



## **EMPLOYEE HANDBOOK**

Thank you for choosing High Country Staffing to assist you in your employment search.

We are excited you have taken on an opportunity with us. It is very important you understand this handbook, as it is designed to help you make the most of your opportunity with us and our client company. Please read this carefully and keep it with you at all times for reference as needed.

High Country Staffing is an equal opportunity employer and operates in compliance with applicable federal and state laws.

### **WHILE ON ASSIGNMENT:**

**COMMUNICATION** - Please communicate any questions (attendance, pay, benefits, time cards, job offers, etc.) through High Country Staffing. We are your employer.

**DRESS** - Dress accordingly. Your Staffing Coordinator will discuss the dress codes at certain client companies; however, High Country Staffing requires you dress in a professional manner whenever you are on assignment unless otherwise instructed.

**ATTENDANCE** - Attendance is a must. High Country Staffing requires you maintain a reasonable attendance record while on assignment. Reasonable being one (1) excused absence per assignment lasting less than three (3) months. Issues relating to attendance may result in the immediate termination of the assignment. Please communicate all attendance issues to your Staffing Manager (i.e. day's off, tardiness, etc.), not your reporting manager.

**DEPENDABILITY** – Being at your assignment on time and ready is important to the long term success with any assignment. Dependability demonstrates your work ethic and is closely monitored by us and the client company. Please let us know beforehand if you expect any disruptions which may interfere with you fulfilling your commitment to an assignment. Remember, a lot of people are counting on you.

**NO CALL/NO SHOW** – Doing such will result in the immediate termination of your employment and you will not be eligible for re-hire with High Country Staffing.

**CONFIDENTIALITY** - This is expected. Please do not discuss the client's business, your pay rate, or any other previous assignment with anyone except your Staffing Manager.

**OJI** - Any On-The-Job Injuries must be communicated to High Country Staffing within 24 hours.

**DRUG FREE WORKPLACE** – Manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs during your employment at High Country Staffing is prohibited! Illegal drugs includes prescription drugs or over the counter drugs used in a manner not intended or prescribed. Although Marijuana is legal under State Law, it is still illegal under Federal Law. If you test positive for Marijuana, you will not be hired. High Country Staffing may, without notice, require any employee at the company's expense to submit to a drug or alcohol screen whenever there is a reasonable suspicion to believe the employee is under the influence or is involved in an accident which causes damage or injury or is in violation of company policy. Any employee refusing to be tested will be treated as having a positive test result.

**HARASSMENT** – High Country Staffing maintains a non-discriminatory work environment free of any form of harassment, including sexual harassment. Any harassment of employees by other employees, clients or contractors will not be tolerated. Notify High Country Staffing immediately. Confidentiality will be maintained at all times to the extent permitted by the circumstances.

### **MISCELLANEOUS** –

- No Personal Phone Calls or Internet/Email Usage
- Turn Off Cell Phone
- Understand and Adhere to Client Company Policies and Procedures
- Lost check fee \$30.00

### **OUR BENEFITS:**

**MEDICAL/DENTAL/VISION INSURANCE** – High Country Staffing offers insurance to our employees following 60 days of employment. An email with all details and applications will be sent out to you when you are eligible. All plans start on the first of the month following 60 days of employment. For an overview of our benefits, please reach out to your Staffing Manager.

### **ASSIGNMENT ENDING:**

If your assignment ends, it's your responsibility to immediately notify your Staffing Manager that you are available to go out on another assignment, especially if you are applying for unemployment benefits. Failure to do so may result in denial of unemployment benefits.

If an assignment cannot be completed, a one week notice must be given to your Staffing Specialist in person or over the phone. This will allow High Country Staffing time to secure a replacement for you. Failure to provide proper notice will impact our ability to place you in the future.

**ACKNOWLEDGEMENT:**

I have received a copy of the Employee Handbook and fully understand the contents and the important information and general policies of High Country Staffing as well as the benefits and obligations while employed at High Country Staffing.

Please initial each paragraph and write your full name, date and sign below.

\_\_\_\_\_ I understand High Country Staffing will be my employer and communication will be with High Country Staffing regarding my employment and any other needed communication such as attendance, being late, time cards, payroll questions, our handbook, or any other questions I may have.

\_\_\_\_\_ I understand High Country Staffing does have an attendance Policy and I must be within the guidelines during any assignment or risk being replaced or terminated and will not be eligible for re-hire.

\_\_\_\_\_ I understand the No Call/No Show Policy.


\_\_\_\_\_ I understand I am not to make personal phone call, have cell phones on, and will not use the Internet/email for personal use.

\_\_\_\_\_ I understand Drug or Alcohol violations and any Harassment violations per company policy will not be tolerated

\_\_\_\_\_ I understand the employment relationship is at-will, based on the mutual consent of the employee and High Country Staffing. Either High Country Staffing or I may terminate the employment relationship at any time.

\_\_\_\_\_ Once presented to an assignment, High Country Staffing will represent me directly or indirectly from my start date through 12 months of the ending date of the last assignment. This includes any temporary, temp to hire, or direct hire position, including any position other than the one originally assigned, or by any department, branch, division, subsidiary or affiliate of Client (as it pertains to the company in question).

**It is the policy of High Country Staffing not to discriminate against any employee or applicant for employment based on race, color, religion, sex, age, national origin, physical or mental disability or veteran status or any other class protected by federal, state and local laws, but to base decisions on employment as to further the principle of equal employment opportunity. This policy shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or selection for training.**

**Points of Difference:**

- ♦ Work with fewer clients to strengthen our ability to serve.
- ♦ Strive to work with those candidates we deem to be in the Top 20% of the workforce.

**p: 720.221.9616**  
**w: [www.hcexecsearch.com](http://www.hcexecsearch.com)**

**Inspired Search...  
Building Winning Teams**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_