



## ASSOCIATE EMPLOYMENT POLICY MANUAL

### **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 a pleasant one.

To help make your employment experience with us a successful one, we have prepared the following Associate Employment Policy Manual to assist you. Please read and follow the instructions carefully. Naturally, you are welcome to call your recruiter at any time 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, is 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 assignment. WVSG will provide your job descriptions as represented by our client companies, will describe your job duties, and in addition negotiates 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 the decisions about what you are paid for the work you do while on assignment. The WVSG client to whom you are assigned does not have any authority to determine what you are paid, 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 when we have that knowledge. *If you become aware of a change in your assignment status, start or end dates, job duties, etc., please notify your recruiter immediately.* We issue your paychecks and will be 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 of your earnings and the tax withholdings that we reported to the government as required by law.

You are responsible for keeping WVSG informed of your employment status at all times. 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 any of your personal information has changed so that we can keep our records updated. Remember that WVSG is your employer and by following these basic guidelines your employment experience will be a pleasant one.

### **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 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 on a daily basis and promptly report any safety concerns or unhealthy conditions to both your supervisor and WVSG recruiter. Immediately report any and all work related injuries to your supervisor and WVSG recruiter.**

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### **Open Door Communication Policy**

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

### **Timecard Process**

Timecards must be filled out completely and legibly and signed by your supervisor at the end of each work week. When submitting a timecard to WVSG for payment, you can mail it, drop it off at one of our branch offices, or use the timecard drop boxes that are available at some client sites. You may fax in your time card directly to payroll (408) 735-1070; however, we require your time card to be mailed in as well. The law requires an original signature. If you are faxing your timecard, please note that the timecard you are mailing has already been processed and must match exactly the version you faxed to us. You may like to take advantage of our eTime card process. Ask your recruiter for detailed instructions. To **ensure** that your check is prepared and waiting for you, mail or drop off your timecard to WVSG as soon as you have your supervisor's signature. ***Time cards are due every Monday by Midnight to our Sunnyvale Corporate Office.*** For after-hours or weekend drop-off, you can use the mail drop slot in the bottom window of the left side of our main office in Sunnyvale. The first two copies of your timecard (white and yellow) are to be turned in to our payroll department so a check can be processed for you. Give your supervisor the pink copy of the timecard and ***always keep the blue copy of your timecard*** so you have it in case you need to provide a duplicate copy of your timecard.

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.

### Timecard Deadline

It is important to us that we have a timely paycheck ready for you each week. For us to do that, it is critical that your complete and legible timecard is turned in every Monday by Midnight to our Sunnyvale Corporate Office. If you drop your timecard off in our Pleasanton Offices, they are due every Monday by Noon so they can be couriered to our corporate offices. If your timecard is not submitted on time you will not receive a paycheck for that week. You will not get paid until the next regular payroll the following week. No exceptions please. Note, your assignment may be at one of our client sites that has on-site WVSG representation. You will be informed of timecard deadlines and processing if it differs from the above policy.

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### 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. If you pick up your paycheck from either of our corporate offices in Sunnyvale or our branch office in Pleasanton, *they are available starting at 1p.m. each Friday afternoon.* They will not be available earlier because of the processing time required. Mailed paychecks, along with blank timecards, are sent out each Friday on the last mail run. Although payroll checks are often delivered in one or two business days, please allow three or more business days for mail delivery before calling regarding your check, especially during the holidays. Some of our client sites have a paycheck drop off so that you can pick up your check where you are on assignment. Ask your recruiter if this is an option available to you.

We also have direct deposit available so that your funds are deposited directly into your account. A minimum of three (3) weeks is required to set up direct deposit. In the case of all direct deposits, we mail a non-negotiable check voucher so that you can track the withholdings, hours paid, and rate of pay, just like you are able to do with a regular paycheck. If you have not received your check within 3 business days after the check date (Friday), a lost check declaration form must be signed and turned in to the payroll department before another check can be issued.

Certain holidays will cause the payday to shift to another day or for the pick-up times to be limited. We will communicate any changes to you in advance by inserting a payroll flyer into the payroll envelope.

*\* 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.*

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### 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 Envelope Flyers or Enclosures**

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

### **Travel/Driving Policy**

From time to time you may be required to travel or drive while on assignment. Should this occur, please notify your WVSG representative for approvals/documentations.

### **Professionalism, Punctuality and Attendance**

WVSG counts 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 for 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 discipline or termination. WVSG and our clients count on you to honor your commitments and finish your assignments. If for some reason you cannot, 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. As a professional, demonstrate a positive attitude on the job, be punctual, have good attendance, dress appropriately, 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 of our eligible WVSG employees. This plan is available at your start date for all WVSG employees at least 21 years of age. For information on our plans, please contact our HR office at 408.735.1420 x3004.

### **Medical Insurance**

Individual, self-funded, insurance plans are available to our *associate* employees through our benefits broker, TWIW Insurance Services, LLC. If you are interested in a quote, please contact Becky Kovach or Derrick Caron at (800) 350-3550 or email at bkovach@twiw.com or dcaron@twiw.com.

### **Agreement While on Assignment**

You agree that if the client where you are working on assignment approaches you to discuss conversion to full-time employment, you will notify your WVSG recruiter immediately. You will not accept direct or full-time employment from that client without prior WVSG approval. Employment shall include in-house temporary pools or employment at the company through another agency, competitor, or payroll service company.

### **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, assignment, 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.

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### **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 on assignment, 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 will be asked to sign a consent form to submit to drug testing (where applicable). Failure to comply with this agreement may result in your immediate termination.

### **Conditional Employment**

Employment with WVSG is conditional based on your 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 process has been completed. If you fail to meet one or more criteria, your assignment and/or your employment will end immediately, or you may be placed on leave, without pay, while any appropriate inquiry or investigation occurs, if deemed appropriate by WVSG. WVSG will comply with applicable law throughout this process.

**Calling 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 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 available approximately *once a week* unless your recruiter instructs you otherwise. When you call in available, 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!

**Summary**

Thank you for selecting WVSG, and your careful attention to our Employment Policy Manual. Remember we are here to help, and you are welcome to call us with any questions or concerns you may have. We value your opinion, suggestions, and pride ourselves on our *open-door policy*. Please help us to 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

**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 for referring a candidate who is hired by 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*.

**Sunnyvale Office**  
 390 Potrero Avenue  
 Sunnyvale, CA 94085  
 408.735.1420

**Pleasanton Office**  
 3875 Hopyard Road Suite 130  
 Pleasanton, CA 94588  
 925.416.9707