

## Orientation Summary

**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
- Sedgewick Contact / Workers Compensation
- Emergency Contact Information / Required Contacts (*electronically signed*)
- 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) (*electronically signed*)
- Post-Job Offer Questionnaire (appropriateness of job placement) (*electronically signed*)
- Substance Abuse Policy (screening, searches, testing, accident / injury) (*electronically signed*)
- Conduct and Work Rules (expectations, behavior, terminable offenses) (*electronically signed*)
- Workplace Harassment Prevention / No Harassment, No Discrimination (*electronically signed*)
- Safety Rules and Procedures / Safety and Orientation Videos (*electronically signed*)
- 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:

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

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.

**Office hours: Mon-Fri, 9:00a-4:00p ET**

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**Call-offs must be reported to both your assignment client company AND to Shannon Staffing prior to the start of your work shift. Also, notify Shannon Staffing of any schedule change at your assignment.**

Assignment Company: \_\_\_\_\_ Phone: \_\_\_\_\_