

WELCOME TO ABCOW STAFFING

Thank you for registering for temporary employment and direct-hire placement with ABCOW Staffing. We want to make working with us as convenient, professional, and rewarding for you as possible. The goal is to present you with those sought-after employment opportunities which you would not otherwise be able to locate. The staff and I are available to answer your questions or to listen to your comments and suggestions on how we can improve our hiring processes to benefit you and your career.

Best Regards,

Jay Gilberg, SPHR
General Manager
jgilberg@abcow.com

OUR MISSION

We provide client companies with excellent service and capable employees.
We provide job candidates with meaningful employment opportunities.
We treat everyone with respect.

OUR ETHICAL STANDARDS

We conduct our business operations in an honest, ethical and professional manner at all times and in every business relationship.

OUR PHILOSOPHY

We provide exceptional value to clients and employees. We maintain multiple channels for recruiting talented employees in a competitive job market. We utilize “state-of-the-art” evaluation tools and possess a team of experienced, placement specialists who bring it all together in making quality job placements for our clients and employees.

EMPLOYEE BENEFITS

ABCOW Staffing has a wide range of benefits and special programs for temporary employees. Your ABCOW representative can provide detailed information on any of the following programs.

Need insurance while working for us?
ABCOW Staffing has teamed with Capital Benefits to offer value-priced, temporary health & dental HMO coverage to qualified individuals.
Bonus Pay for long-term contract employees.
Early Paydays as early as Thursday following the week worked.
Performance based merit pay increases.
Referral Bonus Programs.
Employee-of-the-Month Recognition Program.
Onsite and online training programs.

AVAILABLE FOR WORK?

If your ABCOW assignment is extended or ended, please notify us by phone or email.
If not working, please notify us at the beginning of every week to be placed on our Availability List.
If on assignment elsewhere, please notify us as to when you could be available again for assignments or for interviewing.
If you no longer are available for work of any type, please notify us and we will stop contacting you.

DRESS CODE

Your ABCOW counselor will inform you whether the dress code is professional, business casual, or casual attire before you begin an assignment.

IMPORTANT ON-THE-JOB INFORMATION

JOB HARRASSMENT OR DISCRIMINATION
ABCOW Services does not condone harassment in the workplace. If you believe you are being harassed at your assignment, we want to receive the complaint immediately. We will alleviate the problem right away. ABCOW Services does not condone job discrimination based on sex, race, color, religious creed, national origin, ancestry, mental or physical disability, medical condition that includes genetic characteristics, age, marital status, pregnancy or sexual orientation.

IN CASE OF INJURY OR ACCIDENT
Should you be injured or in an accident while on assignment report the injury immediately to your job site supervisor and call ABCOW Staffing. ABCOW will direct you to the nearest U.S. Healthworks location for initial treatment. Contact us after the initial treatment to discuss any future medical treatment needed.

OCCUPATIONAL HEALTH AND SAFETY PLAN
When you begin working at one of our client companies, you need to contact the safety plan representatives there who will provide you with their company policy on a safety plan that includes: (1) a disaster plan; (2) an evacuation plan in case of fire or earthquake; (3) a medical emergency plan.

SAFETY INFORMATION FORM
Employees who wish to provide a safety suggestion, or report an unsafe workplace condition or practice, must complete a Safety Information Form. This form is available at our offices.

PAYROLL PROCEDURES

We want to pay you promptly for the work you have done. If you follow the steps described here, we will issue your checks on time.

Step One: Approval of Hours Worked

You are responsible for tracking your hours worked daily, completing a time sheet at the end of the week, and having your on-site supervisor verify it.

ABCOW Timesheets: Complete all parts of the time sheet: dates, time in and time out, less lunch, and total hours worked for each day. Round hours worked to the nearest quarter hour (.25) and total the hours worked for the week.

Have your supervisor approve the hours and sign it. The client should keep a copy and you should retain a copy for your records.

Step Two: Submitting Time Sheets to ABCOW

We require a signed and approved time sheet in order to issue your paycheck. Getting the time sheet to us is your responsibility, unless we inform you otherwise.

The deadline for receiving timesheets is Tuesday 5 pm for your check to be in that week's payroll.

By fax: 619.291.7171 or **toll-free fax** 800.690.6876.
In Person: Our office doors are open 7:30 – 5:00 Monday through Friday.

Drop Box: ABCOW Staffing has an outdoor drop box available 24/7 located on the east patio of the building.

By Mail: PO Box 880264 San Diego CA 92168

Step Three: Getting Paid

Paychecks are ready for pick-up after 11 am Thursday. You may request, in writing, for checks to be mailed, direct deposited into your savings or checking account, or added to a debit card.

Overtime Approval

Overtime must be pre-approved by your ABCOW supervisor and by the client company before you may begin to work. This applies whenever you

work more than 8 hours per day; 40 hours per week (Monday through Sunday); or 7 days a week.

GOLDEN RULES OF SUCCESS ON ASSIGNMENTS

Be Punctual.

Maintain a positive attitude.

Wear appropriate clothing.

Be well groomed.

Complete your assignment.

Smile!

IF YOU ARE GOING TO BE LATE OR ABSENT FROM YOUR WORK ASSIGNMENT...

Please notify us **immediately**. Even if it is before or after regular business hours, call your ABCOW office. If the office is closed, you will be able to contact us through our voice mail system. Leave a message and a telephone number where you can be reached. Thank you.

San Diego Office (619) 291-7000

Toll Free: (800) 690-8367

The contents of this document are subject to change without notice.
(Version 11.06)

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ABCOW STAFFING HANDBOOK FOR TEMPORARY EMPLOYEES

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