

# **EMPLOYEE**

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# ***HANDBOOK***

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### OUR MISSION

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Benefit Resources is committed to being one of the top leaders in the field of personnel services, providing the best quality to our client companies while giving our employees a better opportunity to excel in their career.

Benefit Resources, Inc., is an equal opportunity employer and will not participate in any illegal acts pertaining to our employees including but not limited to the National Labor Relations Act, Occupational Safety & Health Act, Civil Rights Act of 1984, Americans With Disabilities Act of 1990, or any existing collective bargaining agreement of a client company.

**MESSAGE FROM THE PRESIDENT** \_\_\_\_\_

**Dear Fellow Employee:**

Welcome to Benefit Resources! It is a pleasure to have you as an employee of our organization. We at Benefit Resources are proud of our past accomplishments and look forward to future challenges.

Sometimes, in the course of day-to-day work activities, you may not think about the value of your contribution to Benefit Resource's objectives. Yet to accomplish our mission, we are depending on employees who will make a constant, conscious effort to attain excellence in the performance of their assigned duties, regardless of the duration. We recognize that our employees represent our most

important resource. You are a valuable and determining factor in our efforts to be a leader in the field of staffing services. Therefore, let me personally encourage you to help us maintain the quality reputation that we have achieved in the marketplace. Feel free to call me if you have any problems or concerns. I will be happy to talk with you.

Sincerely,

Joseph P. Nealy  
President

## I. INTRODUCTION

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We have prepared this handbook to assist you in getting acquainted with Benefit Resources. This material will be a vital source of information for reference during your period of employment with the Company. For ease in reading, we have summarized our various policies and practices.

Please understand that employment at Benefit Resources is at will, and either you or the Company may terminate the employment relationship at any time and for any reason. Any representations which have been made or might be made to you to the contrary are ineffective unless in writing and signed by the President of the Company.

Thoughtful reading of each section of this handbook will help clarify what is expected of each of us, in order that we may enjoy the greatest amount of satisfaction from our work.

## II. COMMITMENTS/PHILOSOPHIES

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### **Equal Opportunity Employment**

Benefit Resources is committed to complying with all applicable, federal, state, and local employment laws. The company has and will continue to afford equal employment to all qualified persons regardless of race, color, religion, national origin, age, disability, or sex. You are encouraged to contact our President immediately if you have any questions, problems or complaints pertaining to this policy.

### **Sexual Harassment - A Prohibited Practice**

It is the policy of Benefit Resources to ensure a work environment that is free from sexual harassment. Sexual Harassment in any form by any person will be regarded as serious misconduct which is subject to disciplinary action up to and including discharge. Again, you are encouraged to contact our President if you have any questions, problems or complaints pertaining to this policy.

### **Drug and Alcohol Abuse**

Benefit Resources is committed to helping our client companies maintain a drug and alcohol-free workplace in order to ensure safety and productivity. It should be noted that many of our clients require drug testing of all Benefit Resources Inc. employees. We reserve the right to test you for drugs at any time during your employment. Positive results can lead to termination of employment.

## **III. GETTING STARTED**

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### **New Hire Information**

Each employee must complete an employment application. The application should contain accurate information and include employment references. Resumes may be attached to your application. You must also sign a form indicating that you received and read a copy of this Employee Handbook. Federal and state reporting regulations require Benefit Resources to have certain information on file for each employee. To comply with these regulations, you will be asked to complete both I-9 and W-4 forms.

### **Understanding The Nature Of Your Employment**

Employment with Benefit Resources presents individuals with an opportunity for either a short term or long term relationship with our Company. Our client companies utilize Benefit Resources' employees for a variety of reasons. Typically there is a short-term need for additional staff due to emergencies, vacation and sickness, or special projects. Also, companies that offer seasonal employment frequently utilize our services. In today's economy, many companies hire temporaries as part of their "planned staffing" strategy. In this case companies employ Benefit Resources employees on a long-term basis for several months or indefinitely.

Another way in which our client customers utilize Benefit Resources employees is through a method called "pay-rolling." This is where the company screens the applicants, decides who they want to fill their staffing need, and the employee is placed on Benefit Resources' payroll.

In some instances clients who wish to avoid the cost associated with hiring the wrong person to fill a regular full-time position, contract with our Company for "temp to Hire" employees. To be hired by our client you must work a pre-determined amount of time before going on our client's payroll. So as you can see, Benefit Resources does not only present job opportunities to the person who may have a short-term need to work. We provide individuals who opt for diversity and flexibility with a preferred long-term alternative.

## **Time Sheets**

You will be given a supply of time sheets at the onset of your employment. It is your responsibility to keep track of this supply and notify us when you need additional sheets. The time sheet is a four-part form. Please note that you must record your time accurately on the time sheet daily. The white and yellow copies are to be submitted to Benefit Resources. The gold copy is for your supervisor and the pink copy is for your records.

With some clients, employees will be requested to use a “Group Time Sheet.” In this instance the client customer maintains hours worked on a single sheet that is faxed to Benefit Resources.

In order for us to process your paycheck in a timely manner, it is mandatory that we receive the white and yellow copies of the time sheet in our office by 3:00 P.M. TUESDAY AFTERNOON. If you use the client time card, the client will get the time sheet to us by Tuesday 3:00 P.M.

If your time sheet is not received by this deadline, your check will not be issued until the following week. Timecards must be signed by your supervisor.

Checks will not be issued unless your supervisor signs your time sheet to verify your hours. The tips listed below may be helpful in completing your time sheet.

- ◇ Write or print legibly in all applicable blanks. Be sure to print hard!
- ◇ Use a separate card for each assignment and for each week worked. Our pay period ends Sunday night and starts over on Monday.
- ◇ Mail or deliver our copies to our office as mentioned above.
- ◇ File your designated copies for future reference, if necessary.
- ◇ If you need additional time cards, call our office and we will mail them to you immediately.

## **Pay Policies**

Paychecks will be mailed out on Thursday afternoons or you may pick them up in our office on Friday between 8:00 A.M. and 6:00 P.M. Notify our office if you prefer to have your check mailed.

Benefit Resources' pay rates are competitive and comparable with other temporary employment companies. Your rate of pay is largely determined by the nature of work you are performing and the market value of that position.

Pay increases are granted at the discretion of the customer client. Of course, as your skills increase Benefit Resources will be able to provide you higher paid assignments.

As it relates to overtime pay, our policy is to pay time-and-a-half for all hours over 40 in a given workweek. The only exceptions to this policy are where the client customer specifies an alternative payment (e.g. double time on Sunday or holidays). If you have a discrepancy on your paycheck, please contact our office immediately.

#### **IV. GENERAL INFORMATION**

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##### **End Of Assignment**

Please phone our office as soon as you have completed your work assignment. We can give you a new assignment much faster when we know you are available.

##### **Voluntary Termination**

At Benefit Resources Inc., we may consider your employment voluntarily terminated if the following conditions occur:

1. Failure to report to work as assigned.
2. You do not accept work assignments deemed suitable to your background and qualifications more than five (5) consecutive times.
3. You fail to notify our office at least two hours before your scheduled start time when you will be absent or late for an assignment.
4. You neglect to report an on the job injury immediately.
5. Walking off the job without prior consent of the client and/or Benefit Resources.
6. Falsification of employment records; including job application and time cards.

7. Chronic tardiness and absenteeism.
8. Failure to adhere to the client's rules and policies.

### **Client Company Regulations**

Even though you are an employee of Benefit Resources, you must conform to the customer client's workplace rules and policies during the duration of your assignment.

### **Employment References**

Benefit Resources may receive inquiries regarding an employee's job performance, attendance, attitude, etc., after their resignation. The only information routinely supplied by our office will be date of hire, job title, and last day worked. Additional information will be provided only if we receive a release with your signature authorizing us to provide such information to a designated third party.

### **Problems/Issues**

Benefit Resources makes a good faith effort to solve problems on a fair and equitable basis. If you have a job related problem please don't hesitate to get us involved.

## **V. EXPECTATIONS**

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### **Attendance**

Attendance and punctuality are vital to the operation of our business. Employees are encouraged to establish excellent records in these areas. Tardiness and absences for minor reasons indicates a general lack of interest in employment and places an unreasonable hardship on our ability to meet our client's requirements.

If you are unable to report to work or you expect to be late, contact us at least two hours before you are scheduled to report. If you call during a time that Benefit Resources is not open, please leave a message on our answering machine. (Our numbers are printed on the back cover of this handbook.)

When you leave a message, state: (1) your first and last name; (2) the company you are assigned; (3) time and date; (4) the reason for your absence or lateness; and (5) a phone number where you may be reached if additional information is needed. Benefit Resources will assume the responsibility of informing the client company.

### **Personal Appointments**

Personal appointments should not be made during working hours. If there is no alternative, and the appointment is of an emergency nature, please advise your assigned supervisor and Benefit Resources at the earliest possible convenience.

### **Personal Telephone Calls**

Most of our clients maintain that their phones are for company business. Please abide by their policies regarding personal and long distance calls.

### **Reporting To Assignments**

We expect our employees to be punctual and ready for work upon arrival to their job assignment. While there is no standard dress code at Benefit Resources, we ask our employees to make a favorable impression and to abide by the dress code standards of the client.

## **VI. BENEFITS PROGRAM**

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Employees who have completed 1900 worked hours without a 6-month break in service and who are currently employed by the Company are eligible for the following benefits listed.

### **Holidays (6)**

After you complete 1900 worked hours without a 6 month break in service you get the following paid holidays, providing you work the scheduled day before and the scheduled day after the holiday: Labor day, Thanksgiving, New Years Day, Memorial Day, Fourth of July, and Christmas. The number of hours paid is based on the average number of hours worked per day in the previous 6 weeks of work.

### **Vacation**

For every 1900 completed worked hours, Benefit Resources employees are eligible for one week paid vacation. You must inform us at least two weeks in advance so we can notify the client you are assigned and obtain approval. If you have a 6-month break in service the hours start over from the beginning.

### **Advances**

If you need an advance on your paycheck you must present to the payroll department a signed time card where you have worked. We cannot call the customer and ask them for your hours. If the customer faxes the time cards to us you will need to wait until they get it to us. You will need to get them. There is an administration fee for getting an advance on your paycheck which will be deducted from your advance. We will advance you up to 70% of your gross pay. The remainder will be given to you on your regular check after taxes.

### **Weekly Pay**

You are paid weekly. Our pay period ends on Sunday night. A client may have a different week ending time, if so you will be notified. You are responsible to get your time card in the office before 3:00 P.M. Tuesday. What you work in one week will be paid on the following Friday.

## **VII SAFETY AND HEALTH**

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Benefit Resources has an exceptional safety record. Your attention to our client companies' safety rules and constant awareness of possible hazards on the job will help us maintain that fine record.

### **Injury Report Procedure**

If an injury occurs you must notify your supervisor at the client company and Benefit Resources immediately.

### **Workers' Compensation**

Benefit Resources carries Worker's Compensation Insurance on all employees. This insurance provides coverage for employees sustaining industrial injuries or illnesses during scheduled working hours.

When it is clear that the injury is not a covered injury under the law, or when there is some question as to whether or not it is compensable, the Company will challenge the alleged injury by requesting a hearing with the Indiana Industrial Commission. The Industrial Commission will review the situation and use their legal expertise in determining whether the claim should be allowed for payment or not.

All employees must sign a consent form to be drug tested at Benefit Resources expense if they are injured while working on an assignment.

### **General Safety Rules**

Your income, health and life is dependent upon your safe habits. While the company to which you are assigned may post safety rules that apply to their location, below we have listed a few specific safety rules to protect you and co-workers:

- ◇ Any act which might endanger the safety or lives of others if prohibited.
- ◇ Horseplay involving the risk of injury to persons or property should be avoided.
- ◇ Fighting on the client company's property is considered a threat to safety.
- ◇ Strive to maintain safe working conditions and to maintain the cleanliness and safety of your area, machinery and equipment.
- ◇ Exits are not to be blocked under any circumstances.
- ◇ Aisles should be kept unobstructed at all times.
- ◇ When protective devices (e.g., safety glasses, hard hats, safety shoes, aprons, gloves) are required for your safety, you must wear such devices in the designated areas. Safety glasses must be worn in manufacturing areas where required.
- ◇ Proper clothing must be worn by employees working in production, manufacturing, shipping and receiving areas.
- ◇ Please observe all restricted or potentially dangerous areas.
- ◇ Safety in the workplace mandates strict adherence to the client company's drug and alcohol policy.
- ◇ Safety guides, tags, and material safety data sheets must be followed.
- ◇ When taking medication, inform your supervisor to ensure there is no risk involved in the performance of your job.
- ◇ We will pay you \$100.00 for valid information regarding an employee that has filed for workers compensation that is fraudulent.

## **VIII. ADDITIONAL INFORMATION**

### **REFERRALS**

We are always looking for qualified applicants. If you know individuals who are looking for employment. Please don't hesitate to refer them to our office. Your personal referrals will be greatly appreciated.

**BEST OF LUCK**

Thanks for taking time to read through your employee handbook. The management staff of Benefit Resources wishes you the best of luck in your assignments. We look forward to a mutually beneficial relationship.

**Staffing Service**

*For all of your temporary or temporary to+*

*Hire and Direct Placement*

*Staffing and Employment needs*

**Mooresville (317) 831-2001**

**Brownsburg (317) 852-8801**

**Beech Grove (317) 781-8004**

**Serving Morgan, Hendricks, Monroe, Marion, and Surrounding Counties**