



## EMPLOYEE HANDBOOK

### 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.

**PETTIT STAFFING :**      **Mobile/Text: 503-856-5856 Office: 503-419-6484**

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.

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## Oregon Sick Leave

You get at least 1 hour of protected sick time for every 30 hours you work up to 40 hours per year. (Employers can choose to frontload at least 40 hours of sick time at the beginning of the year.)

You can start taking sick time after you've worked for your employer for at least 90 days.

"Sick time" is protected time when you are allowed to miss work to take care of yourself or a family member that is sick, injured, experiencing mental illness, or needs to visit the doctor.

<https://www.oregon.gov/boli/workers/pages/sick-time.aspx>

## Drug-Free Workplace

Pettit Staffing Service has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Pettit Staffing Service is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Pettit Staffing Service. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department.

## Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- Pettit Staffing Service will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

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- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **Diversity**

### **Equal Employment Opportunity Statement**

Pettit Staffing Service provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. [Pettit Staffing Service complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, Leaves of absence, compensation and training.

Pettit Staffing Service expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of [Pettit Staffing Service LLC] employees to perform their expected job duties is absolutely not tolerated.

### **Americans with Disabilities Act (ADA) / ADA Amendments Act (ADAAA),**

There are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Pettit Staffing Service to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Pettit Staffing Service. Contact the Human Resource.

### **Anti-harassment Policy and Complaint Procedure**

Pettit Staffing Service is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes

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equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Pettit Staffing Service expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Pettit Staffing Service to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Pettit Staffing Service prohibits any such discrimination or harassment.

Pettit Staffing Service encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Pettit Staffing Service to promptly and thoroughly investigate such reports. Pettit Staffing Service prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Violence in the Workplace**

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Pettit Staffing Service resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Pettit Staffing Service treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible

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## **PETTIT STAFFING OFFICE PET POLICY**

A pet owner wishing to bring a pet to the office should first obtain written permission from his or her immediate supervisor. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the owner of Pettit Staffing as well as the owner of the office building. That decision will be final, except in cases involving service animals, which should be referred to the Human Resources department.

PETTIT STAFFING, at its discretion, requires liability insurance policy covering damage or injuries caused by an animal while at the office. The company may specify minimum coverage amounts under such a policy, and may require the owner to pay for such coverage.

## **PETTIT STAFFING AND SMOKING POLICY**

Pettit Staffing does not permit smoking on premises inside office or outside office. Pettit Staffing does not allow smoking on premises while working.

“Oregon's Indoor Clean Air Act (ICAA) protects nearly every person in Oregon from the health risks of secondhand smoke. The ICAA **prohibits smoking** in the workplace and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents.”

[Oregon Health Authority : Tobacco Use and Secondhand Smoke Exposure: Smoke-free Policies : Tobacco : State of Oregon](#)

## **PETTIT STAFFING AND CELL PHONE USE**

Cell phone use during your shift is prohibited, except during approved breaks and lunch periods. Cell phones should not be allowed to distract employees from job tasks.

They should not be used for surfing the internet or gaming during work hours. Cell phones should never be used while driving, operating equipment, or in any situation where they can cause accidents.

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