



Dear Daytona Employment Associate:

The staff and management would like to welcome you to Daytona Employment and thank you in advance for your continued commitment and loyalty. We want to make working with us as enjoyable as possible and leave you with a positive impression of us as a company and as colleagues.

Without you, our staff, it would not be possible to remain the number one Employment Agency in the area with many clients returning again and again for an unrivaled service.

I would encourage you to read our handbook and other literature available to you when you register so you completely understand our policies and processes. All our written documentation is available on our website at [www.daytonaemployment.com](http://www.daytonaemployment.com). If you do, however, have any questions or queries please do not hesitate to ask any member of staff.

Please remember to review our website for our updated vacancy listings at [www.daytonaemployment.com](http://www.daytonaemployment.com). Also please "Follow us" on LinkedIn and "Like us" on Facebook.



Good luck with your job search and we look forward to working with you.

Sincerely,

DE Management

## 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](mailto: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.



**EMPLOYEE TIMECARD**

Employee responsibilities:

1. Complete this timecard in its entirety.
2. Make sure that the timecard has been signed and dated by both you and your supervisor.
3. Make sure you use a separate timecard for each assignment worked during the week.
4. Make sure that the timecard is submitted no later than NOON on the following Monday.
5. Fax timecard 255-0033
6. Any questions, please call DE at (386) 253-3333

Full Name (LAST, FIRST, MI)			Social Security # XXX-XX-		Name of Client Company			
Job Order #		Are you returning to Client Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			Street Address of Client Company			
Are you available for work? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?					City		State	Zip Code
DAY	DATE	TIME IN	TIME OUT	LUNCH	No. of Hrs Worked	Client Portion (Authorized Representative Must Complete This Section)		
Mon						Unless otherwise approved by a Daytona Employment representative, Client Company agrees to the following: Everything over 40 hrs/week will be deemed overtime and Billed at time and one half. Minimum assignment length – 4 hours. Acceptance of further terms and conditions as listed on the reverse side of client copy of the contract. Client Company will be billed for the hours listed on this time sheet. Make no payment directly to the Daytona Employment Employee. Daytona Employment employee cannot be recalled for temporary and/or permanent employment without prior approval from a Daytona Employment Representative. Service Fees Apply (See reverse side of Client Copy). By signing below Client Company agrees to not hire Daytona Employment employee within one (1) year of assignment. Doing so will result in an automatic fine of \$2,000.00 payable immediately. I CERTIFY THAT THE DAYTONA EMPLOYMENT EMPLOYEE NAMED ABOVE HAS WORKED THE HOURS LISTED ON THIS TIMESHEET AND AUTHORIZE DAYTONA EMPLOYMENT TO INVOICE MY FIRM AT THE HOURLY RATE AGREED UPON. I AGREE TO THE TERMS ABOVE AND ON THE REVERSE SIDE OF THE CLIENT COPY.		
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								
Employee Signature _____ Date _____  Week Ending: ____/____/____					TOTAL HRS			
						CLIENT SIGNATURE _____		

At times situations arise when Daytona Employment (referred to herein as DE) temporary employees are considered for Direct Hire employment by one of our Clients. In such cases, we require Client to contact us to discuss the opportunity. If our employee is interested in the employment opportunity with Client company, Client company must choose one of these two options: Option One: We retain the employee on our payroll for a total of 520 consecutive working hours. After that time period, if all parties involved are in agreement, our employee is transferred to Client Company's payroll at no additional charge. Option Two: Client Company shall pay a service fee equal to 520 consecutive working hours, with a credit given for the employee's consecutive working hours at Client Company accrued at the time the election for Direct Hire employment occurs.

Client shall not authorize or cause DE employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from DE. It is acknowledged, understood and agreed that insurance furnished by DE does not cover physical loss or damage caused by the operator of Client's equipment, vehicles, automobiles, or trucks by DE employees. It is further agreed that Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while a DE employee is operating the Client's vehicle, whether rented or owned. Client shall not entrust DE employees with unattended premises or any part thereof, handling cash, negotiables, jewelry or any valuables of any kind without first obtaining written permission from DE and then only when a DE employee's specific duties necessitate such activity, and unless assigned specifically for the aforementioned purposes by DE. Client shall not advance cash or other valuable to DE employees for any reason and the Client waives any and all rights to offset the amount of such cash or valuables against any money owed to DE. Client acknowledges his/her understanding the DE invoices are for labor and agrees to pay such invoices upon receipt. A finance charge of 1 1/2% per month (18% annually) will be charged to all invoices which remain unpaid for 30 days. Attorney fees added if referral is necessary for collection. Pretrial, at trial, on appeal, and all proceedings after judgment. Payment is not deemed made until received at address printed on front.