

**RECEIPT OF TEMPORARY, TEMP-TO-HIRE**  
**HANDBOOK ACKNOWLEDGEMENT**

**EMPLOYER COPY**

I acknowledge that I have read and have received a copy of A1 Staffing Agency LLC, Temporary, Temp-To-Hire Handbook, which contains important information about A1 Staffing Agency's policies, procedures, safety, and training. I understand that I am responsible for reading the information contained in the Handbook. (\_\_\_\_\_)

I understand that the Handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. (\_\_\_\_\_)

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that my at-will employment cannot be altered by any verbal statement or alleged verbal agreement made by company personnel. It can only be changed by a legally binding, written contract covering employment status. (\_\_\_\_\_)

I understand that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion. (\_\_\_\_\_)

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

# ATTENDANCE POLICY

## OBJECTIVE

The purpose of this policy is to set forth A1 Staffing Agency LLC's statement of policy and procedures for handling employee absences and instances of tardiness.

## GENERAL

Punctual and regular attendance is an essential responsibility of each employee at A1 Staffing Agency LLC. Any tardiness or absences causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of A1 Staffing Agency LLC.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or any other absences from your scheduled work hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences, which can affect the workday.

Tardiness and absences will be documented accordingly. Habitual violators will be written up and said behavior can affect annual review for pay increases and promotion opportunities.

Any employee who fails to report to work without notification to his/her supervisor (NO CALL/NO SHOW) will be considered to have voluntarily terminated his/her employment relationship. A1 Staffing Agency LLC has a zero-tolerance policy for No Call/No Shows. Employees who violate this policy will NOT BE ELGIBLE FOR REHIRE under ANY circumstances. The procedural directions to handle call outs and absences are listed below. Additionally, the reprimand for violating each act is also listed.

## ABSENCE

"Absences" are defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:

1. Excused absence occurs when the following conditions are met
  - The employee provides sufficient notice to his/her supervisor. Employees who are not able to fulfill an assigned shift must give a **24-Hour** notice to Management **ONLY**.
  - Management **MUST** approve absence requests.
2. Employees should call 912-712-5005 during office hours (**9AM-5PM**) **ONLY**
3. Employees are allowed to find his/her own shift replacement; however, it **MUST** be approved by **Management** **ONLY**.

**PROGRESSIVE DISCIPLINE FOR UNEXCUSED ABSENCES**

<b>NO CALL NO SHOW</b>	<b>AUTOMATIC TERMINATION</b>
<b>FIRST OCCURANCE</b>	<b>1 WEEK DOCUMENTED SUSPENSION</b>
<b>SECOND OCCURANCE</b>	<b>2 WEEKS DOCUMENTED SUSPENSION</b>
<b>THIRD OCCURANCE</b>	<b>AUTOMATIC TERMINATION. NOT ELIGIBLE FOR RE-HIRE</b>

**TARDINESS**

Tardiness is NOT tolerated. Employees are expected to report to work on time. Employees are expected to arrive at least 15 minutes prior to working scheduled shift. If employees cannot report to work as scheduled, they should notify their supervisor no later than **1 HOUR BEFORE** their scheduled shift. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. The procedural directions to handle callouts and absences are listed below. Additionally, the reprimanded for violating each act is as listed below:

**PROGRESSIVE DISCIPLINE FOR UNEXCUSED TARDINESS**

<b>FIRST OCCURANCE</b>	<b>1 WEEK SUSPENSION AND DOCUMENTED WRITTEN WARNING</b>
<b>SECOND OCCURANCE</b>	<b>2 WEEK SUSPENSION</b>
<b>THIRD OCCURANCE</b>	<b>AUTOMATIC TERMINATION. NOT ELIGIBLE FOR RE-HIRE</b>

**RECEIPT OF TEMPORARY, TEMP-TO-HIRE**  
**HANDBOOK ACKNOWLEDGEMENT**

**EMPLOYEE COPY**

I acknowledge that I have read and have received a copy of A1 Staffing Agency LLC, Temporary, Temp-To-Hire Handbook, which contains important information about A1 Staffing Agency's policies, procedures, safety, and training. I understand that I am responsible for reading the information contained in the Handbook. (\_\_\_\_\_)

I understand that the Handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. (\_\_\_\_\_)

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that my at-will employment cannot be altered by any verbal statement or alleged verbal agreement made by company personnel. It can only be changed by a legally binding, written contract covering employment status. (\_\_\_\_\_)

I understand that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion. (\_\_\_\_\_)

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**