



2011 TEMPORARY EMPLOYEE ORIENTATION AND PAYROLL POLICIES

PLEASE READ CAREFULLY. THIS IS FOR YOU!!

Once you start working an assignment in a Fusilier Business Services (FBS) client office, the government considers you to be an employee of Fusilier Business Services, not the client. We are responsible for you, in safety, workplace rules, job performance, taxes, and all labor and employment codes. Knowing this, we ask that you cooperate with us to the best of your ability to create a successful temporary assignment experience. Please remember that you are representing FBS to our client while on the job, and our reputation is impacted by your actions and behavior.

A good rule of thumb: Communicate, communicate, communicate.

Please keep us informed about any new, unexpected, or exciting changes or surprises in your temporary assignment. Email works well for us, and a phone call or text message is good too. Email: david.fusilier@dfusilier.com phone/text: 415-519-8558 Remember: we may not know about it, unless YOU tell us!!

HOT TOPIC: HOW DO YOU GET PAID??

Basic formula: you work. You write down your time on the timesheet. At the end of the work week (usually Friday), you give to your supervisor your time sheet and she/he approves it. Then, you get the timesheet to us **BEFORE** the following **Tuesday morning at 9:00AM by Email or Drop Off.**

NOTE: if you trust the US Mail to deliver your timesheet to us in time, do so at your own risk. We cannot guarantee their delivery service.

IF you do this correctly, you should have a paycheck ready for you on Friday, ready for pickup, or mailed to you, or by direct deposit. Simple!

Some Tips: DON'T MISS THE DEADLINE OF 9:00AM Tuesday. We may NOT be able to pay you! And just as bad, we will NOT be able to bill our client for your work either! If you sense that you might miss the deadline, CALL us in advance. Maybe we can help.

Suggestion: Don't wait until the last minute to get your timesheet signed by your supervisor on Friday. Asking her/him anytime after noon to sign your sheet for the week is usually okay, unless it's not okay. Just ask. NOTE: We cannot pay you for your work without a supervisor's approval, so please make sure to work it out, make it happen.

You are only permitted to work overtime with a supervisor's approval. Ask the supervisor ASAP about approval once you find out that you may be working overtime. And be sure to let us know too! Let's all be on the same page.

In general, our work week pay periods are Sunday to Saturday. So, if you work a weekend, start a new timesheet on Sunday. And a **separate timesheet** is need for separate clients during the work week.

Direct Deposit works really well! We know from experience. Ask us for the form, or download the form from our website.

OTHER IMPORTANT POLICIES AND PROCEDURES:

If you are **INJURED** on the job, **CALL US** right away. It's a big deal, and we need to make sure that we are responsibly taking care of you! No ifs, ands, or buts! A workplace injury is serious, and governed by rules and guidelines, so help us and yourself: CALL US right away, and let your workplace supervisor know as well.

Lifting items over 20-25 pounds is prohibited by FBS, as is driving your vehicle while carrying out your duties on assignment.

If you require or desire workspace accommodation, please contact FBS.

More serious CALL US moments: if you are harassed; if you are being discriminated against; if you feel unsafe; if you need to go to the hospital. We are here as your employer to take care of you, so COMMUNICATE. please.

The California Labor Code REQUIRES that a 30-minute meal break is taken by the employee after a work period of no more than five (5) hours, and this break cannot be taken at the work station. Our clients are aware of this law, so, please take your break! Otherwise, call us and let us know the situation.

We really do need to know if you will be late to work; or if you are too sick to work; or if you need to leave early or skip a day of work. For these, call or email us. And it's fine if you want to inform your workplace supervisor as well, but don't forget us!

Confidentiality on the job is so important to our clients. Please do not copy, borrow, share, or otherwise communicate sensitive or proprietary matters you are exposed to while on assignment. It's all part of being professional.

Limit phone calls, text messages, emails, and other non-work-related activities to your meal breaks, or request a 10-minute break from your supervisor for more pressing matters. Surfing the internet for personal use while on assignment is prohibited.

The Number One complaint that clients have about temporary employees in San Francisco: TARDINESS. Please, be on time, or a couple of minutes early.

Please dress appropriately for a professional environment. Business professional. No jeans, shorts, sandals, tight-fitting clothes, or other casual dress attire. We will both be embarrassed if the clients ask for us to send you home. If you aren't sure, dress up on day 1, and then ask us about the dress code. And, many companies have a "fragrance-free" workplace, so please don't wear perfume or cologne.

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Any questions: Please ask.

Thank you for working with Fusilier Business Services.