



180 N. Michigan Avenue, Suite 620 Chicago, Illinois 60601 312-853-3600 Fax: 312-853-3601

GUIDELINES FOR TEMPORARY EMPLOYEES

As an Avanti Staffing, Inc. temporary employee you represent not only Avanti Staffing, Inc., but also yourself and other Avanti employees. In order to make the best impression at a client's office, we advise you to work diligently each day of your work assignment. The client you work for today could be a potential permanent employer.

Remember to arrive 5 to 10 minutes early on the first day and each day of your new work assignment. Call your Avanti Staffing Counselor and notify them that you have arrived at your work assignment, when appropriate.

If you have any problem on the work assignment, are running late, are ill, need to leave your job early, or **cannot** complete your work assignment, **CONTACT YOUR AVANTI STAFFING COUNSELOR IMMEDIATELY @ 312-853-3600. Any unexcused tardiness or absence is immediate grounds for TERMINATION of your employment with Avanti Staffing.** During normal business hours, speak with your Staffing Counselor directly, regarding what problems you are having on your assignment. Do not leave a message for your Staffing Counselor during normal business hours. It is imperative you speak directly to an Avanti Staff member regarding any work assignment problems. This way we can try to talk with the client immediately. If it is before 9am or after 5pm **and** you are unable to speak directly to an Avanti Staffing Counselor, you may then leave a message in your Staffing Counselor's voice mail or email/text your Staffing Counselor. Please don't leave a message in the general voice mailbox, as it is not checked on a daily basis. Failure to show up at a work assignment that you have accepted without notifying Avanti Staffing, Inc. is grounds for immediate replacement. If you are calling off for a day, you must notify Avanti Staffing, as soon as possible. It is acceptable to notify the client site supervisor, in addition to calling your Staffing Counselor.

When at a Client site, use the client's phone, Internet access and office equipment for business purposes only.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Avanti Staffing, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. If you are on a temporary assignment, report this situation to your client site supervisor and to your Avanti Staffing Representative. You may ask to be immediately replaced at the work assignment. Temporary Employees can raise concerns and make reports without fear of reprisal.

Any Avanti Staffing Temporary who becomes aware of possible harassment should promptly advise their client site supervisor and your Avanti Staffing Representative who will handle the matter in a timely and confidential manner.



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COMPLETING YOUR TIMESHEET

When completing your timesheet, indicate the time you start working each day. Subtract the amount of time you take for lunch. Avanti employees are not paid for lunch. At the end of each work week, **total** each day's hours to the nearest ¼ (quarter hour). The on-site work supervisor must sign your timesheet authenticating and approving your time worked. Over time is paid after 40 hours in a singular calendar week (Sunday through Saturday) and must be authorized by the work supervisor at your assignment. **Falsification of your timesheet is immediate grounds for dismissal and maybe considered a criminal act of theft. So be accurate when indicating the hours you have worked.** Indicate on your timesheet whether you would like to pick up your paycheck or have the paycheck mailed to your home address. Fax the signed timesheet to 312-853-3601 or email it to felicem@avanti-staffing.com or francescad@avanti-staffing.com no later than 10 am on Monday. Checks are directly deposited into the bank account you designated on the Paychex direct deposit form on Friday of each week.

Payday is on Friday of each week. Our normal office hours are 9 to 5pm. Illinois is an "At Will Employment State".

PLEASE SIGN BELOW, INDICATING YOU HAVE READ THESE GUIDELINES. YOU WILL BE GIVEN A SIGNED COPY AND THE ORIGINAL WILL REMAIN ON FILE.

SIGNATURE

DATE

PRINTED NAME

DATE