



Office Policy and Procedure Handbook

Staffing Kansas City, Inc.

9930 College Boulevard, Overland Park, Kansas 66210 * 913.663.JOBS (5627) www.staffingkc.com

Vacation Pay

Staffing Kansas City, Inc. employees are eligible for a week of vacation pay after working 1500 hours for us within a one-year period. The employee must be on our payroll at the end of that year to receive vacation pay.

Holiday Pay

Staffing Kansas City, Inc. employees are eligible for holiday pay after working 1000 hours for us within a one-year period.

Weekly Paycheck

Payday is weekly on Wednesday! You are responsible for turning your signed timesheet into our office by Monday morning at 9am. Please e-mail your timesheet to michelle@staffingkc.com. If you do not utilize our direct deposit option, checks will be mailed.

To download a copy of a timesheet [click here](#).

Referral Bonus

Become a “recruiter” for Staffing Kansas City, Inc. and earn extra \$\$!!!!

If you are a current employee and refer a friend, relative, neighbor, or acquaintance and they work 40 hours for Staffing Kansas City, Inc., then we will give you \$100!

[Click here](#) to submit your referral online.

Retirement Plan

Staffing Kansas City, Inc. has partnered with the [Cornerstone Wealth Management](#) to provide our staffing associates a 401(K) plan. Staffing Kansas City’s employees are eligible for the option to enroll after 1 year on Staffing Kansas City’s payroll and accumulation of 1000 hours in the same year. Contact Michelle at Staffing Kansas City, Inc. at (913) 663-JOBS (5627) to find out more.

Workplace Policies

Equal Employment Opportunity Policy

Equal Employment Opportunity has been and continues to be both policy and practice at Staffing Kansas City, Inc. Staffing Kansas City, Inc. provides equal employment opportunity to all employees and applicants without regard to age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status, or any other protected status in accordance with applicable federal, state and local laws.

This policy governs all areas of employment at Staffing Kansas City, Inc., including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline, and terminations.

In addition, Staffing Kansas City Inc. does not discriminate against any temporary employee or applicant in work assignments, does not invite or honor discriminatory job orders or requests by clients, and does not "code" applications or other documents to record the status of any applicant or employee.

Any employee who violates this Policy will be subject to discipline, up to and including the possibility of discharge.

Prohibition of Harassment

It is Staffing Kansas City, Inc's policy that all employment relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at Staffing Kansas City, Inc. Harassment includes, but is not limited to:

Verbal Harassment, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs;

Physical Harassment, such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement.

Sexual Harassment, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying at work sexually suggestive objects, posters, drawings or pictures.

If you believe that you have been subject to harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with your employment at Staffing Kansas City, Inc., you should immediately bring the matter to the attention of your supervisor or placement counselor. If the complaint involves your immediate supervisor or placement counselor or if you feel uncomfortable discussing the matter with your supervisor or placement counselor, report the matter to an EEO Officer.

All complaints of harassment will be investigated promptly and, where necessary, corrective action will be taken. Any investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of bringing any good faith harassment complaint to the Company's attention.

Any supervisor, agent, or other employee who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge.

Proof of U.S. Citizenship

Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form and all applicants hired need to present documents of identity and eligibility to work in the U.S.

New Hire Reporting Recruitment

Staffing Kansas City is required by law to report all newly hired and or re-hired employees to aid in the enforcement of child support obligations. This requirement is the result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Alcohol and Drug-Free Workplace Policy

Substance abuse has an adverse impact on an employee's work, personal and family lives, as well as on the ability of Staffing Kansas City, Inc. to fulfill its mission to provide the highest quality services to its clients. It can cause poor performance, decrease productivity, and create safety hazards. Consequently, Staffing Kansas City, Inc. is committed to establishing and maintaining an alcohol and drug-free workplace.

Illegal Drugs

The use, distribution, dispensation, sale, offering for sale, possession, purchase, manufacture, or trading of illegal drugs on Staffing Kansas City, Inc.'s premises, client premises, or in any other work-related environment is strictly prohibited. The prohibition of illegal drug activity includes occasions when an employee is representing Staffing Kansas City, Inc. or one of Staffing Kansas City, Inc.'s clients at events and meetings beyond normal working hours.

Alcohol

Employees are not permitted to consume alcohol while on Staffing Kansas City, Inc.'s premises, client premises, or while conducting Staffing Kansas City, Inc. business. This does not include official day or evening functions at which alcohol may be served, as long as use does not prevent employees from performing their jobs satisfactorily or pose any threat to the safety or welfare of the employees or others.

Prescription and OTC Drugs

Employees are prohibited from the misuse or abuse of prescription and over-the-counter (OTC) drugs. Employees who are using prescribed or OTC drugs for existing medical conditions must inform the designated Staffing Kansas City, Inc. employee health representative of such treatment to discuss the necessity of temporary alteration of job duties or assignment if the drugs (1) may have possible side effects which may affect job performance, or (2) alter an employee's physical or mental abilities.

Absentee and Tardiness

Absenteeism and tardiness can impose a hardship on co-workers and the company. It is the responsibility of every employee to adhere to the working hours and work week that have been established for the company. Employees must call Staffing Kansas City if they are going to be absent, or running late, to work. If an employee does not call or show up, that shall be deemed a voluntary termination and said employee will not be eligible for rehire. Absences of two or more occurrences within any one pay period and/or a pattern of continued absences is considered excessive. Employees with excessive absences shall be deemed a voluntary termination of employment by the employee at the sole option of the company.

Policy Violations

Employees who violate this policy are subject to disciplinary action, up to and including termination.

“At Will” Employment

All employment and compensation with Staffing Kansas City is “at will.” This means that your employment can be terminated with or without cause and with or without notice, at any time, at the option of either Staffing Kansas City, its Client or yourself, except as otherwise provided by law.