

Employee Handbook



HUMAN RESOURCE SERVICES

JOBS. WELL DONE.



Welcome



Liz Freeman
President

Welcome to Long's! I am glad you are considering working for us. People like you are the reason our company has prospered for so many years. Your hard work means a lot to us and we want you to enjoy your job. After all, you are representing Long's once you step inside the offices and facilities of our corporate clients.

We also work hard for you. Our staff is continuously looking for quality companies with jobs to fill. Our expertise goes beyond simple job placement. We offer our clients expertise on human resource compliance issues, drug testing and employee screening. When everyone works hard, we all come out ahead. Simply put, we offer jobs — well done.

As we embark on this relationship, I want you to know that you can trust our staff to work with you to help you find not only a job, but a job that is right for you. Please stay in touch with us and let us know how it is going. If at any time you feel your concerns are not being addressed, please contact me directly at 251-476-4080.

Sincerely,

Some things you should know to help us work well together:

- It is absolutely essential that you submit time worked prior to 10:30 a.m. Monday in order to receive your payment on the following Friday.
- If you properly report to an assignment, you will be paid for a minimum of two hours unless prior arrangements are made.
- You are not authorized to work more than 40 hours a week unless you or your supervisor receives approval from our office.
- Your rate of pay and company assignments are considered confidential information. Please do not discuss these matters outside of Long's.
- Misrepresentation of pre-existing physical or mental conditions may void your worker's compensation benefits. Please consult your Long's supervisor or the risk/safety manager for further information.

Long's is an Equal Opportunity Employer and complies with all State and Federal hiring and labor laws.

Long's, in compliance with the Americans with Disabilities Act, will make available audio tapes of this employee manual and all employee application forms.

Long's complies with the requirements of the Family and Medical Leave Act. Any Long's employee taking leave under the act must comply with all the requirements of the Act. Please consult your Long's supervisor or the risk/safety manager for further information.

Tips to Make a Good Impression

We are proud to have you represent Long's at our company clients' facilities. Because you represent our company, we expect you to conduct yourself properly and perform your tasks in a professional manner. The following tips are suggestions that will help you accomplish this goal.

APPEARANCE

Suitable and safe attire is required.

PUNCTUALITY

Always be on time for an assignment. Allow extra time the first day to locate the facility. Report a few minutes early the first day in order to introduce yourself and be shown around the facility.

EFFECTIVENESS

Always complete your assigned tasks. Keep busy by offering to help with other tasks within the scope of your position.

CLARITY

Never hesitate to ask questions regarding your assigned duties and logistics such as: parking, break areas, etc.

OFFICE ETIQUETTE

While on assignment, keep your personal business to yourself. Personal phone calls should be on an emergency basis only. Do not allow yourself to become involved with office politics. You may be exposed to confidential information. Be responsible; don't discuss confidential information away from the work environment. Please note the section regarding sexual harassment in the following pages. Cell phones should not be used during office hours.

LASTING IMPRESSION

Upon completion of an assignment, make sure that your supervisor knows the status of your tasks. Be polite and say goodbye to the people you worked with.

Stay in Touch

Keep In Close Touch By Phone: For Emergencies, Call After Hours:

- When you are no longer available
- When you have a change in address
- When you cannot report for an assignment
- If you can't report to an assignment
- If you have an accident while on assignment
(follow instructions on p.3-14)
- If you have a work related emergency

Instructions:

If you call 251-476-4080 after hours, on holidays or weekends, you will reach our auto-attendant. Your call will be answered 24 hours a day.

Follow instructions and leave your message in the appropriate voice mailbox.

Your message will be forwarded to a Long's staff member and you will be contacted.

Employee Time Entry - Online

There are two options for time entry: online and paper time sheets. Online entry is the preferred method. Please ask your Long's supervisor if the client site where you are working is set up for online time entry.

1. Go to www.LongshRS.com
2. Click on the WEBCENTER button in the upper right hand corner of the screen
3. Log in using your User Name & Password assigned to you by Long's

Default setup for User Name & Password:

USER NAME:

First Initial, LAST NAME (in all-caps), last 4 of your Social Security Number

PASSWORD:

Full Social Security Number (no dashes)

EXAMPLE:

If your name is Jane Doe, and your SSN is 123-45-6789

User Name would be: JDOE6789

Password would be: 123456789

-
4. Click on the ASSIGNMENT tab
 5. Change the date to the proper work week
 6. Click CREATE NEW TIMECARD FOR THIS ASSIGNMENT
 7. Choose TYPE OF TIMECARD: Regular (Reg), Holiday (Hol), or Vacation (Vac1)
 8. Click CONFIRMATION
 9. Click CREATE TIMECARD
 10. Enter time
 11. If information needs to be communicated to Payroll you can type in the Notes section
 12. Click SUBMIT TIMECARD
 13. Close window

DON'T FORGET

Time Sheets MUST be submitted by 10:30 a.m. on Monday.

You are ultimately responsible for ensuring your time is entered properly and submitted on time.

Employee Time Entry - Paper

1. Print your full name, address and last four digits of your Social Security number.
2. Date each time sheet correctly (Fill in week-ending date for work performed).
3. Keep a record of your hours (round to the quarter hour) during the week, and draw a line through the days not worked before your supervisor signs your time sheet. Overtime work must be authorized by your supervisor or Long's.
4. Total your hours at the end of the assignment, or on Friday, whichever comes first.
5. Sign your name.
6. Print the name of the company where you are assigned.
7. The customer client must sign here to approve the total hours worked. Print the name below the signature. If applicable, fill in the department, telephone number and extension number.

DON'T FORGET

Time Sheets MUST be turned in by 10:30 a.m. on Monday.

You are ultimately responsible for ensuring your time card is completed properly and turned in on time.

Individual time sheets can be downloaded and printed from our website www.longshrs.com or contact Long's to have a blank sheet sent to you.

To print a time sheet off of our web site go to www.Longshrs.com and select the "Printable Forms" button in the menu bar of the home page, and then "Individual Timesheet" from the drop down menu. Once the file is opened, select print. Please note that the time sheet cannot be entered online. The time sheet must be printed, completed and signed adequately and then returned to Long's.

Deliver completed time sheets to Long's via fax, email, street mail or drop off at one of our locations. Fax numbers and street addresses for all of our offices, as well as the email address for our payroll department, are located in the upper left corner of the time sheet.

Drop slots are located at all of our offices for your convenience. If mailing time sheet, please be sure it is in Friday's mail so that it arrives by the Monday 10:30 a.m. deadline for payroll.

LONG'S
HUMAN RESOURCE SERVICES

MOBILE: PO Box 106947 Mobile, AL 36616 (251) 476-4080 PH (251) 476-4071 FX
FAIRHOPE: 22811 U.S. Hwy 96, Fairhope, AL 36532 (251) 928-3422 PH (251) 928-2976 FX
FIBER: 123 W. Campbell Ave. Foley, AL 36535 (251) 943-8725 PH (251) 943-8738 FX
EMAIL: hr@longshrs.com

INDIVIDUAL TIME SHEET
DATE: 4/10/10
NAME: Jane Doe
ADDRESS: 333 Anystreet
CITY: Hometown, AL 12345

TIME SLOTTED EACH MONDAY BY 10:30 AM

PRINT: FIRST NAME, M.I., LAST NAME	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS
Jane Doe	1.5 hr	1.5 hr	1.5 hr					39	

EMPLOYEE SECTION
RECORDING YOUR TIME
1. Type in your name in the space of 1 hour. Do not show odd minutes.
2. Sign here.
3. You may add time for Long's in Long's immediately upon completion of assignment or at the end of each week.
4. You may add time for Long's in Long's immediately upon completion of assignment or at the end of each week.
OVERTIME: All authorized work you perform in excess of 40 hours in a 7-day period will be at time and one-half the regular rate. You are permitted to work overtime only if the client requests and approves such work.
ABSENCE: CALL US AT ONCE. We will contact the Client.
COMPLETION OF ASSIGNMENT: In the completion of an assignment or any other assignment, you will understand that you physically appear at the Long's office with a Long's placement card and/or other applicable documents, ready to be available for work for the time of Long's business day following the completion of other assignment. Failure to comply will be considered voluntary quitting without notice and approved with any assignment and understand that my employment benefits may be affected.
I hereby certify that I have not accepted any job on this assignment and that the day and hours there indicated are true and correct, unbroken in my responsibility to you from my original time sheet at the end of each week by mail or drop it off at our Long's office, in order for me to be paid for the total weekly hours shown. This statement must be completed and signed by each one and be a true and correct representation of the Client company who can verify the day and hours worked UNLESS NOTED ON THIS FORM. I HAVE NOT BEEN INQUIRED ON THE JOB THIS WEEK.
EMPLOYEE AGREEMENT: In accepting a job for Long's, I agree that should I accept any short-term or permanent position with the above Customer even though another contract, verbal or written from the day, will pay Long's regular placement fee then set out in my application under the Applicant and Employee Agreement Sections C and D except if the Customer pays the fee.
SIGNATURE: Jane Doe
DATE: 4/10/10

COMPANY CUSTOMER CLIENT AGREEMENT Long's (Personnel Services, Inc.) hereafter called "Long's", agrees to provide the Customer with the services of a Client's Customer's temporary employees and Customer's supervision by Long's (Personnel Services, Inc.) hereafter called "Long's". It is understood and agreed that the regular daily charge for the employee is \$4.00 per hour. In further agreement that the Customer will not authorize or direct or cause the temporary employee to perform any work activities other than those specifically set forth in the work order or job order or to use any machinery, automobile or truck equipment without the written consent of Long's. It is further understood that Customer assumes responsibility for the temporary employee's safety and welfare. The Customer will be held responsible for any resulting injury to the employee and the Customer will defend and hold Long's harmless from any resulting claims or suits. It is also understood and agreed that Long's temporary employees shall not be responsible for any resulting injury or damages with performing services for the Customer without prior consent from Long's and that only when the temporary employee is specifically directed to do so by the Customer agrees to pay all costs of all claims or attempting to collect monies due to the Customer in a reasonable amount. You warrant the same to be collected by you or otherwise. The Customer is Long's of any right, reasonable and shall constitute a waiver of any of the other obligations of the Customer hereunder and the failure to exercise of the duty in exercising any right herein shall not appear to constitute a waiver of any subsequent right. Customer agrees to indemnify and hold Long's harmless for any and all claims, demands or suits arising out of the operation, safety and health of all persons in the premises, the control of construction. Customer is to furnish the temporary employees a description of the work to be done and to be any and all laws, regulations and executive orders concerning equal employment opportunity. This is in compliance of the terms of the agreement between the parties and one that it is a change of or otherwise made for the working day of the services of the temporary employees in accordance of the terms of the contract by Customer, whether the same is signed or not. Notably Long's of the temporary employees is to be made in the State of Alabama.

DATE: 4/10/10
SIGNATURE: Joe Brown
NAME: Joe Brown
DEPARTMENT: Purchasing
PHONE: 333-3333 EXT: 196
LIFE SIZE PHOTO 1"



Pay Stub and W-2 Procedure

Pay stubs are available online for viewing and/or printing. Check stub documents will be available from the Long's website, www.LongsHRS.com. Once you are on the Long's home page, click on the Long's Webcenter button in the upper right-hand corner.

Instructions For Accessing Pay Stubs Online

The instructions below highlight the steps for logging into the Webcenter portal with a unique User ID and Password to access your online pay stubs.

1. Point your internet browser to the following url: www.LongsHRS.com and click on the Webcenter button in the upper right-hand corner.
2. Enter your User ID: the first letter of your first name plus your last name plus the last four digits of your SS number, no spaces.
3. Enter your initial password. Your initial password is your SS number with no dashes. Click the Login button. Once you have logged in you can change your password by clicking on the "My Information" link at the top right of the screen. Then, under Password, click on the "Change your Password" link and make the necessary changes.
4. To view your paystubs, click on the "Pay History" button in the top right of the screen. Select the pay period to view. From here you can view or print your stubs.

Payment Options: Long's payment options include Direct Deposit or Pay Card. Upon hire, you will be asked to choose which payment option you prefer. Please make sure that you complete all the information on the Direct Deposit / Pay Card form and sign it where indicated. We do not issue paper paychecks for work performed.

In the event that you would like to change pay options from Direct Deposit to Pay Card, or vice versa, you must have the required form turned in to the Payroll Department by Monday in order to have payroll changes made in the current week. Any changes turned in after Monday of any week will result in the change being made the following week.

Disciplinary Guidelines

The following disciplinary guidelines have been established by Long's to guide you and your supervisor.

The listing is not intended to convey all circumstances wherein an employee may be warned, disciplined, suspended or dismissed. It is intended to convey a range of guidelines and is not all encompassing. If you have any questions regarding these guidelines, please ask your Long's supervisor for clarification.

Remember, you are expected to follow the specific policies and work rules of the client company that apply to you, in addition to Long's policies.

Offenses	First Offense	Second Offense	Third Offense
Absence from work without approval or unauthorized absence from work	Written Warning or Dismissal	Written Warning or Dismissal	Dismissal
Unauthorized use of Client property or misuse or abuse of Client Company or Long's property	Written Warning	Dismissal	
Misuse or abuse of Client Company or Long's property	Written Warning	Dismissal	
Possession and/or drinking of alcoholic beverages or use of drugs or other intoxicating agents on Client Company or Long's premises	Dismissal		
Conviction of a felony or equivalent while an employee of Long's	Dismissal		
Unacceptable work performance	Written Warning	Written Warning	
Making a false statement, dishonesty, theft, or falsification of a record /application	Written Warning or Dismissal	Dismissal	
Horseplay	Suspension or Dismissal	Dismissal	
Failure to observe fire or safety rules or regulations	Written Warning or Dismissal		
Possession of firearms, weapons and/or explosives on Client Company or Long's premises	Dismissal		
Gambling on Client Company or Long's premises	Suspension	Dismissal	
Immoral conduct or indecency	Dismissal		
Unacceptable appearance or improper conduct	Written Warning	Dismissal	
Insubordination	Suspension or Dismissal	Dismissal	
Loitering or sleeping during work hours	Written Warning	Suspension	Dismissal
Tardiness	Written Warning	Written Warning	Suspension or Dismissal
Sexual harassment	Dismissal		
Violence in the workplace	Dismissal		
Failure to provide valid employment verification I.D. per I9 guidelines	Dismissal		
Failure to satisfy E-Verify requirements per government guidelines	Dismissal		
Failure to report on-the-job incident/ accident using the Medcor System	Written Warning	Suspension or Dismissal	

Your Rights

Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave:

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform employee’s job.
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation (26 work weeks).

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Your Rights

Family and Medical Leave Act of 1993 *(continued)*

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of Wage and Hour Division, listed in most telephone directories under U.S. Government Department of Labor.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

Your Rights

Equal Employment Opportunity Policy

It is the policy of Long's and all affiliated companies to provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin or veteran status.

The policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Any employee, including supervisory or management employees, involved in discriminatory practices will be subject to discipline up to and including termination.

Any employee having a complaint about a violation of this policy should report it to his/her Long's supervisor.

Anti-Harassment Policy

It is the policy of Long's and all affiliated companies that all employees be able to work in an environment free from all forms of discrimination or harassment, including sexual harassment.

No employee, either male or female, is to be subjected to sexual overtures or other sexually harassing conduct, either verbal or physical, nor subjected to reprisals for reporting such conduct.

Sexual harassment in the workplace can take several forms and will not be tolerated.

These various forms may include:

1. Unwelcome sexual flirtations, advances, propositions or gestures.
2. Verbal harassment, such as offensive jokes and innuendos.
3. Graphic, verbal comments about an individual's body.

No member of management nor any such employer shall threaten or insinuate that an employee's refusal to submit to sexual advances will affect an employee's employment, evaluation, advancement or other conditions of employment.

The Company also prohibits harassment based on a person's race, color, national origin, age, religion, disability or veteran status. Such harassment may include comments, conduct, jokes, innuendos or visualizations, including written material that may be considered derogatory or offensive, to the protected classes defined herein.

Your Rights

Anti-Harassment Policy *(continued)*

Any employee who is found to have acted in violation of this anti-harassment policy will be subject to discipline, up to and including termination.

In order to maintain a harassment-free environment, the Company must be apprised of any offending behavior. This includes harassment by a non-employee. Incidents of harassment should be reported whether the employee is the victim of the objectionable behavior or a witness to it.

All complaints about harassment should be made immediately to your Long's supervisor, the risk/safety manager or Liz Freeman, President. Long's also has a special reporting hotline, 1-888-238-7756. The purpose of this hotline is to give you a mechanism for reporting which does not go directly to company personnel. The information reported to this hotline will be sent to outside counsel for Long's. In no event is an employee required to report the harassment to the person who is the subject of the complaint. The Company, or outside counsel, will promptly investigate all complaints and take the action necessary to ensure a harassment-free workplace.

Complaints will be handled with due regard for the privacy of all involved.

I have read and understand the Equal Employment Opportunity and Anti-Harassment Policy of Long's. I agree to be bound by these policies, as evidenced by my signature on page 3-12.

Your Rights

Workplace Violence Policy

Long's has a zero tolerance policy for violence in the workplace. Anyone engaged in such actions will be subject to disciplinary actions, up to and including termination. Below is Long's workplace violence policy:

- No employee, including management, supervisory or non-supervisory employee, agent, customer or supplier may engage in the act of committing violence towards or against another employee, including, but not limited to:
- Creating an intimidating, hostile, or offensive working environment by engaging in any activity that threatens or suggests physical harm to another individual.
- Engaging in conduct which has the purpose of imposing and/or threatening physical harm to another individual.
- No employee is allowed to carry any weapon in their belongings, or on their person, at any time while working at their respective work site, or on the premises of the work site whether engaged in work activity or not.
- Behavior exhibited which lends itself to the definition of violence and threats of violence (bodily harm) will not be tolerated. All such actions are to be reported to the Risk Manager or President of the company immediately.
- A thorough investigation will be conducted to determine the appropriate response to the situation. The perpetrating of physical harm to another individual can be grounds for immediate dismissal without further warning.
- This policy also prohibits retaliation against employees who assist in good faith with the investigation of a complaint or provide information relative to an ongoing investigation of such complaint.

I have read and understand the Equal Employment Opportunity, Anti- harassment, and Workplace Violence policies of Long's. I agree to be bound by these policies, as evidenced by my signature below.

Signature

Date

Print Name

Drug and Alcohol Abuse Policy

For the safety, security, and well being of all employees and clients, the illegal use and/or influence of drugs and alcohol while employed by Long's or while visiting its facilities or property is absolutely prohibited.

As a preventative measure, under the following conditions, applicants and employees of Long's may be required to submit to drug and alcohol screening as described in Long's published testing procedures:

- PRE-EMPLOYMENT
- ON ASSIGNMENT INCIDENT
- EMPLOYMENT AS A STAFF MEMBER
- RANDOM
- PROBABLE CAUSE
- ON-ASSIGNMENT ACCIDENT/INJURY
- RE-EMPLOYMENT

Any person who declines to submit to testing when requested to do so in accordance with this policy will not be considered for employment, or if an employee, shall be subject to discharge.

Applicants or employees that test positive are not eligible to work, or continue to work, for Long's. The positive drug screen test may be challenged as stipulated in the published testing procedures.

Applicants not eligible to be employed may be referred to appropriate public agencies for counseling on drug and alcohol abuse at the applicants' own expense. Employees terminated on the basis of a positive drug test will also be referred at their own expense. **APPLICANTS ELIGIBLE TO BE EMPLOYED WILL HAVE \$15.00 DEDUCTED FROM THEIR PAYCHECK TO COVER A PORTION OF THE TEST EXPENSE.**

DEFINITIONS

PRE-EMPLOYMENT: All employees of Long's shall submit to a drug and/or alcohol test prior to being employed. Positive results declare an individual ineligible for employment with Long's.

ON ASSIGNMENT ACCIDENT/INJURY: All employees involved in any accident or injury, while in the performance of their assigned duties, may be required to submit to drug/alcohol testing. Positive results shall result in termination of employment.

RANDOM: Periodic, random drug testing at selected work sites shall be conducted. Positive tests shall result in termination of employment.

PROBABLE CAUSE: An employee's condition, circumstances, or behavior that would cause a reasonable person to be concerned for their safety and well being due to a suspected drug or alcohol usage/abuse.

APPLICANT: Person applying for employment with Long's or a person who completed a temporary assignment and has not worked for Long's for thirty (30) working days.

PUBLISHED TESTING PROCEDURES: A document kept on site available for inspection that gives the detailed step by step actions taken before, during, and after drug screening.

I understand the rules and regulations of Long's covering drug and alcohol use and I agree to abide by these rules and regulations. Failure to comply may result in my termination and/or may jeopardize my Workers' Compensation benefits.

Employee Signature

Date

Witness Signature

Date

Employee Guide

If you are injured at work

1. IMMEDIATELY report an on-the-job injury to the site supervisor.
2. Your supervisor will contact Medcor. If a supervisor is not available on site then you will need to contact Medcor at the number below.
3. Contact Long's Safety Representative immediately following your call with Medcor.
4. If medical treatment is needed, your Long's Safety Representative will provide information about transportation to the designated clinic and a Long's Safety Representative will meet you at the clinic.
5. Your Long's Safety Representative will inform you of the next actions.
6. You may be required to take a post-accident drug screen/ breath alcohol test as per company drug testing policy.
7. Report any problems or suspected problems to your Long's coordinator and the risk/safety manager at Long's immediately.

MEDCOR (800) 775-5866

Company Policies and Safety Regulations

Please read the following carefully and check the boxes. Discuss any questions with your interviewer.

- 1. Completed time sheets must be submitted to our office by **10:30 a.m. Monday**, or your pay may be delayed.
- 2. If you are on assignment for Long's and you need to go to a job interview, you must contact your supervisor at Long's (2) working days in advance or as soon as possible before you leave to go on an interview. Notice must be given whether the interview is through Long's efforts or not. Failure to comply will result in an unexcused absence from work.
- 3. If you are unable to report to your assignment on time, it is your responsibility to contact a Long's staff member AND on-site supervisor at least (1) hour prior to your start time. Failure to do so might result in the termination of your employment for misconduct.
- 4. If you need to contact Long's before or after business hours, utilize the after hours system: Mobile Office: 251-476-4080 • Foley Office: 251-943-8725
- 5. If you did not complete your assignment, or refuse a suitable assignment approved by your Long's supervisor, without good cause, you voluntarily quit your employment with us.
- 6. If you do not return our phone calls, or do not contact us upon written, verbal or online notice of available work, you are considered to be unavailable for work.
- 7. Leave of absence is limited to the extent of the Family and Medical Leave Act of 1993 only. (There is no formal leave of absence policy.)
- 8. No employee will handle money, funds, checks, keys, etc. or DRIVE ANY VEHICLE WITHOUT NOTIFICATION AND APPROVAL from Long's. If given approval to drive a commercial vehicle, you must possess and provide a copy of both a valid commercial driver's license and valid auto insurance.
- 9. When on a food-handling assignment, you are required to possess a current valid Foodhandler's Permit, and to comply with all the health codes. You are also required to supply and wear or use the designated uniform for the assignment. Failure to do so is grounds for termination for good cause.
- 10. Failure to observe both Long's and client rules, wear appropriate safety equipment, smoking in other than designated areas, the use or possession of drugs or alcohol, and the use or possession of firearms or other weapons while on an assignment, will be considered grounds for termination for good cause.

_____ **11. Cell phones are a distraction, and using them during working hours is unacceptable.**
INITIAL **Failure to comply will be considered unacceptable work performance.**

- 12. You are obliged to abide by the employees conduct policy of each establishment where you are assigned.
- 13. Your pay scale may vary from assignment to assignment.
- 14. Employment is strictly temporary in nature. No guarantee is made or implied regarding length of assignment. The company will request your service on a regular and/or irregular basis based on the convenience of the company and a standard of production as set by the company client.
- 15. LONG'S IS AN EQUAL OPPORTUNITY EMPLOYER. HIRING AND TERMINATION WILL BE WITHOUT REGARD TO RACE, RELIGION, NATIONALITY, SEX, DISABILITY, AGE, MARITAL STATUS, VIETNAM ERA VETERAN STATUS OR MILITARY STATUS.
- 16. ALL ON-ASSIGNMENT ACCIDENTS MUST BE IMMEDIATELY REPORTED TO MEDCOR, WHERE YOU WILL SPEAK TO A REGISTERED NURSE AND DIRECTED FOR TREATMENT IF NEEDED; THEN CONTACT THE RISK/SAFETY MANAGER AT LONG'S (251-476-4080). TREATMENT OF INJURIES MUST BE AUTHORIZED BY THE RISK/SAFETY MANAGER AT LONG'S EXCEPT IN LIFE-THREATENING EMERGENCIES. FAILURE TO OBTAIN PROPER AUTHORIZATION FOR MEDICAL TREATMENT COULD AFFECT WORKERS' COMPENSATION BENEFITS.
- 17. The illegal use of alcohol or drugs while employed by Long's, or while visiting its facilities is absolutely prohibited.** Company drug testing policy provides for pre- employment, random, post-injury/accident and probable cause drug testing.
- 18. Do not remove or bypass any guards or protective devices on any machinery at any time.**

- 19. You are responsible for maintaining your work area in a clean and neat manner.
- 20. You must wear the required safety attire and equipment necessary to perform your duties at all times.**
- 21. Report immediately any hazardous or unsafe working conditions to your on-site assignment supervisor, your Long's coordinator and to the risk/safety manager at Long's.
- 22. In compliance with state law, wear seat belts at all times when you are in a vehicle.**
- 23. Lift with your legs, not your back. Lift the load close to your body and do not jerk or twist with the load in hand. Lift with a partner when the lift is too heavy; know your limits.
- 24. Obey all written and verbal safety regulations.** If you have any questions, ask your supervisor.
- 25. It is understood that a minimum of one week notice be given to Long's in the event that you will be leaving your employment and that failure to give one week's notice may result in ineligibility of future work with the company.
- 26. Sexual harassment of any nature and/or violence in the workplace are strictly prohibited. Report any problems or suspected problems to your Long's coordinator and the risk/safety manager at Long's immediately.
- 27. MISREPRESENTATION AS TO PREEXISTING PHYSICAL OR MENTAL CONDITIONS MAY VOID YOUR WORKER'S COMPENSATION BENEFITS.

INITIAL _____ 28. At the completion of an assignment, or any other separation from work, you must physically appear at our office and sign our availability document stating that you are available for work, prior to the close of business on the first business day following the completion or other separation. Failure to comply will be considered voluntarily quitting, without good cause, connected with any assignments and may affect your unemployment compensation benefits. Checking in available online at the end of your assignment will not satisfy company policy regarding assignment completion.

- 29. If you leave an assignment and have property belonging to the client customer or Long's (i.e. keys, cell phones, badges, documents), you must turn the property in to your client supervisor or Long's supervisor, on your last day of employment. Please note that your pay will be delayed until such property is properly returned.

** Alabama Workers' Compensation Law provides that: no compensation shall be allowed for any injury or death caused by willful misconduct of the employee or by the employee's intention to bring about the injury or death of himself or of another, or due to his own intoxication or his willful failure or refusal to use safety appliances provided by the employer. [Ala. Code 25-5-51 (1975)]

I understand the rules and regulations of Long's covering the company safety regulations and I agree to abide by these rules and regulations. Failure to comply may result in my termination and/or may jeopardize my Workers' Compensation benefits.

Employee Signature

Date

Witness Signature

Date

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JOBS. WELL DONE.

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(251) 476-4080 ph
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