



# **Maine Staffing Group**

*Project Staffing, Inc., Special Teams, Inc., One Source  
Preferred, Inc., Variable Employment, Inc.,  
Project Flagging, Inc.*

## ***EMPLOYEE MANUAL***

### **Branch Locations**

**•Augusta •Bangor •Biddeford •Brunswick •Lewiston •Portland**

## ***INTRODUCTION***

Welcome to Project Staffing, Inc. PSI is a Maine owned and operated personnel employment agency that specializes in providing qualified workers to a wide variety of employers throughout Maine. From construction to manufacturing and production, to the agricultural industry, PSI excels in providing the best customer service to both our clients and our employees.

PSI's goal is to provide our clients with the most qualified employees to meet their needs and the best employment opportunities and services for all our employees.

This Employee's Employment Handbook is a source of information about payroll, privileges, benefits, and procedures, along with a few general rules and policies you are expected to follow. This handbook is not a legal document or an employment contract. It is for your information, please take a few minutes and read this handbook.

This handbook cannot anticipate every situation about your employment. In order to have the necessary flexibility in the administration of policies and procedures, PSI will do its best to recognize all rights and privileges extended in this handbook, unless in doing so, it would impair the operation of our clients or expose our company to legal liability or financial loss. Because PSI serves many different types of clients, there may be situations, which may require special employment policies. These will be discussed and attached to your employee personnel file.

Finally, PSI will help you to make your job more enjoyable and satisfying. Please feel free to discuss any questions you have with your Account Manager.

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# 1. Employment Policies

## 1.1 An Equal Opportunity Employer

It is our policy to recruit, hire, and promote for all job applicants and employees without regard to race, religion, color, national origin, sex, sexual orientation, or age. Decisions on employment and promotions are based solely upon an individual's qualifications, with reference to the skills and abilities of the position for which the individual is being considered.

## 1.2 Employment at Will

All employees are hired for an indefinite period (without written contract to the contrary). Employment is at the mutual consent of the employee and PSI. Dismissal may be for good cause, or even no cause at all. Under this rule, employees are correspondingly free to quit at any time for any reason.

If you have any questions about your status with the company, please give us a call.

## 1.3 Personal Information.

PSI maintains personnel records, which are important to you. Changes may occur with your address, telephone number, marital status, number of dependents, names of persons to be notified in case of an emergency, etc.

These changes may have bearing on your benefit programs, social security, state and federal taxes, and your employment record. Therefore, it is important to keep this information accurate and current. Report any changes in your personal records which have a bearing on the above.

## 1.4 Safety and Accident Prevention

Safety is a vital concern of PSI. The ultimate responsibility for safety lies with you. We need your help in promoting safety and the prevention of accidents by observing the following common sense rules.

1. Learn your job and how to be safe in the work place.
2. Learn the location of fire alarm boxes, extinguishers, and your duties in case of a fire.

3. Promptly report all unsafe or potentially hazardous conditions, such as the following to your supervisor.

- \* Wet or slippery floors
- \* Trashy or unsafe areas at work
- \* Equipment left in halls or walkways.
- \* Exposed or unsafe electrical wiring
- \* Careless handling of equipment
- \* Defective or unprotected equipment

4. Do not operate electrical equipment with wet hands.
5. Immediately report all accidents to your supervisor, and to your Account Manager
6. Use proper lifting procedures and get help when needed.
7. Wear safety glasses and protective clothing when necessary.
8. Handle hazardous chemicals with care.

Additional information on proper safety procedures are listed in the Safety Manual.

## 1.5 Job Related Injury or Illness

PSI provides worker's compensation benefits to employees for job related injury or illness. Every employee is expected to observe and promote safety on the job. If you observe any unsafe conditions or possible exposure to hazard, you are to report this promptly to your supervisor. Together our goal is to maintain a safe environment in which you work. In the event of a job related injury or illness, you are to report immediately to your supervisor.

An "Employer's First Report of Injury" must be filed within 24 hours of the injury.

**Preferred Medical Provider (PMP)** - PSI will assign a primary PMP in the area of your assigned work. If you are assigned to work at a remote location (away from your main work area) you must notify PSI to obtain the name and number of the nearest PMP.

## 1.6 Prohibited Harassment

PSI is committed to providing a work environment that is free of discrimination. In keeping with this commitment, PSI maintains a strict policy of prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment of any form, including verbal, physical, and visual.

If you believe you have been harassed by a co-worker, supervisor, or agent of PSI, you should promptly report the facts of the instance and the names of the individuals involved to your supervisor, or as an alternative to our personnel office. Supervisors should immediately report any instance of sexual harassment to PSI. The personnel office will investigate all such claims and take appropriate corrective action. If you have any questions concerning this policy, please feel free to contact PSI.

## 1.7 Hours of Work

The basic work day for full-time employees is eight hours exclusive of the meal period. Various factors such as work loads, operational efficiency, staffing needs, and working schedules may require variations in the employees' starting and quitting time.

## 1.8 Overtime Pay

Occasionally, unpredictable or unavoidable emergencies may require overtime work. You must obtain your supervisor's approval prior to working any overtime. PSI complies with all federal and state wage hour requirements. If you have any questions about these regulations please call our office.

## 1.9 Payday

PSI's payday is Friday following the week worked. Paychecks are either mailed to you within at least seven days after the end of the pay period or held at our office for you to pick up. Endorsement of your payroll check constitutes your verification of hours worked.

In case of an error in your paycheck, contact your Account Manager immediately to review the possible error. Except in emergencies, adjustments will appear in the next issued paycheck.

## 1.10 Payroll Deductions

There are several payroll deductions that may be taken from your wages. Some of these are required by law while others may be requested or authorized by you.

Payroll withholding taxes are taken according to table or percentages mandated by the taxing agencies, including local, state, and federal governments.

A summary of all deductions is included with your paycheck showing you the amount each time and the year to date. Voluntary deductions are a convenience to you as a payroll-withholding amount. These include such items as: Insurance Premiums, both individual and family, 401K, and other employee requests.

## 1.11 Work Standards

Each employee is expected to perform his or her job in a satisfactory manner. Absenteeism, tardiness, poor & unsafe work habits, etc. are unacceptable and may be grounds for immediate discipline and may result in termination. If you are going to be absent or late, you must report this to your Account Manager before this happens. Each employee is also expected to conduct themselves in a manner consistent with the highest standards of professional conduct. Behavior that does not meet these standards will not be tolerated and also will be grounds for disciplinary action, possibly termination of employment.

representative will accompany you to present the problem and ensure that both you and your supervisor or the Client understands the issues to be resolved.

The Client or your supervisor at work will provide a written response within seven (7) calendar days to PSI.

If this has not resulted in a satisfactory solution within fourteen (14) calendar days, a meeting will be established with you, the Client or a Client Representative, your supervisor, and the personnel director of PSI to review the issues.

If a solution is not reached at this meeting, you and the Client or Client Representative can appeal to the President of PSI. The President's decision is to be final and binding.

## **1.12 Confidentiality/Conflicts of Interest**

Information given by a customer, client, or patient may be privileged or confidential information. Such information is to be maintained with strict confidentiality. This may also be true for proprietary information within the company. For this reason you are prohibited from releasing any such information to members of the public or press, other professionals, pharmacies, inpatient facilities, families, friends, etc., without specific authorization. Employees must refer all such inquiries to their Account Manager. This is very important.

You must inform your Account Manager and PSI of any other job appointment that might interfere with your duties or assignments with the company.

## **1.13 Termination**

PSI may terminate with a client for negligence to meet certain obligations such as providing a safe place to work or failure to meet financial obligations for services rendered by PSI. When this happens, PSI will not be able to continue to pay or provide benefits to the employees beyond the last day worked with PSI.

If you are terminated from employment due to disciplinary actions, your final check will be mailed to you within your normal pay cycle.

## **1.14 Addressing Grievances**

PSI is available to help you resolve misunderstandings. If you have a work related problem, it should first be discussed with your Account Manager of PSI so that it may be resolved quickly. If the problem is not solved, you may come to the PSI office for assistance.

At this time you may file a written complaint within seven (7) calendar days in accordance with the following procedures. (If you are dismissed, you have fourteen (14) calendar days to file a written complaint.)

The details of the problem are to be outlined in writing and submitted within seven (7) days to the office manager of PSI. At your request the personnel

## **2.0 Appendices**

The following appendices are included in this handbook to serve as a reminder to you that PSI takes these issues seriously and that these policies are strictly enforced. The signed original forms will be placed in your personnel file.

Sex discrimination and harassment are covered in appendix 2.1, your work attendance, is discussed in appendix 2.2, and the reporting of injuries, accidents or unsafe conditions are covered in appendix 2.3.

Each of these is very important, so take the time to read and understand them, if have any questions, please feel free to contact PSI at the number listed on the back of the cover of this handbook.

**THE MAINE HUMAN RIGHTS ACT  
PROHIBITS SEX DISCRIMINATION**

**SEXUAL HARASSMENT ON THE JOB IS ILLEGAL**

- \* Unwelcome sexual advances
- \* Suggestive or lewd remarks
- \* Unwanted hugs, touches, kisses
- \* Requests for sexual favors
- \* Retaliation for complaining about sexual harassment

Project Staffing, Inc. is making you aware that sexual harassment of any kind will not be tolerated.

As a Project Staffing employee, you may feel free to contact your Account Manager, or Mark Burns, located in our Brunswick office, 729-5158, or 800-639-8802 for immediate action to any problem you might have concerning sexual harassment as stated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

If you feel you have been discriminated against, call the Maine Human Rights Commission at (207) 624-6050.

**PROJECT STAFFING EMPLOYEES**

**NOTICE OF ATTENDANCE**

Should I choose to accept an assignment with Project Staffing, Inc., I understand that having a good attendance record is my responsibility.

Also, I understand that if I am going to be late, leave early, or absent from my assignment, I am to contact both my Account Manager at the Project Staffing, Inc. office and the company where I am placed on assignment, at least one half hour prior to the beginning of my work day.

Should my assignment end, I understand it is my responsibility to contact Project Staffing, Inc., immediately and once a week thereafter, for future assignments. Should my phone number or address change, I will call Project Staffing, Inc. and update my file.

NOTE: Working hours at the office of Project Staffing, Inc. are 8:00am to 5:00pm, Monday thru Friday. If you are calling outside of these hours, please leave a message on the answering machine and then contact Project Staffing, Inc. between the hours listed above to discuss the reason for your absenteeism.

I also understand that failure to report to my assignment, without notification to the Project Staffing, Inc. office could result in my being removed from the assignment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# REPORTING INJURIES, ACCIDENTS OR UNSAFE CONDITIONS

I understand that Project Staffing, Inc. is my employer and is responsible for providing me with Workers Compensation Coverage, Unemployment Insurance and overtime pay as provided by law.

I also understand that I am to abide by the safety practices of my assigned work place and follow the safety rules pertaining to my job description. I understand that if these rules are not followed, it will result in termination of employment.

I also understand that if I incur any injury while in the employ of Project Staffing, Inc. that I am to contact the Safety and Worker's Compensation Manager. This must be done within one hour of the incident or I understand that I could be subject disciplinary action.

I also understand that if I incur a job related injury or illness while in the employ of Project Staffing, Inc. I will be paid only for actual hours worked (receiving medical attention off the job site is not actual hours worked) and that I will be placed in a work assignment within the medical limitations that apply. I understand that refusing this work assignment will jeopardize my benefits.

I also understand that Project Staffing, Inc. cannot guarantee anyone a permanent position with a client company, the amount of hours worked per week, or how long the job will last.

Please call your Project Staffing office if you have any questions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

PROJECT STAFFING, INC.

## EMPLOYEE ACKNOWLEDGE FORM

I acknowledge receipt of the Project Staffing, Inc., Employee's Manual and Safety Handbook.  
I agree to read and abide by the conditions, rules and policies as set forth in both.

\_\_\_\_\_  
(EMPLOYEE NAME-PRINTED)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(SSN)

\_\_\_\_\_  
(EMPLOYEE SIGNATURE)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(DATE)

