

Welcome to Shannon Staffing! We're pleased that you've chosen to work with us, and we look forward to a mutually-rewarding relationship with you. The orientation process presents important information. This summary will help you remember key points, and references material that is available online.

During the orientation process, we reviewed:

- Employee Handbook (policies and procedures)
- Equal Employment Opportunity (EEO) and Family & Medical Leave Act (FMLA)
- Pay and Pay Rates / Direct Deposit Authorization / Timecard Procedures
- Assignment / Recall
- Benefits Summary (with sign-up periods) / Insurance Brochure & Sign-Up Form
- CareWorks Contact / Workers Compensation
- Emergency Contact Information / Required Contacts
- Immigration Reform & Control Act / Employment Eligibility Verification (Form I-9)
- Federal, State and City Taxes / Employee Withholding Allowances (Form W-4)
- Unemployment Compensation Law / Worker Opportunity Tax Credit Form
- Release of Information (to enable background checks, drug screens and physicals)
- Post-Job Offer Questionnaire (appropriateness of job placement)
- Substance Abuse Policy (screening, searches, testing, accident / injury)
- Conduct and Work Rules (expectations, behavior, terminable offenses)
- Workplace Harassment Prevention / No Harassment, No Discrimination
- Safety Rules and Procedures / Safety and Orientation Videos
- Accident Procedures & Reports / Emergency Treatment Contacts
- Assignment & Worksite Information / Dress Code / Safety Accessories / Client-specific Policies
- Employment with Shannon Staffing / No-Solicitation of Clients

Find the **Employee Handbook** at <http://www.shannonstaffing.com/looking-for-work/employment-documents/>. In it, you will see our policies and procedures for:

- | | |
|--|--|
| • Employment-at-Will | • The Safe Use of Equipment |
| • When Will You Start Work? | • Authorization and Consent |
| • Pay Rates | • Benefits |
| • Attendance and Tardiness | • Whistleblower's Protection |
| • When to Contact Our Office | • Open Door Policy |
| • Personal Appearance | • Equal Employment Opportunity Policy |
| • Time Card Instructions | • New-Employee Reporting |
| • About Your Pay | • Immigration Compliance |
| • Conduct & Work Rules | • Employee Classifications / Overtime |
| • Break in Service | • No Harassment / No Discrimination |
| • Safety Requirements | • Substance Abuse Policy |
| • Job Injury Procedures | • Weapons and Violence in the Workplace |
| • Workplace Safety & Training | • Additional Company Policies |
| • Workplace Practices | • Social Media Policy |
| • The Work Environment | • Termination of Your Employment |
| • In Case of Emergency | |

In addition to online versions of these documents, we keep printed copies at our office for review. If you have questions about any of these topics or your employment at Shannon Staffing, please contact us:

Shannon Staffing, 100 E Ohio Ave, Mount Vernon, OH 43050

mountvernon@ShannonStaffing.com, (740) 397-2040

standard hours: Mon-Fri, 9:00a-4:00p ET (plus after-hours answering service)



We're excited to have you on our team! Please feel free to contact us when you have any questions, issues or concerns about your assignment, our policies or benefits, or anything else that crosses your mind about working for Shannon Staffing!

**Shannon Staffing, 100 E Ohio Ave, Mount Vernon, OH 43050
mountvernon@ShannonStaffing.com or (740) 397-2040
Mon-Fri, 9:00a-4:00p ET (plus after-hours answering service)**

CONTACT US

A hand holding a blue marker, underlining the text "CONTACT US".

CONTACT US PROMPTLY (plus inform your on-site supervisor) If:

- You Become Sick, Ill or Unable to Work
- You Will Be Late for Work
- You Need to Depart Work Early
- You Suffer Any Workplace Injury or Accident
- You Experience Any Harassment or Discrimination
- Your Contact (address, phone, email) or Bank Information Changes
- The Job Skills Required of You Change
- Your Assignment is Completed or Ended
- You Receive a Job Offer
- You are No Longer Available for an Assignment
- You are Drawing Unemployment Against Our Account

YES, we do mean "promptly!" We can't help you if we don't know the facts. Failure to contact us appropriately can even lead to disciplinary action, up to ending your assignment or even terminating your employment. So do us and yourself a favor ... just CALL US!