

WELCOME

Our organization is committed to excellence in quality, reliability and service to people in our employ and to the client whom we serve. We subscribe to the theory of absolute integrity in business – that regardless of the circumstances or consequence, Daytona Employment will provide unequalled excellence in service and reliability in an effort to solve our clients' needs for quality temporary and permanent personnel.

Things to Remember- Be sure you know:

Correct name and address of the company to which you are assigned.
Name of person to whom you will report.
Length of assignment.
Starting date and ending date.
Daily work hours - Start – Lunch – End.
Exact job description.
Exact pay rate for assignment.
Exact requirements of job.
Special equipment you will be using (Dictaphone, copy machine, switchboard, word processor, etc.)
Any and all instructions. Brief yourself about the company in advance. If you go in cold, not knowing if they sell hot dogs or computers, you will be at a disadvantage.

Golden Rules

You are always a Daytona Employment employee, not the client company's.

If, for any reason you cannot report to your job assignment, call your Daytona Employment office immediately. Failing to call DE to inform us of your absence from work will result in immediate termination from job and any future opportunities through DE.

DE hours of operation are from 9:00 a.m. to 5:00 p.m. Monday thru Friday. We have a 24-hour answering service. Messages are picked up each morning at 9:00a.m.

- Dress conservatively. (If all conversations stop as you walk in, chances are you have dressed inappropriately.)
- Do your work as instructed.
- Do not smoke.
- Do not discuss your rate of pay with other employees.
- Do not discuss your problems – personal or otherwise, with other employees.
- Keep an accurate record of your hours worked.
- It is your responsibility to have your Timecard signed by your supervisor at the end of each week (or end of assignment if shorter than one week.) Leave the "Client/Supervisor" copy with the person who signs your Timecard then fax or deliver the Timecard to the office.
- When in doubt about anything relating to your assignment, call your Daytona Employment Recruitment Team.

Policies

- Family & Medical Leave Act – Daytona Employment fully complies with the Family & Medical Leave Act of 1993. More detailed information is posted in our office.
- DO NOT offer DE's telephone number to anyone other than your child's School or Day Care. DE is not responsible for handling collections or personal phone calls for our employees.

PAYROLL MEMORANDUM

As most of us work for the monetary benefit, the following explains the payroll processes.

TIMECARDS:

- Take a timecard with you to EACH assignment.
- Complete each timecard in its ENTIRETY, answering all questions and obtaining the client signature (we cannot pay without an authorized client signature).
- Signed timecards are due into the office NO LATER THAN 12:00 NOON EACH MONDAY.
 - Email your timecard to accounting@daytonaemployment.com
 - Fax your timecard to us at (386) 255-0033
 - Drop your timecard off to our office,
 - Use the 24-hour drop box located to the right of the lobby door
- Employees are responsible to ensure that they have a signed timecard to Payroll on Time.
- Timecards not received by noon on Monday will NOT be processed or paid until the following week.

ASSIGNMENTS:

- You must let our office know of your availability at all times.
- It is the EMPLOYEES' responsibility to notify the office of availability upon completion of an assignment. Failure to notify us of your availability is grounds for denying unemployment benefits, if otherwise warranted.
- Refusal of three (3) assignments is grounds for termination.
- If you cannot report to work as assigned, call our office at (386) 253-3333 as soon as possible.

PAYROLL:

- Paychecks are available for PICK-UP at the office between 9:00 a.m. and 5:00 p.m., each Friday.
- Paychecks are NOT mailed unless DE is advised.
- Lost or stolen checks can be reissued only after a stop payment request has been processed by the bank. The Employee will bear the cost of the stop payment.

GENERAL:

- Always be on time.
- Always dress appropriately.
- Always be courteous.
- Always put in an honest and good day's work.

If you have any questions about the information above, please contact us at (386) 253-3333.

EMPLOYEE BENEFITS:

Further to the recent Affordable Care Act coming into force, all employees of Daytona Employment are eligible to participate in the ACA healthcare benefit scheme. Please ask our administrator for further information.