



(636) 271-7322

140 W. St. Louis St.
Pacific, MO 63069

(636) 349-9040

#48 Fenton Plaza
Fenton, MO 63026

WORK HOURS/SHIFT: _____

REPORT TO: _____

COMPANY: _____

ADDRESS: _____

JOB DESCRIPTION: _____

CHECKS AVAILABLE ON: _____

BE SURE TO SIGN YOUR TIME SHEET/TIME CARD

DIRECTIONS AND MAP: _____

ALL WESTSIDE PERSONNEL EMPLOYEES

Healthcare Insurance: You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Our benefit programs for Westside Personnel in 2017 are as follows:

* Each quarter of 2017 we will present a bonus opportunity for the "injury free" employee. Any employee working a minimum of 450 hours who is injury free during that period, (each quarter), will receive \$25.00 as a bonus. You could qualify for a bonus in each of the four quarters in 2016.

* Holiday pay can be earned in 2017 If you have accumulated 1800 hours (July 1, 2017 – June 30, 2017), you qualify for Fourth of July and Labor Day pay. If you have accumulated 1800 hours (October 1, 2016 - September 30, 2017), you qualify for Thanksgiving Day and Christmas Day pay. You must maintain a minimum of 450 hours in each of the following quarters to receive the holidays in the next quarter. In order to get the 8 hours pay, you must work the last scheduled day before the holiday and the next scheduled day after the holiday. Holidays eligible for holiday pay for the year include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

* Vacation pay can be earned in 2017 Any employee working a minimum of 1800 hours will qualify for a week of vacation pay. A week off will be decided mutually between Westside Personnel and our Client. This week's pay would be paid after December 1st of this year.

POLICIES AND PROCEDURES CHECKLIST

- ___ 1. I AM TELEPHONE ACCESSIBLE AND I HAVE RELIABLE TRANSPORTATION.
- ___ 2. I UNDERSTAND THAT I AM EXPECTED TO COMPLETE ANY JOB ASSIGNMENT I ACCEPT. IF I DO NOT COMPLETE AND/OR WALK OFF THE ASSIGNMENT THEN WESTSIDE PERSONNEL SERVICES CAN ASSUME I HAVE VOLUNTARILY QUIT. I MAY ALSO ASSUME THAT I WILL BE PAID MINIMUM WAGE PER HOUR FOR THE TIME I WORKED.
- ___ 3. I UNDERSTAND THAT I AM AN EMPLOYEE OF WESTSIDE PERSONNEL SERVICES AND ONLY I OR WESTSIDE PERSONNEL SERVICES CAN TERMINATE MY EMPLOYMENT. WHEN AN ASSIGNMENT ENDS I MUST REPORT TO WESTSIDE PERSONNEL SERVICES OFFICE FOR MY NEXT JOB ASSIGNMENT. FAILURE TO CONTACT WESTSIDE PERSONNEL SERVICES WITHIN 3 (THREE) WORKING DAYS OR TO ACCEPT MY NEXT JOB ASSIGNMENT WILL INDICATE THAT I HAVE VOLUNTARILY QUIT AND MAY NOT BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS.
- ___ 4. WESTSIDE PERSONNEL SERVICES HAVE A VERY STRICT "NO DRUG POLICY" AND I HAVE SIGNED A CONSENT FORM TO SUBMIT TO DRUG TESTING. I UNDERSTAND THAT MY FAILURE TO COMPLY WITH THIS AGREEMENT WILL BE GROUNDS FOR MY IMMEDIATE TERMINATION.
- ___ 5. YOU WILL BE ADVISED OF THE PAYDAY FOR YOUR INDIVIDUAL ASSIGNMENT AT THE TIME OF PLACEMENT. I UNDERSTAND WESTSIDE PERSONNEL SERVICES WILL NOT RECOGNIZE OR PAY FOR ANY HOURS WORKED BY AN EMPLOYEE IN THE ABSENCE OF AN INDIVIDUAL TIME TICKET SIGNED BY BOTH THE CLIENT AND THE EMPLOYEE.
- ___ 6. IF FOR SOME UNEXPECTED REASON, (I.E. EMERGENCY OR ILLNESS) I CANNOT MAKE IT TO WORK, I WILL CALL AT LEAST 4 HOURS IN ADVANCE OF MY START TIME. SHOULD I RUN LATE I WILL CONTACT WESTSIDE PERSONNEL SERVICES AS SOON AS POSSIBLE. WESTSIDE PERSONNEL SERVICES PHONE MESSAGES ARE CHECKED SO THAT WE CAN NOTIFY THE CLIENT AND/OR FIND A REPLACEMENT. FAILURE TO DO SO MAY BE GROUNDS FOR DISMISSAL AND/OR INDICATE THAT I HAVE QUIT.
- ___ 7. IF I SUSTAIN AN INJURY ON THE JOB, I WILL INFORM MY SUPERVISOR AND WESTSIDE PERSONNEL SERVICES IMMEDIATELY. WESTSIDE PERSONNEL SERVICES WILL COORDINATE WITH THE CLIENT AND MYSELF THE PROPER PROCEDURE FOR TREATMENT.
- ___ 8. I UNDERSTAND AND WILL COMPLY WITH WESTSIDE PERSONNEL SERVICES SAFETY RULES AND REGULATIONS AND HAZARDOUS COMMUNICATION PROGRAM EXPLAINED TO ME IN WESTSIDE PERSONNEL SERVICES ORIENTATION.
- ___ 9. TRANSPORTATION IS YOUR RESPONSIBILITY. WESTSIDE PERSONNEL SERVICES, AT OUR DISCRETION, MAY PROVIDE AN ADVANCE OF NO MORE THAN \$20.00 A WEEK.
- ___ 10. TO ASSIST US IN LOCATING AN ASSIGNMENT FOR YOU, IT IS MANDATORY THAT YOU CALL THE OFFICE ON A DAILY BASIS TO MAKE YOURSELF AVAILABLE FOR A POSITION. IF WE DO NOT HAVE A CURRENT PHONE NUMBER FOR YOU WE WILL BE UNABLE TO CONTACT YOU FOR AN ASSIGNMENT OR NOTIFY YOU OF ANY CHANGES IN YOUR CURRENT ASSIGNMENT.
- ___ 11. ALL WESTSIDE PERSONNEL SERVICES EMPLOYEES ARE PROHIBITED TO WORK MORE THAN 3 FEET OFF THE GROUND. (I.E. LADDERS AND STEP STOOLS)
- ___ 12. THEFT, FALSIFYING INFORMATION, FIGHTING AND DISORDERLY CONDUCT, UNEXCUSED OR EXCESSIVE ABSENTEEISM AND ABUSIVE LANGUAGE ARE ALL GROUNDS FOR IMMEDIATE TERMINATION.
- ___ 13. ANY ATTEMPTS TO FILE FOR UNEMPLOYMENT BENEFITS WITHOUT FOLLOWING ALL OF WESTSIDE PERSONNEL SERVICES POLICIES AND PROCEDURES WILL RESULT IN THE CLAIM BEING PROTESTED.
- ___ 14. ANYONE FOUND WILLFULLY FILING A FALSE WORKMANS COMPENSATION CLAIM WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.
- ___ 15. I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS REGARDING WESTSIDE PERSONNEL SERVICES POLICIES AND PROCEDURES AND AGREE TO THE SAME. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES AND PROCEDURES COULD LEAD TO MY TERMINATION.

OFFICE HOURS:

Mon.-Thurs. 7:00 A.M. - 4:30 P.M.

Friday 7:00 A.M. - 5:00 P.M. Fenton/Pacific

After 4:30 P.M.

Leave a message on the answering machine for availability