



## **SAFETY POLICY STATEMENT**

As a Condition of employment with Personnel Plus, all applicants must read and fully understand the following safety policy, if any statement is unclear please ask your Personnel Plus supervisor for clarification.

### **Employee Safe Work Procedures:**

It is the goal of Personnel Plus to ensure a safe workplace for all employees. If at any time you are requested to work in an unsafe work area or asked to perform an unsafe act, you must do the following:

1. Stop and inform your supervisor of your safety concern.
2. If you are requested to continue, request a modification to ensure a safe condition so that you may safely perform your work duties.
3. If no modification is made, you are to request alternative work that you deem as safe to perform.
4. If no alternative safe work is available, immediately request to leave the work area and call your Personnel Plus supervisor.
5. If you experience a "near miss" accident you are encouraged to immediately report the incident to your on-site Supervisor. Forms are available at your local Personnel Plus office to report the "near miss" occurrence.

### **On-the-Job Accidents:**

- **All** on the job injuries **must** be reported to your supervisor **by the end of your scheduled shift** and an **accident report completed**. **Injuries not reported** by the end of your scheduled shift, but reported at a later date will be deemed a violation of Company Policy and **may be grounds for termination**.
- **All** injuries requiring **medical treatment** must be treated at the following facilities:

**St Lukes Occupational Health**  
**630 Addison Ave W.**  
**(208) 737-2906**  
**Twin Falls, ID**  
**Mon-Fri 8am-6pm**

**Physician Center**  
**630 Addison Ave W.**  
**(208) 733-4343**  
**Twin Falls, ID**  
**Saturday 9am- 4pm**

**St Lukes MVRMC Emergency Dept.**  
**650 Addison Ave W**  
**(208) 737-2111**  
**Twin Falls, ID**  
**Nights after 6pm, Sat after 4pm, all day Sunday**

### **Return-To-Work:**

Injured workers will be offered modified work that is within the scope of any medical restrictions issued by our company doctor. Injured workers are required to accept work offered them that is within the scope of their physical limitations. Failure to accept modified work will result in the immediate termination of any further worker compensation benefits.

### **Acknowledgement of OSHA Orientation**

I have read and fully understand the supplied handout on OSHA Orientation.

I have read the above Policy regarding **Employee Safe Work Procedures**, **On-the- Job Accidents**, **Return-To-Work**, and **Acknowledgement of OSHA Orientation** and agree to follow them in the course of my employment. I agree to follow these procedures and I understand that non-adherence may result in appropriate discipline and/or termination of my employment with Personnel Plus.

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Employee

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Date:

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Personnel Plus Representative (Witness)

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Date:



## Drug Testing Policy

### Policy Statement

It is the policy of Personnel Plus to maintain drug free workplace in accordance with the standards set by the Idaho Employers Alcohol and Drug-free Workplace Act and it is a condition of employment with Personnel Plus that all employees abide by this policy. Personnel Plus will not hire, rehire, or retain any individual who tests positive for any illegal drug or alcohol in their system; or who uses illegal drugs or a controlled drug in any amount, regardless of frequency, without a medically acceptable prescription. Idaho law stipulates conditions for which an employee may be discharged for misconduct or denied employment due to testing positive for illegal drugs or alcohol. Personnel Plus will discharge any current employee for misconduct and deny employment to any prospective employee who submits a specimen resulting in a confirmed positive test for illegal drugs or alcohol.

### Conditions for testing

All current Personnel Plus employees, prospective employees or applicants, may be required to undergo a drug/alcohol screening test for any of the following reasons:

- Condition of initial employment (pre-employment)
- Condition of continuation of employment
- Routine or random screening
- Reasonable suspicion by Personnel Plus or its Clients
- Critical events (workplace accidents, unusual behavior, etc.)

**Requirements:** You will be required to submit a specimen under reasonable and sanitary conditions for use in the drug/alcohol screening test. If you fail or refuse to supply a specimen within a reasonable time period, and unless you have a documentable medically acceptable reason, you will be presumed in violation of our drug testing policy and discharged for misconduct or denied employment.

**Collection:** You will be supplied an approved container to submit your specimen and asked to place it in a secure area. A trained technician will check the sample for contamination and proper temperature; and then proceed with conducting the drug screen. The specimen will be labeled with donor name, timed and dated. Reasonable quality assurance standards will be maintained throughout the collection, storage and transportation and testing process to ensure non-contamination or adulteration of the specimen. In the event of a specimen yielding a positive result, the resulting specimen will be sealed and processed in accordance with acknowledged chain of custody standards.

**Test:** The Preliminary test utilizes a scientifically accepted Redi-Screen™ or similar quick drug/alcohol screening test. This is a one-step invitro immunochromatographic test for qualitative determination of common drugs of abuse and their metabolites including: THC, PCP, Opiates, Cocaine, and Methamphetamine. The test detects drug metabolite present in the specimen and will present a positive result when the concentration exceeds the following threshold limits or levels. Other tests may also be used:

THC	50ng/ml	other: _____
PCP	25ng/ml	_____
Opiates	300ng/ml	_____
Cocaine	300ng/ml	_____
Methamphetamine	1,000ng/ml	_____

**Test result:** The submitted specimen will be screened for one or more of the substances stated above and the result available in about 5 minutes. Depending on the test outcome, the following actions will be taken:

**Negative test:** No action taken other than recording the test result on the official drug test log.

**Positive test:** An immediate recheck will be performed utilizing a separate Redi-screen™ media to verify the positive result. If the recheck confirms the positive result, then the original sample will be immediately sealed, labeled and prepared according to Chain of Custody Standards. The donor must sign and acknowledge submitting the sealed specimen.

**Explanation:** The donor will be shown the test result and will be given an opportunity to explain, admit, or question it.

**Confirmation lab test:** All disputed tests will be forwarded to an independent lab utilizing a chromatographic technique to confirm the preliminary result. In any event, the confirmatory independent lab test result will be used in the application of this policy. The donor will be notified of the final result in writing by Personnel Plus or by the laboratory. The employee will be given an opportunity to discuss and explain the positive test result with a medical review officer or other qualified individual. The employee has the right to request a retest (at their expense) of the same sample which will be performed within (7) working days. The employee will be reimbursed for incurred expenses in the event of a reversed disputed test result. Any Personnel Plus employee who has a confirmed positive test will be in violation of this policy and will be suspended or discharged for misconduct.

**Written Copy:** The donor will be provided a copy of all test results including the type of substance involved.

**Confidentiality:** Reasonable care will be maintained by all parties involved to assure confidentiality and privacy of donor records.

**Acknowledgement:** Buy signing this form, the undersigned acknowledges that they understand the drug-free policy of Personnel Plus and understand that a confirmed positive drug test will result in discharge or denial of employment. The undersigned acknowledges that they understand the requirements of the test, the type of test used, and their opportunity to explain, admit or dispute the preliminary Redi-Screen™ or similar preliminary test result. The undersigned further acknowledges that the specimen involved in a disputed result will be sealed and handled in accordance with acknowledged chain of custody standards and sent to an independent lab for confirmation, and that the final results will be used for determination and implementation of any disciplinary action arising from application of this policy.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## **Sexual Harassment Policy**

### **1. Introduction**

Employees of Personnel Plus have the right to expect a workplace and work environment free from sexual harassment. Employees are expected to conduct themselves in a manner that does not constitute sexual harassment of a fellow employee, client or resident.

### **2. Coverage**

- a. This sexual harassment policy covers all persons employed by Personnel Plus, regardless of classification or employment status. Any complaint against an employee or agent of the company is covered by this policy.
- b. A complaint against an employee is subject to compliance with Personnel Plus Policies and Procedures. (Policy 2 and 12).

### **3. Definition**

Requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature by an employee constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting that individual, or
- c. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment, or
- d. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance.

### **4. Consequences**

In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with Personnel Plus Policy 12 - Disciplinary Action, Suspension, and Dismissal.

### **5. Retaliation**

Retaliation by any employee of Personnel Plus against an employee for responsibly using this policy and its procedures is grounds for appropriate disciplinary action.

### **6. False Allegations**

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth, will subject the complainant to disciplinary action.

(The undersigned acknowledges that they have read and fully understands this policy)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



## **UNEMPLOYMENT NOTICE**

### **Below is a summary of current legislation in Idaho affecting unemployment:**

A benefit claimant:

1. Who has been assigned to work for one or more customers of a staffing service and,
2. Who at the time of hire by the staffing service, signed a written notice informing him/her that completion or termination of an assignment for a customer would not, of itself, terminate the employment relationship with the staffing service, will not be considered unemployed upon completion or termination of an assignment until such time that he/she contacts the staffing service to determine if further suitable work is available. If the claimant:
  - a. Contacts the staffing service and refuses a suitable work assignment that they offer him/her at that time, he/she will be considered to have voluntarily quit that employment; or
  - b. Contacts the staffing service and they do not have a suitable work assignment for him/her, he/she will be considered unemployed due to lack of work; or
  - c. Accepts new employment without first contacting the staffing service for additional work, he/she will be considered to have voluntarily quit the employment with the staffing service.
  - d. The term "staffing service" means any person who assigns individuals to work for its customers, and includes but is not limited to professional employers as defined in chapter 24, title 44, Idaho Code, and the employers of temporary employees as defined in section 44-2403(7) of Idaho Code.

### **Below is a summary of Personnel Plus Policies & Procedures regarding unemployment:**

1. Any person paid for a work assignment by Personnel Plus is an employee of Personnel Plus & not of the client company.
2. Any employee who refuses suitable work or accepts other work without first contacting Personnel Plus following the end of an assignment will be considered to have voluntarily quit.
3. Personnel Plus can make no guarantee as to the length of assignments or the number of hours an employee can expect to work. Additionally, it is essential that Personnel Plus maintain an accurate daily list of employees available for new assignments. For these reasons, it is the responsibility of the employee to maintain contact with Personnel Plus. It is Personnel Plus policy that upon the end of an assignment, or upon the reduction of hours at an assignment, the employee must contact our office between 8am-5pm on the next business day following the end of the assignment or reduction of hours, speak to a Personnel Plus representative, & report his/her availability for work. Failure to do so may be considered misconduct, & may result in the employee's immediate termination from Personnel Plus with no further warning.
4. An employee may also be terminated for misconduct, with no further warning, for reasons including, but not limited to: quitting an assignment without good cause or for personal reasons, failure to report for work without calling Personnel Plus prior to the start of the shift; refusing or failing a drug test; provoking, instigating or participating in a fight; obtrusive or detrimental language or behavior; unauthorized possession, use, or removal of Personnel Plus or client company property; dishonesty; sexual harassment, insubordination; repeated &/or excessive tardiness or absenteeism; failure to comply with safety rules/regulations, reporting to a work assignment under the influence of alcohol or drugs or in possession of alcohol, drugs, or weapons; violation of other Personnel Plus Policies & Procedures; violation of client company policy; or violation of previous warning(s).
5. This document serves as a written warning for any terminable offense outlined in policies 3 & 4 above.

***The undersigned acknowledges that the Idaho State legislation & Personnel Plus policies, as outlined on this document, will apply to his/her employment with Personnel Plus & acceptance of such is a condition of employment with Personnel Plus:***

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(EMPLOYEE'S PRINTED NAME)

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(SOCIAL SECURITY NUMBER)

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(EMPLOYEE'S SIGNATURE)

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(DATE)



### PAYROLL DEPOSIT NOTICE

Dear fellow employee:

We would like to welcome you to our Personnel Plus family and would like to call to your attention the (3) available options to receive your pay. These are:

- |  | <b>Preference</b>        |
|--|--------------------------|
| • <b><u>Standard paycheck</u></b> — you can pick up your paycheck at our office, have it delivered to your workplace, or mailed to your home address.  | <input type="checkbox"/> |
| • <b><u>Direct Deposit</u></b> — your paycheck is directly deposited into your checking account on or before payday.   | <input type="checkbox"/> |
| • <b><u>IPAY debit card</u></b> — your pay is deposited directly into your Debit Card account on or before payday. You can access these funds from any ATM, or any store or bank that accepts debit cards. IPAY cards are available on request from any Personnel Plus office. | <input type="checkbox"/> |

As indicated above, you have several options to receive your pay from Personnel Plus. We encourage you to take full advantage of the option that best suits you, as we wish to make your payday experience go as smooth as possible.

Please indicate your preference by checking the box to the right of the above options; and call, mail, or drop this notice off at your nearest Personnel Plus office.

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Employee Signature

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Date

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Printed Name

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111 Filer Avenue.  
Twin Falls, ID. 83301  
tel: 208-733-7300  
fax: 208-733-7362  
[twinn@nsrsonnel.com](mailto:twinn@nsrsonnel.com)

5900 Overland Ave  
Burley, ID. 83318  
tel: 208-678-4040  
fax: 208-678-5655  
[burley@nsrsonnel.com](mailto:burley@nsrsonnel.com)

1116 Caldwell Blvd.  
Nampa, ID. 83651  
tel: 208-466-6800  
fax: 208-466-6850  
[nampa@nsrsonnel.com](mailto:nampa@nsrsonnel.com)

735 Overland Ave  
Boise, ID. 83709  
tel: 208-378-8700  
fax: 208-378-8750  
[boise@nsrsonnel.com](mailto:boise@nsrsonnel.com)



Dear employer: We are requesting a reference check on the following employee. All replies will be kept strictly confidential. We thank you in advance for your prompt response!

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

SS#: \_\_\_\_\_

Comments

Verify dates worked: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Verify ending wages: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Verify job duties/job title: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Was the employee reliable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Did he/she demonstrate excessive tardiness or absenteeism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Did the employee work well with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Did he/she perform the essential functions of the job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Is the employee rehirable through your company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Would you be interested in learning more about our staffing and payroll service? ☐ \*Yes ☐ No  
\* ☐ Mail literature: or \* ☐ contact: \_\_\_\_\_ @ telephone or email: \_\_\_\_\_  
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**Thank you for your time! Please return this completed form to fax# (208) 733-7362, or mail to:  
PERSONNEL PLUS, 111 Filer Ave., Twin Falls, ID 83301.**

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all policies, rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date