



# Leased Employee Handbook and Procedure Manual

**Acknowledgement attached please sign and return to:  
Unified Services I, Inc. Fax: 623-583-4451 / Email: payroll@azatwork.com**

# LEASED EMPLOYEE HANDBOOK

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# **LEASED EMPLOYEE HANDBOOK AND PROCEDURE MANUAL**

## **LEASED EMPLOYEE**

Employees have entered into a Lease Employee Agreement. This agreement is between Unified Services I, Inc. hereafter referred to as Lessor and your hiring company hereafter referred to as Lessee. Lessee may have additional contracts and/or addendums for their establishment for their company policies.

## **ABSENTEEISM**

It is essential for the success of the Lessee Company and for the security of everyone's job that the company is able to adequately service its customers or clients. To accomplish this objective, regular and prompt attendance at work is required of all employees.

If a Leased Employee finds it necessary to be absent, that person must notify his or her manager at once. The employee should attempt to reach his/her manager at least one hour prior to report time.

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### **EXCUSED ABSENCE**

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An absence may be recorded as "excused" for substantiated reasons such as personal or family illness, jury duty, or other approved reason. Such absences will be recorded as excused if an employee asks his or her manager for the necessary time off in advance (and obtain approval or if they call in to report unexpected absences at least one hour prior to report time.

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### **UNEXCUSED ABSENCE**

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An employee's failure to request advance approval or to report his or her absence in the manner described above will result in the absence being recorded as unexcused.

#### **Termination for Unexcused Absence:**

An employee who fails to call in his/her absences and does not report to his/her assigned job site may result in disciplinary action or immediate termination.

#### **Frequent Absence Documentation:**

If a leased employee's attendance record indicates frequent absence, he or she will be required to document reasons for subsequent absences, at the request of manager/supervisor/lessee, so that the absences can be recorded as excused. The following chart shows the discipline that will be administered for unexcused absences:

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### **LATENESS**

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Repeated tardiness will also subject an employee to discipline, including suspension and discharge. See **Tardiness (pg. 8)**.

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## ALCOHOL AND DRUG POLICY

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### ALCOHOL AND DRUG POLICY

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Substance abuse has an adverse impact on an employees' work, personal and family lives, as well as on the ability of both the Lessor and the Lessee to fulfill its mission to provide the highest quality services to its clients. It can cause poor performance, decrease productivity, and create safety hazards. Consequently, both the Lessor and the Lessee are committed to establishing and maintaining an alcohol and drug-free workplace.

#### **Illegal Drugs:**

The use, distribution, sales, offering for sale, possession, purchase, manufacture, or trading of illegal drugs on premises, or in any other work-related environment is strictly prohibited. Such action by the Leased Employee shall require the Lessor and/or the Lessee to immediately terminate the Leased Employee.

#### **Alcohol:**

Leased Employees are NOT permitted to consume any alcohol, while on either Lessor or Lessee premises, client's premises, or while conducting Lessor or Lessee business. Such action by the Leased Employee shall require the Lessor and/or the Lessee to immediately terminate the Leased Employee.

#### **Prescription and OTC Drugs:**

Leased Employees are prohibited from the misuse or abuse of prescription and over-the-counter ("OTC") drugs. Leased Employees who are using prescribed or OTC drugs for existing medical conditions must inform their manager/supervisor/owner of such health treatment to discuss the necessity of temporary alteration of job duties or assignment if the drugs (1) may have possible side effects, which may affect job performance, or (2) alter a leased employee's physical or mental abilities.

#### **Policy Violations:**

Leased Employees who violate this policy are subject to disciplinary action, up to and including termination.

## CHANGE OF EMPLOYEE STATUS

The Lessor and/or Lessee will maintain a personnel record for each employee, as required by law and deemed essential for efficient operations. Leased Employees are to promptly report changes, in any of the following to their manager/supervisor/owner and a Lessor representative:

**Report Changes of: Name, Address, Dependents, Marital Status, Emergency Contact, Telephone, Message Phone, Work Status**

## **COURTESY**

Leased Employees must not behave in a manner that willfully obstructs or hinders another employee from completing his or her assigned duties. Employees should conduct themselves so that the safety of both themselves and their fellow workers is preserved. Personal problems between employees should be discussed with your manager/supervisor/owner and/or Lessor or Lessee representative if a serious matter; personal differences should not interfere with work performance and office relations.

## **Discipline and Warning System**

Any leased employee conducts that, in the opinion of the Lessor and/or Lessee personally interferes with or adversely affects either the Lessor and/or Lessee business is sufficient grounds for disciplinary action. This action can range from oral warnings to immediate discharge. Depending on the conduct, it is our general policy to take disciplinary steps in the following order:

- Verbal warning
- Written warning
- Suspension, and/or
- Termination

To decide on the appropriate action, we may consider: the seriousness of your conduct, your employment record, your ability to correct the conduct, actions we have taken for similar conduct by other employees, how your action affects customers and other circumstances.

### **Some conduct may result in immediate dismissal.**

#### **Here are examples:**

- Theft of company property
- Excessive tardiness or absenteeism
- Arguing or fighting with customers and/or co-workers
- Use of profanity of **ANYTYPE** while on duty
- Using or possessing alcohol and/or illegal drugs at work or while on duty
- Coming to work under the influence of alcohol or illegal drugs
- Failing to carry out reasonable job assignments
- Using unsafe methods to perform one's job assignment
- Speeding and/or unsafe operation of any vehicle while driving on duty
- Making false statements in a job application
- Violating company rules and regulations, and
- Unlawful discrimination or harassment

#### **These are only examples.**

You may terminate your employment at any time; the company reserves the same right. At the time of termination if employee has business property such as, but not inclusive as uniforms, Vehicles, tools, and so forth, the property needs to be returned immediately to the employer. If employee fails to return property, the employer has the right to deduct amount owed from final check.

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## **MULTIPLE INFRACTIONS**

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Some employees may have more than one performance problem at a time. It is not necessary to handle each situation as though it was a single unrelated incident. Repeated infractions of different policies often point out an inability or deliberate refusal to follow policy.

## **DRESS CODE**

It is important that our leased employees regard and present themselves as professionals, and dressing as such is an important element. Dress codes as established by lease Lessee at each Lessee worksite, shall be adhered at all times.

## **FALSIFICATION OF RECORDS**

Questions asked on the Lessor and/or Lessee job application are designated to elicit job-related information that the Lessor and/or Lessee needs to determine an applicant's qualifications. The person accepting an application is to verify that it is signed and that all necessary information has been provided. Falsifying a job application will be grounds for disciplinary action, up to and including dismissal.

## **FIGHTING**

Fighting cannot and will not be tolerated on the job. It will be considered immediate grounds for dismissal. Fighting included any verbal expression's, of threats and/or the use of force by way of intimidation.

## **GAMBLING**

The company takes a position that gambling among its employees can lead to bad morale, hard feelings, and financial hardship. Therefore, gambling is prohibited at the workplace. Gambling includes card playing, dice, lotteries, ball boards, betting on horse races, or any other kind of wagering shall not be tolerated.

## **GRIEVANCES**

A grievance is an expression of dissatisfaction relating to wages, hours of work, the administration of personnel policies, perceived unfair or inequitable treatment or discipline, or other conditions of employment. It is the company's policy to ensure that employees receive fair and equitable treatment. The company provides its employees with an easily accessible procedure for expressing dissatisfaction; it also fosters sound employee-supervisor relations through communication and ultimate reconciliation of work-related problems. The employee grievance procedure described herein has been established as a primary means of meeting these policy objectives.

Managers are responsible for making employees understand the grievance procedure and those employees feel free to use the procedure without fear of criticism or action being taken against them affecting job security, wage progression, or opportunity for job advancement. The grievance procedure is open to all employees. The primary procedure is to place any and all concerns in writing and presenting same to your supervisor, while retaining a copy for yourself.

## **Harassment, PROHIBITION of Policy**

It is in Unified Services I, Inc. policy, that all employment relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion,

national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at any location. Harassment includes, but is not limited to:

**Verbal harassment:**

Such as making a joke or comment that refers to certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs:

**Physical harassment:**

Such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement:

**Visual forms of harassment:**

Such as derogatory posters, cartoons or drawings; or

**Sexual harassment:**

Such as: unwelcome sexual advances, or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying at work sexually suggestive objects, posters, drawings or pictures.

If you believe that you have been subject to harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with your employment, you should immediately bring the matter in writing to the attention of your manager, or Unified Services I, Inc. representative. Documentation will help in preserving the evident of such harassment.

All complaints of harassment will be investigated promptly and, where necessary, corrective action will be taken. Any investigations of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of bringing any good faith harassment complaint to Unified Services I, Inc.'s attention.

**SAFETY**

All employees are expected to be safety conscious and to assist the company in finding conditions on the premises that might cause an accident. Unsafe conditions or injuries received while at work, even if very slight, are to be reported to your manager and the appropriate supervisor of your job assignment. *See Injuries on the Job.*

**INJURIES ON THE JOB**

Regardless of the nature or severity, all injuries sustained on the job must be reported to the immediate supervisor and your manager at once - during the same shift in which the injury occurred. The company insures employees against accidental injuries under the state workers' compensation act.

In a case of serious injury, he or she needs to report immediately to the emergency room of the nearest hospital. Any employee who fails to report an injury during the shift in which the injury occurred will be subject to disciplinary action. All employees who incur an on-the-job injury will be asked to submit to an immediate

## LEASED EMPLOYEE HANDBOOK

alcohol/drug screening; a positive test result can jeopardize a workers compensation claim and can be grounds for immediate dismissal.

### **Tardiness**

Nearly everyone oversleeps on occasion, and most employers will excuse an occasional late arrival. What the company cannot overlook is the employee who is chronically late and causes other staff to cover the employee's responsibilities. A record of an employee's habitual tardiness, and of an employer's attempt to correct the problem, can usually justify discharge as the final result of a progressive discipline program.

Employees are expected to be on time. Continued lateness will not be tolerated and may result in an employee's dismissal. Employees who are going to be unavoidably detained are expected to call the company and let their supervisors know as quickly as possible.

Unless otherwise instructed, leased employees must fill in their own time sheets stating report time and end time daily. Anyone attempting to sign a time sheet, other than his/her own will be dismissed.

Anyone found cheating on his or her time sheet may be subject to immediate dismissal.

### **PAY PROCEDURES**

The company has adopted the following policies concerning wages and salaries:

### **TIME SHEETS**

All hourly employees must maintain a timesheet. An employee is required to record the actual hour he or she starts and leaves work daily. He or she also must record time taken for lunch breaks. If an employee is sick, he or she must telephone his or her supervisor.

All timesheets must be, signed by authorized personnel verifying that all time listed is true and due to be paid. Your authorized personnel who you must get to sign your pay sheet will be disclosed to you at the beginning of each new work assignment.

By law, the company is required to honor legal garnishments of employees' wages or salaries. The payroll department will give an employee written notification of a garnishment received by the company and will send a copy to the employee's department head. Repeated garnishments from creditors could be cause for suspension and/or dismissal.

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### **UNCLAIMED PAYCHECKS**

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Paychecks that employees do not claim within a one-week period of the date issued must be returned to the payroll department.

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### **LOST PAYCHECKS**

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Employees should report lost or otherwise missing payroll checks to the payroll department immediately so that a stop payment order may be initiated. The payroll department will determine when and if a new check should

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be issued to replace a lost or missing check. There may be a stop payment fee deducted from the employees replacement check.

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### **FINAL PAYCHECK**

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The final paycheck for a **voluntarily resigning employee** will be made available on the *scheduled payday* following his or her last date worked. In unusual circumstances, the head of department may arrange for earlier payment.

The final paycheck for a **terminated employee** will be issued 7 business days or the next pay cycle, whichever is the soonest.

## **Statement of Safety Policy**

The goal of Unified Services I, Inc., is to offer our leased employees and clients the best employment solutions. To do that, we must provide and ensure the highest level of safety, quality, and service. Our methods must exemplify the best service to our clients and leased employees.

We believe that all accidents can be prevented. We believe that safety is not separate from the job; it is how we do our job.

Accidents are a waste of human potential and a source of pain and economic hardship for the injured worker and his/her family. Accidents also lower the quality of the service we provide to our clients. Accidents disrupt business and increase costs.

In the personnel industry, it is essential that we work together with our clients and leased employees to build and maintain a safe and healthy work environment. We do not have economic control of our clients' (Lessee) facilities, so it is important that we have a consultative relationship with our clients to assist in maintaining a safe working environment. Furthermore, by having a safety partnership with our clients, we will aid in maintaining an active and effective accident/loss control program together.

It is Unified Services I, Inc.'s policy to only provide services to clients who express a willingness to provide a safe working environment for our employees. It is also Unified Services I, Inc.'s policy to only employ individuals who are safety conscious, follow all safety policies, and exhibit safe and responsible work habits. Unified Services I, Inc. will not provide employees to work for companies who are involved with high-risk industries, have a high accident rate, or who exhibit a disregard for the safety and well-being of all employees.

*“Safety, Quality and Service”*

## **Unified services I, Inc., CONTACT NUMBERS:**

You may Contact your Unified Services I, Inc., representative at the following numbers:

**Phone: (623) 583-0113**

**Fax: (623) 583-4451**

**Email: payroll@azatwork.com**

## **THE FAIR WAGES AND HEALTHY FAMILIES ACT**

Beginning July 1, 2017, employees are entitled to paid earned sick time. The Fair Wages and Healthy Families Act (the “Act”) does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer’s home on a casual basis; or any person employed by the State of Arizona or the United States government.

An hourly employee starts accumulating sick earned time on the first paycheck. However, said employee will not be able to use the earned sick pay until 90 days of continuous employment.

ACT provides that earned paid sick time shall be “compensated at the same hourly rate.. As the employee normally earns during hours worked” (but no less than minimum wage).

For additional information regarding the Act, you may refer to the Industrial Commission’s website at [www.azica.gov](http://www.azica.gov) or contact the Industrial Commission’s Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

### **PART A: General Information**

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

#### ***What is the Health Insurance Marketplace?***

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### ***Can I Save Money on my Health Insurance Premiums in the Marketplace?***

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### ***Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?***

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after- tax basis.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

## ACKNOWLEDGMENT

I acknowledge receipt of a copy of the Unified Services I, Inc. Company Employee Handbook and Procedure Manual. I agree to read and keep the manual for future reference and observe all present and future policies and rules set forth in this manual.

I understand this Employee Handbook and Procedure manual is a guide for the policies and rules in my employee relationship. I acknowledge and understand the manual is not a contract of employment and I do not construe it as such.

I understand my employment is terminable at the will by either the company or me. The company reserves the right to make changes in content and/or application, as it deems appropriate and these changes may be implemented even if they have not been communicated reprinted or substituted in this manual. The policies, practices, benefits and procedures contained in the manual are not conditions for employment.

I understand and acknowledge that the disciplinary rules appearing in the manual have been prepared as guidelines and are not intended to be all-inclusive.

I understand and acknowledge that the company may revise the policies, rules, and /or procedures in the manual in whole or in part, at the sole discretion of the company.

I acknowledge this manual and its contents are the exclusive property of the company and I will surrender same back upon termination of employment by the company. Its distribution and /or use by anyone are strictly forbidden except by written permission of the company. This manual is provided for general information purposes only.

I acknowledge the receipt of the “New Health Insurance Marketplace Coverage Options and Your Health Coverage.” (Form #: 1210-0149)

**\*\* Please sign, date and return this page to Unified Services I, Inc.**

**Fax: 623-583-4451 and/or Email: payroll@azatwork.com**

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date Read & Signed: \_\_\_\_\_