

## **Purpose**

Pettit Staffing Service recognizes that employees will need days off from work from time to time to address their medical needs. This policy complies with Oregon Senate Bill 454.

The new law [HYPERLINK "http://www.oregon.gov/BOLI/WHD/OST/Pages/index.aspx"](http://www.oregon.gov/BOLI/WHD/OST/Pages/index.aspx) \t "\_blank" requires companies with 10 or more workers provide up to 40 hours of paid sick leave every year. Workers accrue 1 hour of paid sick time for every 30 hours worked, up to 5 days a year, under the state law. Even workers who are part-time, temporary, exempt or nonexempt are included.

## **Accrual**

Employees accrue sick leave as follows:

All regular full-time employees accrue sick leave from the date of hire, for a total of 10 days per year.

Regular part-time employees accrue sick leave from the date of hire, in a prorated amount using the full-time total of 10 days per year and the average number of hours the part-time employee works per week.

Sick leave may be accrued to a maximum of 80 hours.

Sick leave may be used in accordance with the following provisions:

Sick leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father).

If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.

An employee who has a sick leave absence in excess of three consecutive work days must present medical documentation for the absence.

Unexpected absence due to personal or a family member's illness, the employee should notify his or her supervisor or the director of human resources as soon as reasonably possible.

Accrued but not used sick time will not be paid to the employee upon termination, resignation, retirement or other separation of employment. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon reemployment.

## **Employee Notice**

Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled. If the need to use sick time is foreseeable, the employee must give 10 days advance notice of employee's intention to use sick time.

When the need to use sick time is unforeseeable, the employee shall provide notice as soon as practicable and must comply generally with the [HYPERLINK "https://www.personnelsource.com/assets/uploads/Content/Industrial\\_Handbook.pdf"](https://www.personnelsource.com/assets/uploads/Content/Industrial_Handbook.pdf) Pettit Policy

**and Procedures and Attendance Policy** for requesting or reporting other time off. (SEE below)

Attendance Policy:

**Objective**

The purpose of this policy is to set forth Pettit Staffing Service’s policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

**Policy**

Punctual and regular attendance is an essential responsibility of each employee at Pettit Staffing. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Should you start late, please call or text Pettit Staffing to advise them, prior to your scheduled start time.

**Office:** 503-419-6484

**Mobile/Text:** 503-856-5856

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

***Absence***

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

*Excused absence* occurs when all the following conditions are met:

The employee provides to Pettit Staffing sufficient notice at least 1 hour in advance of the absence.

The absence request is approved in advance by Pettit Staffing..

*Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify Pettit Staffing. An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give Pettit Staffing proof of physician’s care prior to returning to work.

***Tardiness and Early Departures***

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify Pettit Staffing no later than their regular starting time. This notification does not excuse the tardiness, unless approved, but simply notifies Pettit Staffing that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify Pettit Staffing immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy unless approved by Pettit staffing.

### ***Disciplinary Action***

Excessive absenteeism is defined as four or more occurrences of unexcused absence in a 90-day period and will result in disciplinary action.

### ***Job Abandonment***

Any employee who fails to report to work for a period of three days or more without notifying Pettit Staffing will be considered to have abandoned the job and voluntarily terminated the employment relationship.

### **Pettit Policy and Procedures** **Attire/Gear and Cell Phone Use:**

Proper attire is required for every job. We will inform you what is expected upon scheduling. If you are unsure of the required attire for an assignment, it is your responsibility to clarify with your staffing coordinator before the shift.

Proper Safety Gear is required for certain assignments.

Cell phone use during your shift is prohibited, except during approved breaks and lunch times.

Employee

Initials: \_\_\_\_\_

### **Scheduling/Attendance:**

NOT APPLICABLE IF YOU ARE ON A JOB WITH PETTIT STAFFING.

You must notify Pettit Staffing every Monday by 5 pm of your availability to work that week (even if you are unavailable). You may call, text or email your availability. If you fail to notify Pettit Staffing of your availability for 2 consecutive weeks, we will consider you a voluntary quit.

Report to the supervisor at each job assignment, introduce yourself and tell them you are with Pettit Staffing Service.

**ALWAYS** contact us if you are running late so we can inform the client.

In emergencies requiring that you call after hours, you must call the emergency cell phone - NOT the office phone.

If you cannot make it to a scheduled shift, you **MUST** give us as much notice as possible. We require a minimum of 24 hours notice for canceling. Anything less than 24 hours must be an emergency and accompanied by documentation of the incident.

No call/no showing for a shift (or giving less than 4 hours notice) is grounds for termination.

**Report to your supervisor** at the end of your shift to ensure all tasks are completed and to have your **timecard signed**.

**Do not accept employment directly from the client as long as you are a Pettit Staffing Service employee. Notify the office.**

Employee Initials:

\_\_\_\_\_

**Timesheets/Payroll:**

You must have your own completed timesheet - including your name and the client name - signed by you and your supervisor in order to get paid in a timely manner. Submit a separate timesheet for each client you worked for that week.

**Deadline to submit timesheets is Monday @ 5pm following the week you worked.** You are responsible for submitting your timesheet(s) via fax, email, standard mail or drop-off before 5 pm on Monday.

**For BRUCE PAC – YOUR BADGE SWIPES YOU IN AND OUT FOR HOURS WORKED. TIME REPORTS ARE SENT TO PETTIT STAFFING. PAYROLL PROCESS ALLOWS PAYCHECKS TO BE DISPURSED ON FRIDAYS.**

**Safety:**

If you have a work-related injury claim, you must call us immediately.

You must call if you have any safety concerns. If your job duty changes, notify us immediately.

Adhere to pertinent safety procedures at all times.

We are a zero tolerance employer. Never go to an assignment under the influence of any controlled substances. If you are suspected of being under the influence of a controlled substance, you may be drug tested terminated or both.

Employee Initials:

\_\_\_\_\_

**Transportation:**

You are responsible for getting to and from all assignments.

We can provide driving directions, but otherwise, you must arrange a ride and/or map out your Transit route and ensure that you leave early enough to arrive to each job on time. Repeated lateness to assignments will result in termination.

Employee Initials:

\_\_\_\_\_

I have read and understand Pettit Staffing Service employment standards. I understand that any violations of the above standards will result in warning and/or termination.