



ADVANCED RESOURCE SOLUTIONS

INNOVATIVE SOLUTIONS FOR PROJECT SUCCESS

POLICIES AND PROCEDURES

WELCOME TO ADVANCED RESOURCE SOLUTIONS! There is never a fee for our service. Although we cannot guarantee work, we will do our best to place you on assignments that match your skill set as quickly and as often as possible.

ALWAYS REMEMBER:

ADVANCED RESOURCE SOLUTIONS IS YOUR EMPLOYER!

Please contact us in the event of the following:

- You are unable to begin an assignment you've accepted;
- You will be late to or absent from work at any time – most job sites have ZERO tolerance for absences without notification;
- You are asked to perform duties other than what was described to you for the assignment;
- You are injured on the job;
- You are asked to work in an unsafe environment;
- You must leave your work assignment due to an emergency. (In case of an emergency your family members should be instructed to call Advanced Resource Solutions should they need to contact you.)
- You move addresses or change your name – this effects pay check and tax reporting delivery;
- You must submit a written letter to terminate employment with ARS accompanied by a signed (approved) timesheet.
- You complete an assignment and are available for work. You MUST submit to ARS a final timesheet when released from an assignment. Failure to submit a final timesheet may delay payroll processing.

RULES OF CONDUCT

The following are examples of inappropriate and unacceptable conduct, which are grounds for immediate TERMINATION:

- Falsifying your application;
- Failing to report to work without notifying our office (NO CALL/NO SHOW);
- Walking off an assignment without notifying our office;
- Removing company materials or theft of any kind;
- Fighting;
- Safety violations;
- Reporting to work under the influence of alcohol or non prescription drugs and/or consuming or distributing drugs or alcohol while on the job;
- Insubordination;
- Restricting or impeding production;

CALL TO REPORT SAFETY ISSUES OR FOR QUESTIONS
TOLL FREE: (800) 314 9346



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- Sexual harassment.

TIME CARDS

Your paycheck will be processed WEEKLY.

Our pay period is Saturday – Friday with overtime accrued after 40 hours worked, unless a different overtime arrangement is arranged with our client. Our pay period may be modified to accommodate client pay periods.

The overtime policy adheres to state and local guidelines.

Our APPROVED (signed by client representative) timesheet is required no later than Monday mornings at 10:00pm MST.

We will deduct only those taxes required by law.

Time will be kept by your onsite Supervisor and turned into Advanced Resource Solutions. An Advanced Resource Solutions representative will assist you in getting resolution to any pay disputes or for any time missing from time sheets.

\$\$\$ PAYDAY \$\$\$

Paychecks delivered to the jobsite will be distributed by the on-site supervisor on the same day that the company’s regular employees are paid.

Your pay rate will be as followed: _____ for the Title of:
_____.

FORMS AND PAPERWORK

A.R.S. will not be held liable for payments resulting from job related injuries until all paperwork has been completed and received in the A.R.S. office by fax, mail or E-mail. The date of coverage begins when the completed paperwork packet has been received by A.R.S. along with legible identification.

Non submission of the paperwork package will result in the workers classification of independent contractor whereby, 1099-misc. will be distributed at the years end.

I hereby acknowledge that I have read and understand the above statements.

Signature

Date