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TFI SERVICES
EMPLOYMENT POLICIES
PAYROLL SERVICES FOR
BRETTHAUER/RAMIREZ STAFFING

TFI Services is the payroll service for temporary and contract workers placed by Bretthauer/Ramirez Staffing. Please read this document carefully, then sign and return one copy to Bretthauer/Ramirez Staffing.

ATTENDANCE

Please report to and leave from work at the times specified by the client company. Absenteeism and tardiness can be considered misconduct. In the event you will be late or absent, please notify the Bretthauer/Ramirez Staffing at least one (1) hour before your scheduled arrival time. Absences due to medically verifiable illnesses, jury duty, and military leave are acceptable in moderation with valid documentation.

CONFIDENTIAL INFORMATION/PRIVACY

Employees must exercise care in reference to all confidential information of the client company. Information may not be taken, copied or communicated to other parties. Office equipment and work areas are for business use and are subject to the rules and regulations of the client company.

DISCIPLINARY ISSUES

Failure to act appropriately is considered misconduct. You should follow the client company's "house rules" while on assignment. Use of offensive language, illegal drug or alcohol use, absenteeism, tardiness, harassment and/or violence are considered disciplinary issues and may result in termination.

DRUG POLICY

The use, sale, or possession of illegal drugs or alcohol on the premises of the client company is strictly prohibited. Random drug tests and/or reasonable searches for drugs may be conducted by the client company or Bretthauer/Ramirez Staffing. Refusal to submit to a drug test or search may be cause for termination.

PAYDAYS/PAYCHECKS

- *For all weekly, hourly employees:* Payday is Wednesday unless Wednesday is a holiday, in which case payday will be Thursday. Checks are available to be picked up from the office of TFI Services, mailed to your home, or processed for direct deposit by Wednesday at 12:00 noon. **You should fax in your time sheet before 12:00 noon on the preceding Monday to guarantee timely check processing.** You may call the office of Bretthauer/Ramirez Staffing to confirm receipt of your time sheet.
- *For semimonthly, salaried or hourly employees* Pay periods are from the 1st through the 15th of each month and from the 16th through the last day of each month. Paydays are on the 17th and the 2nd of the month, respectively. Direct Deposits and checks to be picked up will be available two (2) business days following receipt of timesheet.
- **NOTE:** Paychecks should not be picked up by anyone other than you without prior written consent to TFI Services. TFI Services is not responsible for lost, stolen, or mailed checks not delivered by the U.S. Postal Service. A \$12.50 replacement fee may be deducted from any replacement check. **TFI requires a one-week waiting period from the date the check was mailed before reissuing a paycheck.**

FORM W-2

TFI Services will issue a Form W-2 by January 31st of next year for your tax records. **If you move during the year, please notify us of your change of address.** If you need to change your W-4 or update your employment records with new information, please call our office.

Initial _____

COMPENSATION

Time worked in excess of 40 hours will be paid at time and one-half unless you are classified as exempt from overtime laws and regulations. **You should obtain your job site supervisor's approval to work overtime. Your time sheet must reflect actual hours worked.** Bonuses, severance pay, parking or toll reimbursements, vacation or holiday pay, and sick leave are not paid by TFI Services except in instances where the client company agrees to reimburse TFI for these expenses. Deductions will not be made from paychecks unless authorized. In the event of time sheet error or miscalculation, paychecks may be adjusted to reflect actual hours worked.

BENEFITS

TFI Services does not offer group insurance, a pension plan, paid holidays or paid vacations. Individual health plans, dental and vision discounts, and credit union membership are available to temporary and contract employees. More information is available upon request.

SAFETY/REPORTING INJURIES

It is the responsibility of each employee to become familiar with the safety and emergency procedures of the client company. Any job related injury should be reported immediately to the job site supervisor and to the office of Bretthauer/Ramirez Staffing. **If any job related injury or illness is not reported as soon as possible, reimbursement for medical claims may be denied.** It is important that you report any unsafe working conditions to the office of Bretthauer/Ramirez Staffing.

DISCRIMINATION

Bretthauer/Ramirez Staffing is an Equal Opportunity Employer and complies with all state and federal laws regarding discrimination. Please inform Bretthauer/Ramirez Staffing of any instance in which you believe that you may have been subjected to discrimination.

SEXUAL HARASSMENT

Inform Bretthauer/Ramirez Staffing promptly if you are sexually harassed or accused of harassment on the job. Harassment is defined by the Equal Opportunity Commission as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct enters into employment decisions and/or the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment."

EMPLOYMENT TERMINATION

Please be aware that your employment is "at-will." Either the employer (Bretthauer/Ramirez Staffing) or you may terminate employment at any time. Termination may occur with no notice and for any or no reason. Anyone who walks off of their job before the end of the day, or does not return to complete their assignment without prior notice and the approval of Bretthauer/Ramirez Staffing, will have abandoned their assignment and the hourly rate of pay will automatically drop to minimum wage for the hours actually worked. Abandoning your assignment is grounds for immediate termination. **Before filing a claim for unemployment benefits, you are required by law to contact Bretthauer/Ramirez Staffing within 24 hours of the end of your assignment regarding your availability for other assignments. You must also contact Bretthauer/Ramirez Staffing on a weekly basis regarding your availability for work. Failure to do so may result in a denial of unemployment benefits.**

These employment policies are a guideline and are not intended to imply any contractual rights. They may be changed or modified by Bretthauer/Ramirez Staffing at any time without prior notice.

Your signature constitutes understanding, acceptance and acknowledgment of the policies stated. Please keep a copy for your records. If you have any questions regarding these policies, please call Bretthauer/Ramirez Staffing at (281) 922-6000.

Employee Signature

Print Name

Date