

## CAREER TEMPORARIES POLICIES

### ATTENDANCE

ALL EMPLOYEES, IN THE EVENT THEY ARE LATE OR UNABLE TO REPORT TO WORK, ARE REQUIRED TO CALL OUR OFFICE (918-335-2300) & THEIR DIRECT SUPERVISOR AT THE BEGINNING OF EACH DAY OF THIS OCCURRENCE.

\*\*\*MISSING OR BEING LATE MORE THAN 3 DAYS OF ANY ASSIGNMENT COULD BE CAUSE FOR TERMINATION.

**TIMESHEETS** ARE DUE NO LATER THAN MONDAY MORNING AT 10:00AM. THERE IS MAILBOX IN FRONT OF OUR OFFICE OUTSIDE FOR AFTER HOURS DROP-OFF. YOU MAY FAX (918-335-2600) OR EMAIL (JOBS@CAREEREMPLOYMENTSERVICE.COM) YOUR SIGNED TIMESHEETS IF YOU PREFER.

### CHECKS

EMPLOYEES ARE PAID WEEKLY. CHECK ARE READY AT **12:00 NOON** ON TUESDAYS\*, PROVIDED WE HAVE RECEIVED A SIGNED/APPROVED TIMESHEET.

\*MONDAY HOLIDAYS WILL CHANGE DAY OF PAY.

EMPLOYEE MUST HAVE A SIGNED AUTHORIZATION FORM ON FILE FOR SOMEONE ELSE TO PICK UP CHECK (EVEN THEIR PARENTS OR SPOUSE).

### DRESS CODE

EMPLOYEES ARE EXPECTED TO DRESS APPROPRIATELY AT ALL TIMES FOR GIVEN ASSIGNMENTS. EITHER BUSINESS PROFESSIONAL OR BUSINESS CASUAL FOR OFFICE JOBS, UNLESS JEANS & SNEAKERS ARE SPECIFICALLY ALLOWED. (WE WILL INFORM YOU & CAN PROVIDE A WRITTEN DESCRIPTION OF WHAT EACH CODE IS). NO FLIP-FLOPS, BAGGY OR EXCESSIVELY LOOSE FITTING CLOTHING (SAFETY ISSUE), NO HOLEY ATTIRE, NO EXCESSIVELY LOW CUT BLOUSES.

### AVAILABILITY

NOTIFY CAREER WITHIN ONE (1) BUSINESS DAY OF COMPLETING AN ASSIGNMENT: **918-335-2300**. CALL IN WEEKLY TO INDICATE AVAILABILITY (EACH MONDAY) UNTIL YOU ARE REASSIGNED. FAILURE TO CALL IN MAY AFFECT ELIGIBILITY FOR UNEMPLOYMENT BENEFITS.

### INJURIES

NOTIFY CAREER & YOUR DIRECT SUPERVISOR IMMEDIATELY IN THE EVENT OF A WORK-RELATED INJURY. CAREER REQUIRES THAT YOU COMPLETE AN ACCIDENT REPORT FORM AS SOON AS POSSIBLE.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
(print form and sign here)

*"Established 1968"*