recruiter or on-site coordinator. WVSG will inform you when your assignments are beginning and ending, accordingly *if you become aware of a change in your assignment status, start or end dates, job duties, etc., please notify your*

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recruiter or onsite representative immediately. We issue your pay and are responsible for mailing your W-2 by the end of January if you worked for us in the previous tax year. Your W-2 will show all your earnings and the tax withholdings that we reported to the government as required by law.

You are responsible for keeping your WVSG contact informed of your employment status. Contact your WVSG recruiter when you are sick or need personal time off, if you are running late, if you are having challenges with your assignment, or if you are approached about direct, full-time employment, or switching staffing agencies. Also let us know if you have moved or if any of your personal information has changed so that we can keep our records updated. Remember that WVSG is your employer. Following these basic guidelines will help create a pleasant employment experience.

### **SAFETY PROGRAM FOR OUR ASSOCIATE EMPLOYEES**

It is the policy of WVSG to provide our employees with a safe work environment. Additionally, WVSG partners with our clients to make every effort to provide a safe place to work. Therefore, as you report to your assignment at the client site, ask your supervisor to make you aware of their safety and health program and job specific training. Take note of safe work practices, evacuation procedures, and any potential hazards unique to your job assignment. **Adhere to all safety rules and regulations and wear all required personal safety protective equipment.**

**At the direction of the President of WVSG, no employee is permitted to perform any work for which they have not been properly trained or equipped or which they feel is unsafe.**

**Inspect your work area daily and promptly report any safety concerns or unhealthy conditions to your supervisor, WVSG recruiter and/or onsite representative. *Immediately report all work-related injuries to your supervisor and WVSG recruiter and/or onsite representative.***

*West Valley Staffing Group (WVSG) has zero tolerance for workers' compensation fraud and will actively pursue and convict offenders. Making a false or fraudulent workers' compensation claim is a felony subject to up to 5 years in prison or a fine of up to \$150,000 or double the value of the fraud, whichever is greater, or by both imprisonment and fine. L.C. § 5432(a).*

### **TRAVEL/DRIVING POLICY**

If you are asked/required to travel or drive while on assignment, prior to engaging, please immediately notify your WVSG representative for approvals/documentation, and travel insurance information.

### **OPEN DOOR COMMUNICATION POLICY**

At WVSG, you have our full support and are welcome to call us any time; we are here to help you! If you have questions, concerns, or find yourself in an uncomfortable situation on your assignment, call us immediately! Remember that we are here to serve you and want you to be satisfied with your work assignment.

## TIMECARD PROCESS

*Time worked is due every Sunday by Midnight to our Sunnyvale Corporate Office.*

Time worked must be submitted and approved by your supervisor at the end of each work week. WVSG recommends the use of our online electronic timecard system, TALX, for the most expedient method of processing (ask your recruiter for detailed instructions). If you are using our WVSG timecard template, you can email to [wvsgtimecards@westvalley.com](mailto:wvsgtimecards@westvalley.com) or you can fax your timecard directly to payroll at (408) 735-1070. Please assure that your time sheet has been approved by your supervisor or manager. Note: Your assignment may be at one of our client sites that has on-site WVSG representation. You will be informed of the timecard process if it differs from the policy stated above.

## OVERTIME

Overtime and double time will be paid according to applicable state law. These hours must be approved in advance by your supervisor. An exception to the applicable state laws would be a WVSG and client approved alternative work week, which you would be notified of prior to starting your assignment.

## PAYROLL PROCESS

Accurate and timely payrolls are dependent upon you following our procedures carefully, thoroughly, and completely. Paydays are on Fridays\* following the week you worked. West Valley Staffing Group offers two methods of compensation: - Direct Deposit and - Pay card via our Global Cash Card/MasterCard partner. If you did not sign up for Direct Deposit during the application process, you will automatically receive a Global Cash Card/MasterCard Pay card. You may transition to direct deposit by completing /submitting a direct deposit authorization form. Pay cards and direct deposits are deposited directly onto your pay card or into your bank/credit union account. Pay cards are funded for payment every Friday; Direct Deposits are funded for payment every Friday. Pay cards and Direct Deposits are set up for fund availability on your first pay date. With both the pay card and direct deposit, we mail a non-negotiable voucher so that you can track withholdings, hours paid, and rate of pay. Note, certain holidays will cause paydays to shift to another day.

*\* Please note that while payroll is typically prepared and ready as outlined above, occasional complications necessitate a later payroll run, which could delay payroll as late as midnight. This is **extremely rare**; however, we will make every effort to communicate every possibility to you.*

## **PAY ADVICES AND W2**

Effective August 23, 2019, WVSG will email a password protected PDF Pay Advice to all employees every pay period. Passwords for all associates will be their first initial, last name and last four digits of social (i.e., jdoe1234). For online access, please visit [www.westvalley.com](http://www.westvalley.com) and log on with your WVSG credentials to access your pay advices and W2 on our web portal.

## **CALIFORNIA PAID SICK LEAVE**

Effective July 1, 2015, California employees will accrue paid sick leave pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

The California Paid Sick Leave Act AB 1522 guarantees every qualified California worker paid time off to recover from illness, care for a sick family member and bond with a new baby, etc. It allows all qualified California workers to accrue earned sick leave, which the employee will be eligible to access following 90 days of employment.

### ***Terms for accrual and use***

1. Employee will begin to accrue paid sick leave at a rate of 1 hour for every 30 hours worked. An employee may request and use up to 3 days or 24 hours per year of accrued paid sick leave. Accrued sick time may be used after 90 days of employment.
2. Employee may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave
3. Employee has the right to file a complaint against an employer who retaliates or discriminates against an employee for:
  - a. requesting or using accrued sick days.
  - b. attempting to exercise the right to use accrued paid sickdays.
  - c. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - d. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section et seq. of the California Labor Code

For more information, please visit: [http://www.dir.ca.gov/dlse/Paid\\_Sick\\_Leave.htm](http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm)

### ***Paid Sick Leave for other states:***

Any Eligible WVSG Associate in other states will begin to accrue paid sick leave in accordance to the laws governing the state in which they work.



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## **HOLIDAYS/VACATION/PTO**

Associates of WVSG do not accrue any vacation time/PTO. WVSG does not pay for time not worked; however, time off without pay may be granted to associates. WVSG does not offer holiday pay unless it is a client authorized program. If it is a client authorized program, any payouts would be based on requesting time off, having it approved, and then it is to be accurately reflected on the timecard and approved by the manager.

## **PAYROLL VOUCHER ENVELOPE FLYERS OR ENCLOSURES**

Special information we need to inform you about may be included in your payroll envelope. Please ensure you are always checking your payroll voucher envelope for any communication from WVSG. You may also ask your recruiter for information about changes due to a holiday schedule. If there is a colored insert in the payroll voucher envelope, please read it carefully, as it will contain important information.

## **PROFESSIONALISM, PUNCTUALITY AND ATTENDANCE**

WVSG (and our clients) count on you to be professional, honor your commitments, and finish your assignments. Always be on time, if not early. On your first day, allow enough time to find a new location and parking. Remember to notify your WVSG recruiter if you are sick or need personal time off. Depending on circumstances, excessive tardiness or sick time may be grounds for disciplinary action or termination. If, for some reason you cannot agree with the above, please notify us well in advance so that we can make other arrangements.

## **PROFESSIONAL ATTITUDE AND APPEARANCE**

Professionalism in the workplace is the best way to optimize your work experience. Demonstrate a positive attitude, be punctual, dress appropriately, maintain good attendance, and leave any personal issues at home. Each time you are on assignment, you represent not only yourself, but WVSG.

## **401(K) RETIREMENT PLAN**

We are proud to offer a transportable 401(k) Retirement Plan to all WVSG employees who are at least 21 years of age. This plan is available on your start date. For information on our plans, please contact our HR department at: [401k@westvalley.com](mailto:401k@westvalley.com).

## **MEDICAL INSURANCE**

The Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA), is a United States federal statute signed into law by President Barack Obama on March 23, 2010. Effective January 2015, employers with 50 or more employees must provide health care coverage options to their employees with a minimum baseline of coverage.



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Our current plan offers qualifying coverage for our employees on a self-funded basis, which satisfies the individual mandate.

Full plan detail and enrollment/declination information is available on-line at [www.TheAmericanWorker.com](http://www.TheAmericanWorker.com) or call (866) 866-3424. Please reference group number **FV1319** when enrolling. **If you do not enroll within 30 days of your start date, it will be Considered a declination of Health Benefits**, and you will not be able to enroll until the next Open Enrollment period, unless you have a Qualifying Event.

## **CONFIDENTIALITY CLAUSE**

As an *associate* of WVSG, you may be assigned to work at one of several of our customers' sites. You agree that any and all information related to WVSG's customers including, but not limited to: customer name, product information, business plans, marketing plans, financial information, product or process plans, drawings, schematics, software, technical data, and anything else that might be considered proprietary to the customer or to WVSG is considered confidential. You are prohibited from disclosing any such information to any third party without prior written consent from WVSG. Furthermore, upon request from WVSG, you will immediately return any and all confidential items that have come in to your possession during or as a result of your assignment. Note that you may also be required to execute non-disclosure agreements or similar documentation directly with WVSG's customer. You also agree to abide strictly by the terms of all agreements you sign with any WVSG customer.

## **AT WILL EMPLOYMENT**

California is a *Right to Work* or *At Will* employer state. *At Will* means that the employment relationship continues or stops at the will of any party involved in the employment relationship process. *At will* is an option that may be exercised by the client where you are working, WVSG, or you, the employee. All employment through WVSG and California is *At Will*. Therefore, the employment relationship may be terminated at any time, with or without cause, for any or no reason.

## **ZERO TOLERANCE DRUG POLICY**

West Valley Staffing Group has a very strict zero tolerance drug policy and you are asked to sign a consent form to submit to drug testing **if required**. Failure to comply with this agreement **may** result in your immediate termination.

*\*You are able to access our "Zero Tolerance Drug Policy" via WVSG's website library. Additionally, it is your responsibility to read through the document in its entirety.*

## **CONDITIONAL EMPLOYMENT**

Employment with WVSG is conditional based on having met and passed all hiring and/or assignment criteria listed below:

- Pre-employment Questionnaire
- Drug Screen (where applicable)
- Application (including verification of all information contained in the application)
- Social Security Number verification
- Reference Checks
- Background Check (where applicable)

In rare instances you may be asked to begin an assignment before the above processes have been completed. If you fail to meet one or more criteria, you may be placed on leave, without pay, or your assignment and/or employment will end immediately, while any appropriate inquiry or investigation occurs, if deemed appropriate by WVSG. WVSG will comply with applicable law throughout this process.

### **CALLING/ EMAILING IN AVAILABLE - ALWAYS NOTIFY US IMMEDIATELY WHEN YOU ARE AVAILABLE FOR WORK OR RE-ASSIGNMENT**

*Always notify us immediately when you are available for work.* When you call/email in available for work, you are letting your recruiter know you are actively looking for work beginning on a specific date (i.e., "I will be available for six months starting next Wednesday.").

We recommend calling in or emailing your availability approximately *once a week* unless your recruiter instructs you otherwise. You can email us at [resumes@westvalley.com](mailto:resumes@westvalley.com) to remind us of your availability if you prefer. If you choose to call in, let the receptionist know you are calling in available for work and give them your recruiter's name. If you know your recruiter's extension, you may bypass the operator and dial directly to your recruiter's desk. If your recruiter is not available, leave a voicemail with your current contact information (including an email address) so they can start working on an exciting new assignment for you. Remember that WVSG wants to provide you with the best employment support possible

### **JURY DUTY OR WITNESS LEAVE**

WVSG encourages all employees to serve on jury selection or jury duty when called. When summoned, you should immediately notify your WVSG representative and provide proof of service. Non-exempt employees will not be paid for leave taken under this policy. Exempt employees will be paid their full weekly salary unless they are on leave for an entire workweek during which no work is performed.

### **TIME OFF FOR VOTING**

If an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever

allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days' notice that time off to vote is needed.

## **FAMILY MEDICAL LEAVE ACT (FMLA) and CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

The FMLA and CFRA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Employees who have more than 12 months of service, worked 1,250 hours during the 12 months prior to the start of leave, and work at a location where 50 or more employees work at that location or within 75 miles of it may be eligible for FMLA and state CFRA.

Click here for more information on FMLA: <https://www.dol.gov/agencies/whd/fmla>

Click here for more information on CFRA: <https://www.dfeh.ca.gov/>

## **PAID FAMILY LEAVE (PFL)**

Dependent on the state in which you reside, you may be eligible for Paid family leave (PFL). PFL provides benefits, but not job protection, to individuals who need to take time off work to:

- Care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.
- Bond with a new child entering the family by birth, adoption, or foster care placement.
- Participate in a qualifying event because of a family member's (spouse, registered domestic partner, parent, or child) military deployment to a foreign country.

## **BEREAVEMENT**

California associates will be entitled to five days of unpaid bereavement leave after the death of a family member or a loved one. Per AB 1949, bereavement leave permits taking leave for a deceased: Spouse or domestic partner, child(ren), parents, siblings, grandparents, grandchildren, and parents-in-law. Bereavement leave is unpaid; however, associates can choose to utilize any accrued available time.

### ***Bereavement Leave for other states:***

WVSG will adhere to the laws governing the state in which they work.





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## **SUMMARY**

Thank you for selecting WVSG, and for your careful attention to our Associate Employment Policy Manual. Remember we are here to help, and you are welcome to email or call us with any questions or concerns. We value your opinions and suggestions; and we pride ourselves on our *open-door policy*. Please help us accomplish this by keeping all communication channels open. We appreciate your good work and look forward to contributing to an enjoyable work experience.

## **Acknowledgements**

_____	_____
Printed Name	Signature
_____	_____
Social Security Number	Date

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## **Refer Your Friends and Family to WVSG For Work!**

Help your friends and family find exciting work opportunities and earn extra income from our employee Referral Bonus Program! We are always looking for qualified employees. Our program is available to any associate who refers a candidate who is hired buy us, sent out on a work assignment and who completes a designated number of continuous hours of work through WVSG. Please see your recruiter for the specific requirements to participate in the Referral Bonus Program!

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**Sunnyvale Office**  
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