



PROFESSIONAL EXPECTATIONS

When on any job assignment, it is important for your success and ours that you always act professionally. Take pride in your work, use common sense, and do your best! Employment opportunities and your satisfaction depend upon your compliance with the following Professional Expectations.

1. If you are forced to miss an assignment or interview for any reason or are running late, notify Hire Up and the supervisor of whom you are working under at the client location by phone as far in advance as possible, before the time you are scheduled to work.
 - a. It's important that you connect verbally with someone from our office. We have a 24 hour 7 day a week emergency line through (559) 579-1331, press option 2. If you do not reach someone and it's outside of business hours you may leave a message on their work cell phone. However, follow up during business hours, 8am-5pm Monday through Friday, as well.
2. If you accept an assignment that is temporary it is expected that you complete the duration of the assignment as described when it was offered to you. Backing out of a position after you have accepted or resigning from a position without at least a 2 weeks' notice (regardless that may be temporary) may hinder Hire Up's ability to help you again and may disqualify you from all services in the future.
3. Always report to your job assignment on time and prepared. Arriving late, failing to complete the assignment, or missing the assignment altogether creates a problem for you and everyone involved.
4. Always show up for work appropriately dressed, groomed, and with a pleasant disposition. Always be polite and courteous. Clients prefer skilled professionals who do what they are asked and contribute to a pleasant work environment. Rudeness, profanity, and abusive conduct are of course strictly prohibited.
5. Do not use personal cell phones during work time. Never use the Client's telephones or electronic devices for personal use. Any personal property of yours taken to a work location is done at your own risk and liability, and is not recommended.
6. If you are asked to drive in your vehicle for work or ride with someone else during work hours, a vehicle waiver must be completed. The same applies if you are asked to operate any machinery. Operation of machinery also requires a current drug test before you will be permitted to use any tools or machinery.
7. Should you ever have any questions or concerns about salary, payment arrangements, time off, or any other issue concerning employment, please speak directly with a Hire Up manager.
8. Always be honest with us. False or misleading information will result in instant disqualification or termination. In the event that a Client communicates with you about a job opportunity with them, you are required to let Hire Up know and work with us.
9. Any form of horseplay or inappropriate behavior reflects poorly on you and us. Do not do it.
10. Never show up to a job assignment in possession of or under the influence of alcohol, drugs, or otherwise.
11. Discrimination, sexual harassment, violence or possession of any weapon are never tolerated.
12. You may be exposed to confidential information. Such information is not to be used in any unauthorized or inappropriate way. If given any company property you are responsible for returning it within 24 hours of the assignment ending or the request of the client. Should you not return company property your paycheck may be deducted for the amount of the unreturned item(s).

13. Completed timecards must be turned into Hire Up by the Monday following your work week in order to ensure a paycheck on that upcoming Friday. If a timecard is not turned in by Monday at 12:00 p.m., it may not be processed until the following payroll cycle. Paychecks not picked up by 4:00 p.m. Friday afternoon will generally be mailed to the home address on record.
 - a. Occasionally it is necessary to send someone to pick up your paycheck. In this event, they must have some form of note with your original signature so that we can verify that you authorized us to release your check to them. You may also call in advance to give Hire Up verbal authorization to release your check to someone, but they must have a valid photo i.d.
14. You are an at-will employee. Your job can end at any time, for any reason, with or without notice. Employment is temporary and subject to Hire Up policies and procedures, which are subject to change without notice. Once a job assignment ends any and all communication with that client ends as well. You are not to contact the company, drop off items or return to their location without prior approval again. Failure to adhere to this policy may interfere with Hire Up's ability to place you again or in the future.
15. As a temporary employee, you are eligible for medical insurance benefits on the 1st of the month following 6 months of full-time employment. A packet will be emailed or mailed to you so that you can opt out of the insurance options or sign up for benefits. There is a share of cost on the monthly premium of each plan. Lack of response on the packet is assumed as an automatic decline of coverage. Workers' Compensation insurance is provided at no cost. 401k is available after 1 year of full-time employment and enrolled only during our open enrollment periods.
16. Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to their immediate supervisor that permits them to return to work.
17. With a manager's approval and consistent with the Hire Up's Make-Up Time Policy, an employee is able to request in writing to work extra time in a day as Make-Up Time. All make-up time must be worked in the same workweek as the time taken off.
18. When utilizing social media, please keep in mind Hire Up's Social Media Policy & Guidelines for the rules of engagement when communicating online. Post meaningful, respectful comments—in other words, no spam and no remarks that are off-topic or offensive. All comments must be in keeping with Hire Up's Policy Prohibiting Unlawful Discrimination and Harassment.

Hire Up will do its best to provide potential employment opportunities with good employers. Employment assignments are of course not guaranteed. You are asked to check in as directed, and we will work hard to find a position that suits you.

BASIC STANDARD MEAL REQUIREMENTS

- California law provides for one half-hour meal period, after 5 hours, except when the work day will be completed in 6 hours or less and there is mutual employer/employee consent to waive meal period. Hire Up requires for you to comply with CA law.
- An "on-duty" meal period is counted as time worked and permitted only when the nature of work prevents relief from all duties and there is a written agreement between parties. Employee may revoke agreement at any time.
- An employer may not employ an employee for a work period of more than 10 hours per day without providing the employee with a second meal period of not less than 30 minutes. Except that if the total hours worked are no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee, but only if the first meal period was not waived.

- The Industrial Welfare Commission may adopt working condition orders permitting a meal period to start after 6 hours of work if the Commission determines that the order is consistent with the health and welfare of the affected employees.

I have read and understood the foregoing. I agree to comply with all the guidelines and terms set forth above.

Date _____

Signature

Print Name