

## STAFF ICONS POLICIES AND REGULATIONS FORM

### TO BE READ AND SIGNED:

- 1) Please visit our website or call at least once a week 201-845-0070 to see what positions we have available.
- 2) When you are assigned to an assignment please call us the 1<sup>st</sup> day of your assignment when you arrive to let us know that you are there and to also provide us your extension and your Supervisors Name and phone #. Please keep all of that information on hand just in case you are going to be out sick or late. After you call your Supervisor please then call our office to let us know 201-845-0070.
- 3) If for some reason you cannot make an assignment please notify us at once in the following manner. Call the Office at 201-845-0070 and also e-mail the office at [info@stafficons.com](mailto:info@stafficons.com)
- 4) YOU WILL BE TERMINATED IMMEDIATELY FROM YOUR ASSIGNMENT IF YOU DO NOT NOTIFY YOUR DIRECT SUPERVISOR OR OUR OFFICE WHEN YOU CAN NOT MAKE IT TO YOUR ASSIGNMENT. THIS WILL ALSO PUT A MARK ON YOUR UNEMPLOYMENT INSURANCE ELIGABILITY.
- 5) Please call us immediately and no later than a couple days when your assignment ends to let us know your availability to work. If you fail to do so will risk losing an opportunity to collect unemployment.
- 6) If you are always late or call out without a valid reason or just fail to show up you will be terminated from the assignment and we will drop you as a candidate for any future employment opportunities. This information will also be addressed with Unemployment and might jeopardize collecting such.
- 7) After you have completed your assignment you must leave all company property with your direct supervisor such as security tag, ID Access Badge, etc... Please remember to take all your personal property as well.
- 8) You will be legal prosecuted if you forge your Supervisors signature and misrepresent Staff Icons due to such. You will be responsible and be held liable for all legal fees acquired by you as well as the Agency.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

Please return guidelines after you sign and also make a copy for your records to reference