



# **EMPLOYEE HANDBOOK**

**October 2022**

# TABLE OF CONTENTS

Welcome .....	1
Introduction .....	2
Equal Employment Opportunity.....	3
Harassment.....	4
Communications .....	7
Electronic Communications.....	8
Attendance & Punctuality .....	10
Call-In.....	11
Sick Leave.....	12
Appearance & Grooming.....	14
Employee Conduct.....	15
Operation of Vehicles .....	17
Cellular Telephone Policy.....	18
Pet Policy.....	18
Drug & Alcohol Policy.....	19
Fitness for Duty .....	21
Confidentiality & Conflicts of Interest.....	22
Acknowledgement.....	24

## **WELCOME**

Welcome to Pettit Staffing Service. The success of our business depends upon each of us demonstrating a commitment to excellence in the customer service we provide. We are dedicated to earning and maintaining the confidence and trust of our customers. We are proud of the reputation we have earned in our community. You are an important part of our Company, we rely upon you to protect our reputation, embrace our commitments and make a positive contribution to our success.

All employees are expected and required to conduct themselves and perform their duties in an appropriate professional manner at all times. Professionalism includes being respectful in all work-related communications, working diligently, using equipment and tools in a proper and responsible manner, avoiding conflicts of interest and complying with legal regulations, workrules, policies and management directives at all times.

Thank you.

Pettit Staffing Services  
331 High Street NE • Suite 104  
Salem, Oregon 97302  
Phone: 503-419-6484 (office)  
Phone: 503-856-5856 (text messages)  
FAX: 503-419-6464

## INTRODUCTION

This Handbook contains general statements of Pettit Staffing Service's policies, procedures, objectives and philosophy. **It is not a contract.** These statements are not intended to be exhaustive or all-inclusive and are subject to change, at any time, without prior notice, at the sole discretion of management. All previous policies, written or oral, and all previous practices of this Company, are superseded to the extent they are addressed in this Handbook.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Pettit Staffing Service is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is our policy that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, age, national origin, marital status, veteran status, disability or other characteristics protected under state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal opportunity employment.

## HARASSMENT

All employees are expected and required to treat co-workers, supervisors, managers and others in a courteous and respectful manner.

Harassment is contrary to our standard for how we treat each other and is prohibited. Harassment generally involves the intentional targeting and taunting of another person which disrupts working relationships. Harassment can occur without intending to cause harm. Behavior intended to be good-natured teasing or horseplay may become harassment when it disrupts working relationships, when it is repeated extensively, or when other employees join in the behavior. Targeting involves actions directed at a specific person for a specific reason. General reasons for targeting may include the person's appearance, personality, fears, beliefs or affiliations.

When an employee is targeted because of a legally protected status, in addition to being a violation of this policy, harassment may also be unlawful. This specifically includes **sexual** harassment and harassment based upon race, national origin, religion, disability, age and other protected characteristics identified under state or federal discrimination regulations.

Harassment is a form of misconduct. Such behavior undermines the integrity of the employment relationship, harms morale and interferes with the fulfillment of our mission.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when:

- a. Submission to the advance is either an explicit or implicit term or condition of employment;
- b. Submission to, or rejection of, the advance affects the basis of employment decisions for the employee; or
- c. Such conduct or statements have the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Examples of harassment which may violate this policy also include:

- a. Verbal harassment such as epithets, derogatory comments, name-calling or slurs and demeaning or sexually explicit jokes;
- b. Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at an individual;
- c. Visual forms of harassment such as derogatory, offensive or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; and
- d. Behavioral forms of harassment such as suggestive facial expressions, mimicking or gestures.

Retaliation against employees for complaints regarding behaviors described above, or other conduct addressed by this policy, will not be tolerated.

Employees found to be harassing others, in violation of this policy, will be subject to discipline, up to and including discharge.

If you feel you have been the victim of harassment by vendors, visitors, tenants, co-workers, members of the public, supervisors or managers, or if you observe conduct that may be harassment prohibited by this policy, please contact your supervisor immediately. If your supervisor is involved, or if you are uncomfortable speaking to your supervisor, for any reason, please bring your concerns to another manager. Confidential investigations will be conducted promptly. Appropriate corrective and/or remedial actions will be taken when investigations are completed.

Pettit Staffing Service will not tolerate harassment.



## **COMMUNICATIONS**

While working, every employee is acting as a representative of Pettit Staffing Service. All communications with those outside the Company must be professional, courteous and respectful. Communications of any kind are required to demonstrate both an awareness of your role as our representative and your commitment to fulfilling this role in a responsible manner.

In order to do our best work, each of us expects and is entitled to be treated with regard by our co-workers. Workplace communications are required to be courteous, constructive, respectful and professional.

When we are talking to or about each other, what we say and how we say it are important.

Sarcasm, harassment, gossip about individuals, and threatening, intimidating or abusive language, of any kind, are contrary to our standard for communications.

## **ELECTRONIC COMMUNICATIONS**

This policy outlines general guidelines regarding proper use of and access to the Company's electronic communications systems. It also describes management access to, and disclosure of, information created, sent, received or stored on our system.

### **Limitations on Use**

The electronic communications systems, including, but not limited to internet access, software, e-mail and voice-mail, are the Company's property. These systems are provided for employee use to promote efficient work performance. Use of the systems is limited to employees and others expressly authorized by Company management.

Occasional personal use of the systems is permitted. However, all use of these systems must be in keeping with our standards for courtesy and professionalism in communications. Employee use must not adversely affect confidentiality, productivity or the efficiency of our operations.

### **Examples of prohibited activities include:**

- Broadcast, internally or externally, of unsolicited personal views on social, political, religious or other non-business-related matters is not permitted. Examples of forbidden transmissions include: sexually-explicit messages, cartoons or jokes; gender-specific comments or unwelcome propositions; and, ethnic and racial slurs.
- Use of the systems for personal commercial ventures or personal gain.

- Use of the systems to harass or to perpetuate gossip.
- Use of the systems to disseminate confidential information or to improperly access or use confidential or copyrighted information.
- Removal of electronic data, software or equipment without prior management authorization.
- Downloading non-work-related information off of the internet and loading of personal software onto Company equipment without prior management authorization.
- Loading computer games on Company equipment.

**Security and Management Access:**

As Company equipment, use of the systems is monitored at management discretion. All computer records, files, software and e-mail and voice-mail messages created, sent, received or stored on the Company systems are considered Company records. Management retains unrestricted access to these records. Additionally, the content of all such records may be disclosed by management at its discretion. Therefore, the contents of records created, sent, received or stored, by employees, on the Company's systems are not private. Employees should be aware that even erased and deleted records may remain accessible in the systems for some time.

Passwords are maintained for security purposes. All system passwords and encryption keys must be provided to management when created or changed. The use of unreported passwords or encryption keys is prohibited. Unauthorized use of the passwords or encryption keys of other employees is also prohibited.

## **ATTENDANCE & PUNCTUALITY**

We depend upon the reliability of all employees in meeting our commitments. Each of us has an important role in our day-to-day operations. Regular attendance and punctuality are conditions of employment with Pettit Staffing Service. Tardiness and unscheduled absences create extra work and interfere with the ability to effectively meet our commitments. For this reason, employees are expected to begin work on time, return from rest and meal breaks promptly, and finish shifts as scheduled.

You are expected to arrive for work on time and to be ready to start work at the beginning of your scheduled shift. Be ready to start work promptly when rest and meal periods are over. Check in with your supervisor, or with management if your supervisor is unavailable, when you will be “out of service” at times other than scheduled rest and meal periods. Unless time off has been approved in advance, you are expected to complete your shift as scheduled. Under no circumstances, should you leave work prior to the end of your shift without prior approval from your supervisor.

You are responsible for ensuring that your time records are complete and accurate. If there is an error on your timecard, notify your supervisor immediately. Unless you are having a meal or rest period, you are expected to be working whenever you are clocked-in. If you are on-the-clock, but not working, or working while off-the-clock, you are in violation of our standards for properly recording working time. You may not record work time for another employee or permit another employee to record your work time.

If you are going to be unavoidably late or absent, please provide notify your supervisor or manager in advance. If you do not report as scheduled and have not

spoken to your supervisor in advance to explain your absence, disciplinary action may result. Excessive absence or tardiness will result in disciplinary action up to and including termination. If you do not show up for work and have not spoken to your supervisor, for three consecutive working days, you will be considered to have voluntarily terminated your employment.

If you are absent for more than one day, and are not on an approved leave, you must call and notify your manager each day prior to your scheduled shift. If you are out on an approved leave of absence, you must report by telephone, in accordance with our Call-In Policy. All employees are expected to call in personally, except in an emergency.

**Call- In:**

If you are away from work because of an on-the-job injury, or other medical leave, you must call in at least weekly on the day designated by your manager to speak to your supervisor and report any changes in your status and to receive any necessary information associated with your job. Failure to call in may be grounds for discipline up to and including discharge.

## **SICK LEAVE**

Employees begin accruing one hour of unpaid sick leave for each thirty hours worked upon employment.

After 90 days of employment, employees are eligible to utilize accrued unpaid sick leave for qualifying absences.

Accrued sick leave may be used in one-hour increments, up to a total of forty hours in any calendar year.

When the need for a qualifying absence is foreseeable, written notice, including the anticipated duration of absence, must be provided 10 days in advance, or as soon as possible under the circumstances. If the absence is expected to last 3 consecutive workdays or more, written verification of the need for sick leave must be provided within 15 days of a supervisor's request for verification. For an unforeseeable absence, notice of the need for sick leave must be provided as soon as possible - notice is to be provided at least one hour before the beginning of your scheduled shift - unless prevented by circumstances.

Qualifying absences include:

- Diagnosis, care or treatment of physical or mental illness, injury or serious health condition and preventative medical or dental care for employees and covered family members
- Death of a family member - within 60 days of notice of death

- Care for a child of the employee with a non-serious health condition, illness or injury
- Employee's exclusion from workplace for health reasons required by law
- Covered circumstances related to public health issues
- Covered circumstances related to domestic violence, sexual assault or stalking

Covered family members include your spouse, same-gender domestic partner, custodial or non-custodial parent, adoptive parent, foster parent, stepparent, biological parent, parent-in-law, a parent of your same-gender domestic partner, your grandparent or grandchild, or a person for whom an employee is in an *in-loco-parentis* relationship, biological, adopted, or foster child, stepchild and child of your same-gender domestic partner.

Up to forty hours of accrued, unused sick leave may be carried over each year. Unused sick leave is not paid upon separation from employment.

## **APPEARANCE & GROOMING**

When you are working, you are representing Pettit Staffing Service. We rely upon each of our employees to present a positive and professional image. Our standards for appearance, grooming, personal hygiene and ornamentation are an important part of the effort to earn and maintain the trust of our customers and our community.

Grooming, hygiene, attire and personal ornamentation must be professional, and appropriate for the work you do, and for interactions with customers and the public, at all times.

If you have questions about our standards, please check with your supervisor or manager.



## EMPLOYEE CONDUCT

The orderly and efficient operation of Pettit Staffing Service requires that discipline be maintained and that proper standards of conduct are observed at all times. We have established rules designed to promote professionalism, teamwork and cooperation. All employees are expected and required to observe these rules. The Company may issue verbal or written warnings, take disciplinary action including suspension without pay, demotion and discharge, or take any other action it determines to be appropriate for departures from proper conduct or violation of the Company's rules.

Following are examples of conduct which violate our standards of conduct for employees. This list is not complete. If you engage in the conduct listed or in conduct the Company feels is similar to the kinds of conduct listed, you will be subject to disciplinary action:

- a. Insubordination;
- b. Dishonesty;
- c. Failure to operate Company equipment in a safe and responsible manner;
- d. Unauthorized use, misuse, removal or destruction of Company property or the property of other employees;
- e. Excessive tardiness or absences;
- f. Excessive texting or other disruptive use of personal cell phones;
- g. Abusive, threatening or intimidating language or actions, including bullying and shaming;
- h. Intentional harassment which disrupts working relationships;
- i. Failure to follow safe work practices or safety rules and procedures;
- j. Leaving work without prior authorization, or other unauthorized absence;

- k. Failure to comply with legal or regulatory requirements such as those governing motor vehicle operation;
- l. Engaging in unauthorized conduct or relationships creating a conflict of interest;
- m. Possession, sale or use of intoxicants or illegal drugs while working, while operating Company or personal vehicles as a part of your duties, or while on Company business;
- n. Reporting for work or working while intoxicated, under the influence of illegal drugs or intoxicants, or while otherwise unfit for duty;
- o. Sexual harassment or other harassment based upon another's membership in any protected class;
- p. Falsification of Company records;
- q. Smoking in any undesignated area;
- r. Off-duty conduct which in the Company's view interferes with performance or negatively reflects on the reputation of the Company;
- s. Inability or unwillingness to get along with others; or,
- t. Violation of any Company rule, policy or practice whether written or unwritten.

An employee's overall record may be considered in determining an appropriate disciplinary action. The Company will determine the facts, whether discipline is warranted and if so, what level of discipline, including discharge, is appropriate. We believe our rules and expectations are clear. If, however, you have any questions concerning the application or intent of these rules, please consult your supervisor. Your cooperation in observing our work rules and standards for conduct will make disciplinary action unnecessary.

## OPERATION OF VEHICLES

All employees who drive as a part of their duties, whether in a Company or personal vehicle, are required to maintain their qualifications at all times. This includes keeping driver's licenses current and maintaining insurability under the Company's standard insurance coverage for drivers. All drivers must notify Company management *immediately* of any restrictions to, or lapse in, their driver's licenses. Drivers must notify the Company *immediately* of any accident, traffic citations, or license suspensions, whether occurring on or off the job.

While driving on the job all employees are to operate personal or Company vehicles in a safe and professional manner at all times. Obey all traffic laws and safety rules. Always wear a seatbelt and ensure that any authorized passenger is also wearing a seatbelt. Notify management immediately in the event of any traffic accident.

Private use of Company vehicles is permitted only with prior permission from management.

Company vehicles are to be kept clean. Any trash should be removed daily and the exterior should be cleaned as necessary to maintain professional appearance.

No person, other than an employee of the Company, is to be driving or to be a passenger in any Company vehicle, without prior management authorization.

Cell phones are not to be used while operating a vehicle. This includes talking and sending or receiving texts or e-mails. If it is necessary to call management, or in any emergency situation, pull off the roadway and park the vehicle before using your phone.

### **CELLULAR TELEPHONE POLICY**

For the safety of our employees, personal cell phone use is not permitted while working. Personal cellular telephones may be used during break and lunch periods.

In an emergency situation, or if it is otherwise necessary to use your cell phone while working, be courteous and respectful.

### **PET POLICY**

For purposes of sanitation and the safety of our employees and other visitors, pets are not permitted on Company premises, without the express prior authorization of management.

## **DRUG & ALCOHOL POLICY**

Pettit Staffing Services is strongly committed to:

- providing a safe and productive working environment for our employees; and,
- providing excellent service to our customers.

We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.

We expect and require the support of all of our employees in meeting our commitments to safety, high-quality work and excellent service.

Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.

### **RULES**

The use, sale, transfer or possession of any controlled substance on Company premises, on worksites, in Company or personal vehicles or while conducting Company business off Company premises is prohibited.

Reporting for work, working or engaging in any activity on the Company's behalf with a controlled substance in your system is prohibited.

The use of alcohol while working, or during the four hours prior to reporting to work, is prohibited. The possession of alcohol on Company premises, worksites, in Company or personal vehicles or while otherwise conducting business on behalf of the Company is prohibited.

Reporting to work, performing work or engaging in any activity on the Company's behalf with an alcohol concentration of .04 or greater is prohibited. Additionally, the use of alcohol is prohibited eight hours following an accident, or until after any post-accident test has been administered.

Each employee must report to his or her immediate supervisor the use of any prescription or over-the-counter medication which may inhibit the employee's ability to safely and effectively perform job duties. It is the employee's responsibility to determine whether any prescribed drug or other medication may impair job performance. Employees are also required to provide a medical authorization to work, upon request.

Medical Marijuana: There is no exception under this policy for "medical" marijuana or marijuana use that may otherwise be lawful under Oregon law. For purposes of this policy, marijuana is treated as a "controlled substance." As a result, any employee who tests positive for marijuana will be in violation of this policy.

Each employee is required to submit to drug testing as directed, to complete related paperwork and to participate and cooperate fully in specimen collection procedures.

Employees must report any conviction under a criminal drug statute for violations occurring on or off Company premises while conducting Company business. The report of such conviction must be made within five days of the conviction.

## **TESTING**

**Drug** testing may be required in the following situations:

1. Pre-employment, following a conditional offer of employment;
2. When there is reasonable suspicion, as determined by the Company, that an employee may be in violation of this policy;
3. When an employee has been determined by the Company to have caused or contributed to an accident or injury;
4. On a random basis;
5. Upon return-to-duty; or,
6. On a follow-up basis, after returning to work.

**Alcohol** testing may be required where there is reasonable suspicion, as determined by the Company, that an employee is under the influence of intoxicants.

## **TREATMENT**

If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with management. You may be assisted in the process of obtaining an evaluation. No employee coming forward voluntarily for such help will be subject to disciplinary action solely as a result of seeking assistance. If, however, you are referred for treatment, requiring time away from work, you may be asked to sign and follow a *Return-to-Work Agreement*.

In addition to any disciplinary action imposed when there is a positive test for the presence of a controlled substance in violation of this policy, an employee may be considered for continued employment upon requalification. If eligible, an employee will be required to sign and follow, as a condition of continuing employment, a *Last Chance Agreement*.

## **FITNESS FOR DUTY**

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

If you are unable to devote your full attention and abilities to your duties, please notify your supervisor immediately. Reporting to work, or working, when you are not fit for duty creates an unnecessary risk of injuries, accidents or costly errors and is a basis for disciplinary action.

## **CONFIDENTIALITY AND CONFLICTS OF INTEREST**

Pettit Staffing Service relies upon the loyalty and integrity of every employee.

Conflicts of interest are to be avoided at all times. In other words, employees must avoid personal interests which are contrary to the best interests of the Company. Such conflicts may arise, for example, when employees develop personal or financial relationships with our customers or vendors. If you have a possible conflict of interest, discuss the situation with your supervisor at the earliest opportunity. Failure to disclose a conflict of interest is a basis for disciplinary action.

During your employment, you may become aware of confidential information. Examples include customer lists, vendor agreements and personal or personnel information of our staff and management. The confidentiality of such information must be maintained at all times for the benefit for all of our employees. Unauthorized disclosure of confidential information, discussion of confidential information with nonemployees, or the unauthorized removal of confidential information, in any form, from the workplace, is grounds for immediate discharge and possible legal action.

**Outside Employment:** We consider your work here to be your priority. Although generally discouraged, outside employment may be authorized, so long as such work does not involve a conflict of interest or interfere with the performance of your duties and availability for work. Before accepting outside



work, employees must complete and submit a written request for authorization, disclosing the proposed employer position and work schedule. If outside work is authorized, employees must notify management if the outside work changes.

Employees may be asked to choose between employment with the Company and outside work if it such work presents a conflict of interest, or if we determine that such work interferes with your performance of, or availability for, regular work

## ACKNOWLEDGEMENT

I acknowledge that I have received and read the Pettit Staffing Service Employee Handbook. I understand the information presented and agree to fulfill the expectations for employees described in this handbook.

I understand and agree that this Handbook may be revised at any time, without prior notice, at the discretion of the Company. I further understand that this Handbook is not a contract of employment and that it is not intended to be an all-inclusive description of the duties and responsibilities of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***Please complete this page and retain it in your copy of the Handbook***

## ACKNOWLEDGEMENT

I acknowledge that I have received and read Pettit Staffing Service Employee Handbook. I understand the information presented and agree to fulfill the expectations for employees described in this handbook.

I understand and agree that this Handbook may be revised at any time, without prior notice, at the discretion of the Company. I further understand that this Handbook is not a contract of employment and that it is not intended to be an all-inclusive description of the duties and responsibilities of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***Please complete this page and return it to \_\_\_\_\_ by \_\_\_\_\_***