

Republic Services Compliance and Accounting Cheat Sheet



Background Checks

- Republic Services requires an Eligible Tier 1 Background Check to be completed for each worker prior to being dispatched to any of their divisions

5-Panel In-House Drug Testing

- All workers must have a completed/eligible 5-panel in-house drug test before dispatch.
 - › Branch and worker must fill out the Drug Screening form.
 - › Labor Ready must retain forms in the workers file at branch level for auditing purposes.

Sex Offender Registry Check

All workers must have a completed/approved Sex Offender Registry Check before dispatch

- Once the check has been completed, the Labor Ready branch is required to fill out the Sex Offender Registry Disclosure and Results Page.
- Labor Ready Branch must retain forms in the workers file at branch level for auditing purposes.

Republic Services Contractual Limitations:

960-Hour Transition Requirement

- Labor Ready is not authorized to dispatch any worker to Republic Services once they have met 960 hours.
- Worker is not authorized to return to Republic Services for 1 year from last work date.

Transportation Costs

- Per the Republic Services Contract, Labor Ready is not authorized to charge transportation without corporate approval.

Quoting Process

- All pay rate increases for Republic Services must be approved through the Corporate Office.
- At this time, Republic Services is not accepting any requests for increases on non-skilled positions. If your team receives a request for a semi-skilled or skilled position, please notify our team for assistance.

Labor Ready is not authorized to fill the following positions with Republic Services without Corporate approval:

- | | |
|------------|---------------------------|
| ▪ Drivers | ▪ Odor Patrol Monitors |
| ▪ Clerical | ▪ Heavy Machine Operators |
| ▪ Spotters | ▪ Flyer Distribution |

Safety DVD, Safety Card & Sign-Off Sheet

- All workers must view the Republic Services Safety Training DVD.
- Once they have viewed the Safety DVD, the Labor Ready branch and the worker must sign off on the Republic Services Training Form.
 - › Labor Ready Branch must retain forms in the worker's file at branch level for auditing purposes.
- The Labor Ready office must provide the worker with a Waste Safety Card. The worker is required to read and sign the card.
 - › This card is required to be on-person whenever the worker is on the job site.
- The Labor Ready Branch must make a copy of the back of the Waste Safety Card and retain it in the worker's file for auditing purposes.
- Copies of the Safety DVD and Safety Cards are housed at corporate headquarters. Please notify us immediately if you need one for your branch.

Republic Services Accounting Process:

- Republic Services Division will notify the local branch office when an upcoming labor request needs to be filled.
- When taking an order from Republic Services, please be sure to request the P.O. Number and the duration of the P.O. (Yearly, Monthly or Weekly), expiration of the P.O. for tracking purposes. (P.O. Example: P01234567)
- When creating a new job order, be sure that the accurate P.O. number is placed in the Job Order.
- When dispatching a worker to Republic Services, be sure that the P.O. is on the job order and that the same P.O. number is on the work ticket.
- If you need to change a P.O. number in Ellis, you are required to expire the current job order. Once you have expired the current job order, you will be able to go in and create a new job order with the new P.O. number.
- If you have a division that you are experiencing issues with the P.O. retrieval and/or have any questions or concerns in regards to this process, please notify our team.

If you have any questions, please call:

Republic Services Help Desk at **800-610-8920 x7248** or email Republicservices@trueblue.com