



TEMPORARY EMPLOYEE HANDBOOK

What DES Expects From You:

- A working telephone number. If your home or cell # changes please call us ASAP!
- We expect you to be **on time, dependable**, put forth your **best effort, complete** the full length of the assignment, dress professionally, have reliable transportation, and have a **positive winning attitude!**
- Arrive at your assignment 5-10 minutes early. **DO NOT BE LATE!**
- Personal or long distance phone calls should **never** be made during business hours, or on a client's telephone! Internet and email usage should only occur as directed by your supervisor! **Stay off your cell phone, the internet, and Facebook!!!**
- You must be at your assignment **EVERY DAY.**
- If you have an interview please let us know. Please see that interviews are arranged for early AM, during lunch, or late afternoon.

What To Expect From DES:

- Email jessica@des-inc.com every Monday to report your availability for assignments.
- Assignments will be offered to the most qualified candidate. DES conforms to all applicable Federal and State Laws, rules, guidelines, and regulations and provides equal opportunity in all employment and employee issues.
- **Bonuses!!!!** If you refer a friend to DES and they work 80 hours as a temporary employee, or are placed full-time, we will give you a **\$100 referral bonus!**

In an Emergency:

- Anytime an emergency situation arises, email **Jessica Peddicord** at jessica@des-inc.com ASAP!
- Anytime something happens that would prevent you from reporting to work, if you are running late or if you will not be at your assignment for any reason, please call or email **Jessica Peddicord** ASAP!!

Email the DES Office at jessica@des-inc.com

- If your job description changes.
- As soon as you complete an assignment.
- If you have completed an assignment and have not been reassigned to another position.
- Every Monday to report your availability for the week. **Failure to report your availability may result in the loss of unemployment benefits.** (DES is not responsible for managing your unemployment claim.)
- If the client company to which you are assigned mentions a regular/full-time position.
- Any time you have a change in status, address, phone number, or a change on your I9 & W4
- **Immediately** report any accident, injury, or unsafe work conditions to DES. In addition to the call, you must obtain a signed report from your work-site supervisor and immediately forward it to the DES Temporary Staffing Manager. **Failure to do so could jeopardize your benefits. Drug testing is mandatory following any on-the-job accident.**

Payroll Procedures

- **Timesheets must be received each week by DES no later than Sunday midnight.** You will receive an email with your timesheet link and login credentials on the start date of your assignment. Once you have submitted your time, your manager will receive an email notification.
- **Failure to submit your timesheet each week may result in a delayed paycheck.**
- Paychecks will be mailed out at 2:00pm. If you would like to pick it up from our office, call by noon on Friday and we can set it aside for you. Bring your ID when you come to pick it up.
- If someone else will be picking up your paycheck you **MUST** send a written consent to DES via fax or email. **Identification is required for us to release the check.**
- A \$25.00 fee is charged on any paycheck that we have to reissue. No Exceptions!

Safety

You are restricted from:

- Operating the employer's motor vehicle or your own personal vehicle for company business.
- Lifting over 25 lbs.
- Handling the employer-client's cash, or other valuables without prior written consent from DES.

Drug Policy

DES forbids employees to bring any illegal drugs or alcohol to any premises to which a DES employee is assigned. If you are taking any prescription medication, it must be kept in its original packaging and you need to notify your DES staffing representative. **Drug testing is mandatory following any on-the-job accident.**

Weapons Policy

All applicants, prospective employees, and/or employees of DES are prohibited from using or possessing weapons of any kind, concealed or otherwise, at any time while on the premises of DES and/or while engaged in conducting business on behalf of DES.

Harassment Policy

DES is committed to providing a work environment that is free of unlawful harassment and intimidation. Company policy prohibits harassment because of sex (including sexual harassment, harassment due to pregnancy, childbirth, or related medical conditions and gender harassment) and harassment because of race, religion, color, national origin, medical conditions, physical or mental disabilities, age or any other basis protected by federal, state or local law, regulation, or ordinance.

ALL SUCH HARASSMENT IS ILLEGAL!

Congratulations! You have been selected as a Dallas Employment Services Temporary Employee. All employees of DES are employed at will. You may quit or be discharged at any time, for any reason. Failure to comply with Dallas Employment Services, Inc.'s rules and regulations will be grounds for termination. Failure to call DES when you are going to be late or failure to complete an assignment is grounds for termination. Your success requires timely communication!

Signature _____

Date _____

Print Name _____