

Employment Policies

Policies & Procedures

Premier Electrical Staffing employee

I understand that I am an employee of Premier Electrical Staffing, LLC. I will conform to the rules, regulations and standard operating procedures of Premier Electrical Staffing as they may now or hereafter exist, and only Premier Electrical Staffing or I can terminate my employment. I understand my failure to report to the jobsite for work will indicate that I have quit, without notice, which is an inactive status, unavailable for further assignments. When an assignment ends, I must report to Premier Electrical Staffing for my next job assignment. Failure to do so within 5 working days or to accept other employment will indicate that I am unavailable for further assignments, which is an inactive status. I understand that I will not be employed by or directly or indirectly assigned to a contractor where I was referred by Premier Electrical Staffing for a period of at least 12 weeks after the completion of the placement, unless I have the written consent of Premier Electrical Staffing. I understand and agree that I may be expected to work on a wide variety of job assignments and agree to accept assignments, for which I am qualified, as they become available. I am telephone accessible and have reliable transportation.

Absence

If for some unexpected reason, such as an emergency or illness, I cannot make it to work, I will contact Premier Electrical Staffing and my onsite supervisor/foremen. Failure to do so before the scheduled hours begin may be grounds for dismissal. Premier Electrical Staffing may ask for a doctor's excuse for an illness over 2 days and proof of obituary may be required for an absence for a death in the family. Excessive absenteeism without excuse may also be grounds for dismissal. Dismissal is an inactive status, making me unavailable for further assignments. I also understand I should contact my assignment supervisor to report an absence.

Tardy

If for some reason I will be late, or cannot work my scheduled hours, I will contact Premier Electrical Staffing. My failure to do so three times during any assignment may be grounds for dismissal, which is an inactive status unavailable for further

assignments. I also understand I should contact my assignment supervisor to report a tardy or if leaving early.

Resignation

At least one week of notice is requested if the employee leaves the assignment prior to completion. If not given, this may indicate that I have left unsatisfactorily, which is an inactive status unavailable for further assignments.

Return policy

Equipment, Uniforms, Advances - I agree to return all of Premier Electrical Staffing's and/or the contractor's equipment, uniforms, which they may entrust into my care during assignment. If said property is not promptly returned and Premier Electrical Staffing files suit to retrieve and collect it, the prevailing party in such action shall be entitled to reasonable attorney's fees and cost of collections if applicable.

Time sheet

The employee will fill out a weekly time sheet unless stated otherwise. Supervisor on job will need to sign the time sheet verifying their hours. No employee will get paid without a signed time sheet that is in our office by 5:00 p.m., every Monday. I understand that this time sheet is the record that I was on assignment and worked the hours recorded. I agree that any time sheet not submitted for payment within ninety (90) days from the end of the workweek, which it represents, will be void and Premier Electrical Staffing will not be responsible for payment of any work shown thereon.

Taxes

Government policy states that all employers take out taxes for all wages earned, unless otherwise stated on the employees completed tax form (the appropriate proof must be shown to file EXEMPT status). My failure to provide completed tax forms will result in being treated as a single person who claims no withholding allowances. Premier Electrical Staffing will not reimburse any corrections made to tax withholdings during the year. Changes must be made by myself through the IRS at filing time.

Paycheck delivery

I understand that Premier Electrical Staffing's payroll is processed in NC and a reasonable time must be allowed for delivering my payroll check. Premier Electrical

Staffing's practice is to have all checks distributed by Friday. If you don't have direct deposit all paychecks are sent via regular mail to my home address. Please be patient if for some unforeseen reason it does not arrive on time, we are depending on someone else for delivery.

Criminal records policy

I understand and authorize Premier Electrical Staffing to examine any and all criminal records and arrests on file in the counties, as permitted, for any state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

EEO policy

Premier Electrical Staffing is an equal opportunity employer. It is our policy to make all employment decisions regardless of race, color, religion, sex, age, national origin, disability, or veteran status. Premier Electrical Staffing complies with all applicable federal, state, and local laws and regulations. Premier Electrical Staffing's policy of equal opportunity applies to all phases of the employment relationship including recruitment, advertisement, hiring, upgrading, demotion, layoff, termination, rates of pay, and other forms of selection training, and compensation. Premier Electrical Staffing does not work with organizations that engage in discriminatory practices.

Harassment policy

It is the policy of Premier Electrical Staffing that our work place is for work. It is our goal to provide a work place free of tensions involving matters that do not relate to the company's business. Particularly, we do not permit an atmosphere of tension created by racial, disability, aging, ethnic, or religious remarks or animosity. Unwelcome sexual advances, request for sexual favors or other conduct of a sexual nature shall not be permitted in the work place and, after an investigation, may result in termination. If any verbal or physical harassment takes place, notify the Premier Electrical Staffing office immediately.

Alcohol & substance abuse policy

It is the purpose of Premier Electrical Staffing to help provide a drug free environment for our contractors and employees. Our goal is to prevent accidents, injuries, and to provide the safest possible working environment. Premier Electrical Staffing explicitly

prohibits the use, possession, solicitation, sale, distribution, dispensation, or manufacturing of narcotics or other illegal drugs, alcohol or prescription medication without a prescription. This applies to any location where work related activities are being conducted.

Being impaired or under the influence of legal or illegal drugs or alcohol off the company or customer premises that adversely affects the employee's work performance, his or her own or others' safety at the workplace, or the employers' reputation may be grounds for termination.

Premier Electrical Staffing will not discriminate against applicants for employment because of past use of either drugs or alcohol. It is the current use of drugs or abuse of alcohol, which prevents employee's from properly performing their jobs that the company will not tolerate. The results of all drug testing will be treated confidentially, and for no purpose other than making employment related decisions.

I understand that my failure to comply with this agreement, if I test positive or admit to substance abuse, will be subject to disciplinary action, which may be grounds for immediate termination. In addition, dependent upon state law, a positive test result may negatively affect your ability to collect workers compensation payments.

Also, employees of Premier Electrical Staffing who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services. Call our office for information local to you.

I hereby authorize and give full permission to have Premier Electrical Staffing and/or their medical company's authorized representative to send a specimen of my urine, hair, breath and/or blood to a laboratory for a screening test for the presence of illegal drugs, alcohol or prescription medication taken without a valid prescription.

I will hold all parties concerned harmless, therefore, I will not sue or hold responsible for any alleged harm to me, interfering with my obtaining a job, or discontinuing employment for not submitting to the tests or because of the test results. This includes, but not limited to, possible clerical or laboratory error. I understand and agree that Premier Electrical Staffing may require a drug screen test as part of the application process, whenever an on the job accident or injury is reported, or other reasons to suspect possible drug use arise, in accordance with Premier Electrical Staffing's policies.