



JobleticsPRO

EMPLOYEE HANDBOOK

Corporate Office

103 Morgan Lane Ste. 102

Plainsboro, NJ 08536

(855) 967-5422

(888) 909-7215

employment@jobletics.com

www.jobletics.com



JOIN OUR GROWING COMMUNITY!!

Visit our website

www.jobletics.com

Connect with us:

[LinkedIn](#)

[Facebook](#)

DISCLAIMER

This handbook and any policy or policies contained in it DO NOT create a contract of employment. This handbook and any policy or policies contained in it ARE NOT an offer of a contract of employment.

While you are employed by JobleticsPro Inc., you are an employee at will, always, and for all purposes. This means that you may terminate your employment at any time without prior notice, for any reason, or no reason at all. It also means that JobleticsPro Inc. may terminate your employment at any time without prior notice, for any reason, or no reason at all.

Any policy contained in this handbook can be changed or discontinued at any time without prior notice by JobleticsPro Inc. No one other than JobleticsPro Inc. may change or discontinue any policy or policies in this Handbook. No statement or promise by anyone other than JobleticsPro Inc. may be interpreted as a change in policy or an agreement between that person and the employee.



JobleticsPro Super App is our job and scheduling app. Please download and register.

Download our JobleticsPro Super App by clicking on the link below



Register as “STAFF”

Once the profile is submitted our compliance team will review it for approval.

**** Phone Interviews will be conducted after registration is completed ****

**** Valid ID documentation verification will be required for job placement ****



While working at Jobletics Pro Inc. you agree to abide by all HIPAA privacy rules.

The HIPAA Privacy Rule

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, healthcare clearinghouses, and healthcare providers that conduct certain healthcare transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records and to request corrections

Employment Verification

We consider candidates for assignments and/or interviews **only after** verifying past employment/references. We make at least two attempts to contact your previous employers. If we are unable to verify your previous employment and are unable to get other references on your behalf, we will contact you for more options. If we are still unable to obtain any verifiable references, this will, unfortunately, result in an incomplete file and we will be unable to offer you assignments or interviews.

Best Candidate for the Job

We seek the best candidate by first looking at our current temporary employees and applicants. We don't hire everyone who applies.

While we may have several openings, they may not match your personal goals. Unfortunately, we don't always have job opportunities to place all our wonderful candidates.



Current Openings

If we feel there is an opening that might interest you can send it through the JobleticsPro Super App.

Your Ongoing Job Search

Please keep in mind that we cannot forecast when the position with the great fit for you will cross our desks! It is best to continue your search independently; you may find a new position on your own. If you accept a position, or if anything changes that affects the type of positions you would consider, please contact us.



WELCOME TO JOBLETICSPRO INC.!!!

JobleticsPro Inc. has an excellent reputation and is known as the premier staffing agency.

CURRENT MARKETS:

- Georgia
- Maryland
- Massachusetts
- North Carolina
- Ohio
- Arizona
- California
- Colorado
- Kentucky
- Alabama
- Florida
- South Carolina
- Texas
- Illinois
- Pennsylvania

We have set the highest standards of quality and integrity; our clients rely on us to provide them top caliber temporary employees for their assignment requests. Because you're a valued member of our team, we make these commitments to you:

- Our best efforts are to offer assignments based on your experience, interests, and skills.
- Our best efforts are to provide the necessary training to ensure that you are qualified for every assignment.
- Our best efforts are to see that you are well-matched with your assignments.

Whether you're between jobs, expanding your skill set, experimenting with career options, or looking for full-time employment, our experience has taught us what it takes to help you accomplish your goals. Familiarizing yourself with these guidelines will help ensure your success with JobleticsPro Inc.

We want your experience with us to be rewarding. Learning while earning is a great way to grow, market yourself, gain experience, and much more.

Welcome to the team!

- **President**



HOW TO MAKE A GOOD IMPRESSION . . .

Your performance will be evaluated on an ongoing basis. For every assignment you work on, a Performance Evaluation form will be sent to the JobleticsPro Inc. office.

The purpose of the Performance Evaluations is to let us know how well you performed on an assignment. Your continued employment with JobleticsPro Inc. will, in part, be based on your Performance Evaluations.

Your performance will be evaluated based on:

- Attendance
- Skills
- Quality of Work
- Attitude
- Motivation
- Cooperation
- Punctuality
- Organization
- Image
- Quantity of Work

Full-time Placement Services

We discussed your job search criteria, such as duties, salary, location, environment, work styles, etc. Jobletics Pro Inc.'s role is to match your needs with our current and/or future openings. We will work with you on an individual basis to identify the right employment opportunity to match your skills and career goals. Please remember, we can only offer you the opportunities that are offered to us! When a company offers us opportunities.



Contacting JobleticsPro Inc.:

- Always notify that you are on your way to work by sending a message through the JobleticsPro App or employment@jobletics.com.
- When calling in sick, it is mandatory to notify at least 4 hours before your scheduled shift. A medical clearance may be necessary. Always be prepared for such circumstances.
- Send a message through the JobleticsPro App or employment@jobletics.com if you are going to be late for work.
- If you are injured on your assignment. (We need to let you know where to receive appropriate medical treatment and procedures for follow-up care.)
- If you have a problem with your assignment, message us with the details
- If you have to change your work schedule for any reason. Requests to leave early or take days off, a notification must be sent in advance.
- Locate the app calendar to advise us of your work availability.
- Advise if you will be leaving an assignment.
- If you have any questions regarding your pay, please send a message through the JobleticsPro App or employment@jobletics.com. This way, we can maintain a hard copy of our conversation and forward it to the manager who will address your issue.

**** Calling the client is not a substitute for texting Jobletics Pro Inc. You must text our office 4 hours before your scheduled start time. Failure to do so may result in termination. ****

To be eligible for rehire, you must provide a one-week notice if you decide to leave an assignment before its scheduled conclusion.

If you depart or are released from an assignment with client property in your possession, the company reserves the right to withhold your paycheck until the property is returned. Alternatively, the dollar value of the property may be deducted from your final paycheck. Your agreement to comply with this policy is acknowledged.



Time Off Requests/Information Changes:

If you need to leave early or take time off, you need to **clear this first with the supervisor** on your assignment. Always contact Jobletics Pro Inc. by way of text message for approval.

Parking Reimbursement:

Jobletics Pro Inc. doesn't offer parking reimbursement.

Work Safety Policy:

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, and posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Accident Reporting:

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.



Specific Safety Rules and Guidelines:

To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and Practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in a possible fracture to the legs, back, or neck or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary, to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks gloves hair nets, etc.
- Safety equipment such as restraints, pullbacks, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lightning or power panels, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR.
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe smoking regulations. No smoking is permitted in or around combustible or flammable storage areas.
- Shut down your machine before cleaning, repairing, or leaving.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.



Safety Procedures:

- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE conditions or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil-moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard-soled shoes and appropriate clothing. Shorts or mini-dresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.



Safety Checklist:

It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, open desk drawers, small objects on the floor, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler head
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed
- Desk chairs in disrepair, i.e., missing casters
- Loose handrails on stairwells
- Light fixtures that are dirty or out of order
- Overloaded top file drawers or shelving
- Dull paper cutters or utility knives



How to Access Your Payroll Paystub:

Our payroll system is paperless. You need to [log in to ADP](#). The link will be sent to you after you sign up. This allows you to view your pay stubs. You can make changes to your address, request time off, and make various other payroll change requests (Such as Direct Deposit) through email at: employment@jobletics.com

How to Get Paid:

Required Forms:

Once you are selected for an assignment, you must fill out:

- An I-9 form. This form is mandated by the U.S. Justice Department, Immigration and Naturalization Services to ensure that you have the legal right to work in the United States.
- W-4 forms for Federal and State income tax withholding.
- Financial institution information if you will be using Direct Deposit or your Payroll Card information if you will be using that service

** To access the I-9, Federal W-4 and sign up for Direct Deposit.

Payroll:

- Processed weekly. The workweek is Monday through Sunday.
- Paydays are Friday of the following week.
- Direct Deposit payments should be in your account on Friday at 4 PM. Do not contact our office regarding your pay before 3 PM EST on Friday payday if you have not received your pay. To set up direct deposit, you need to [log in to ADP](#).
- Always take a picture of your timesheet daily with your phone. You may also forward it to us for safekeeping.



The Following Will Delay Receipt of Your Payment:

- Incorrect or missing information.
- Not submitting your timecard through text message.
- Not having a direct deposit form on file.
- Not having the correct date, incorrect hours, incorrect time.

Good Housekeeping:

Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of the aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so merchandise and other objects (merchandise, boxes, shopping carts, etc.) are out of the center aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

- Using company resources (i.e., email, Internet, computers, fax, delivery services, long distance, and postage) for personal use.
- Selling services or products for your business or another company.

(For example, Avon, Amway, Tupperware, etc.)

- Theft
- Poor work performance
- Leaving an assignment to take another agency's temporary assignment
- Discussing your salary or anyone else's
- Failure to follow procedures, including but not limited to, proper "check-in" procedures, procedures for changes in work schedule, or for applying for work at a client company

Under no circumstances should you run clients' errands or conduct business in your car while on assignment at Jobletics Pro Inc. Our Workers' Compensation Insurance does not cover auto-vehicle incidents. If you have been asked to run errands in your car and you need help with this situation, please text the Jobletics Pro Inc. office for further directions.



Absenteeism:

You should make every effort not to be absent. An absence is defined as any time you are not at work at a time when you are scheduled to be there. An absence also includes arriving late to work or leaving early.

Absences do not include days you have properly requested to be off for family or medical reasons, funeral leave, jury duty, or properly scheduled and approved vacation.

If Jobletics Pro Inc. or its client determines an employee being absent too often or being late the employee will receive a warning. If improvement does not occur, the employee will be terminated and sent home from the assignment JobleticsPro Inc.

Dress Code:

It is the policy of JobleticsPro Inc. that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. In your manner of dress, you are demonstrating self-respect, as well as your respect for the client and the opportunity.

1. Employees are expected at all times to present a professional, businesslike image to clients, fellow workers, and the public. Acceptable personal appearance is an ongoing requirement of employment with Jobletics Pro Inc. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
2. Employees must comply with the following personal appearance standards:
 - a) Are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, t-shirts, novelty buttons, and similar items of casual attire that do not present a businesslike appearance.
 - b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - c) Sideburns, mustaches, and beards should be neatly trimmed.
 - d) Tattoos and body piercings (other than earrings) should not be visible.



3. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as professional dress, a uniform, or safety equipment.
4. At its discretion, JobleticsPro Inc. may allow employees to dress more casually than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear suggestive, ripped, or disheveled clothing, athletic wear, or similarly inappropriate clothing.
5. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action.
6. We have provided a list for your reference. This is not all-inclusive, but provides examples of appropriate dress:
7. Violating any safety rules.
8. Violating any of the rules outlined in this Handbook.

Disciplinary Actions can consist of a verbal warning, written warning, suspension, or discharge, although the particular discipline imposed for misconduct, if any, will depend on the facts and circumstances in each case, and will be decided at the sole discretion of Jobletics Pro Inc.



**THE LIST BELOW IS NOT ALL INCLUSIVE, BUT CONTAINS COMMON EXAMPLES OF MISCONDUCT IN WHICH YOU WILL BE TERMINATED IMMEDIATELY FOR
“Zero tolerance policy”:**

- Falsifying your employment application
- Falsifying timecards
- Absenteeism or Lateness
- Lack of Punctuality: adhere to assigned start time, lunch hours, departure time
- Job Abandonment: not calling or showing up for work
- Scheduling too many appointments/interviews during working hours
- Insubordination
- Taking controlled substances or other unauthorized prescriptive medication, or drinking alcohol during work hours
- Sabotage, defacing, or willful destruction of the Company's, Client's, or another employee's property or material.
- Leaving the premises without permission during working time (working time does not include meal or break periods).
- Sleeping during working time (working time does not include meal or break periods).
- Smoking in prohibited areas.
- Fighting, inciting a fight, or threatening other employees.
- Possession of firearms, explosives, or any weapon on Company or Client property.
- Failure to immediately report an accident or injury to your manager or supervisor.
- Commission of any unlawful act on Company or Client premises or commission of any unlawful act off Company or Client premises which affects the employee's relationship to his job or his fellow employees.
- Drinking or possession of, or being under the influence of, an alcoholic beverage during the work day or reporting for work under the influence of alcohol.
- Sale, use, possession, or being under the influence of a controlled substance during the work day, or reporting to work under the influence of a controlled substance.
- Arguing with any supervisor, employee, or manager.



Uniforms:

As a rule, these are **not** acceptable:

- Tight pants
- Stretch pants
- Jeans (of any color)
- Capri pants
- Mini-skirts
- Shorts or coveralls
- Cargo pants and Army-type fatigues
- Leggings
- T-shirts
- Any kind of workout clothes, running or gym shoes, sneakers or sandals
- Ripped or tattered clothing
- Extremely tight-fitting blouses, short skirts, halters, tube, see-through or tank tops, or other suggestive clothing
- Bare midriffs (low-cut garments, front or back)
- Visible tattoos or visible body piercings other than earrings

As an employee and representative of JobleticsPro Inc., there are policies you must follow. While tempting, you will work at a variety of companies, each with its own set of rules. HOWEVER, remember Jobletics Pro Inc. is your employer, not the client for whom you are working.



Grounds for Discipline and Discharge:

OUR POLICIES SUPERSEDE THE POLICIES OF THE CLIENT COMPANY. FAILURE TO FOLLOW OUR POLICIES CAN RESULT IN TERMINATION OF YOUR EMPLOYMENT.

At the company's discretion, employees may be disciplined or discharged for engaging in misconduct. The following are guidelines showing examples of the kinds of conduct that are prohibited and could lead to discharge or discipline. This list is not all-inclusive, and therefore includes, but is not limited to, the following:

1. Dishonesty, such as falsification, misrepresentation, or omissions on personnel records, timesheets, or other company records, theft or removal of the Company's, Client's, or other employee's property from Company or Client's premises without permission.
2. Failure to obey a supervisor's orders, insubordination, failure to follow policies and procedures, or similar offenses.
3. Showing disrespect to managers, supervisors, or fellow employees by failing to handle issues in a professional manner, including, but not limited to, losing your temper, losing control, yelling screaming, and/or threatening.



Equal Employment Opportunity (EEO) Statement.

Jobletics Pro Inc. is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, creed, color, national origin, or sex.

Jobletics Pro Inc. is committed in all areas to providing a work environment that is free from harassment. Harassment based on an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Jobletics Pro Inc. If an employee feels that he or she has been harassed based on his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.