**CAREER PLACEMENT RULES & REGULATIONS OF EMPLOYMENT**

I understand that Career Placement (CP) is a Drug and Alcohol Free, Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, sex, age, marital status, disability or other factors. Career Placement will make every reasonable accommodation to aid those who fall under the ADA. The Federal Medical Leave Act, Defense of Marriage Act and other governmental mandates are followed, as well. We welcome all skilled employees with proof of their ability to work in the United States (I-9 form). I completely understand and will abide by the following rules and regulations of temporary employment with CP but I understand that this is in no way a guarantee of work, reassignment or duration of assignment. I also realize that these rules and regulations may occasionally be updated and that I may check for any updates on the CP. UPDATED: July 2020

1. I understand that upon completion of my assignments, I am responsible for contacting CP’s Availability Box by emailing cptemps@aol.com the day following the assignment and every day thereafter (between 7:30 am and 10:00 am) to secure further work. I understand that I must state my name and the dates I am available. This is the only manner in which I may make myself available (talking to the staff or telling CP on the last day of an assignment is not sufficient). Should I fail to email with a complete message, it will be considered a voluntary quit and may have an adverse effect on any unemployment claims made. I understand that I am to email my weekly timecard on Friday by the end of the workday or at the very latest by Monday at 8:00 am. I understand that I am to use a separate timecard for each assignment, even if I am at the same company in a different department. If for any reason my hours change, I must email the office over the weekend or by 8:00 am Monday. See more detailed information in the Employment Manual.
2. I understand that I will be dismissed by CP for work connected good cause if I execute misconduct in any way as listed herein or in the Employment Manual including but not limited to the failure to call/show up to an assignment or to report for reassignment, being tardy or absent in excess of three times, executing improper dress, behavior, poor performance, failure of or failure to submit to a drug/alcohol screening test within 24 hours of notification or reasonable search, smoking in a non-smoking environment, stealing or using CP’s or client’s property without authorization, falsifying (by omission or deliberately) my application, timecards, or other records, carrying a weapon on CP or any client’s premises, breaching confidentiality, failing to follow payroll procedures, utilizing personal cell, text, email, or social media while on the clock, and/or failing to follow any other policies and procedures of Career Placement. I understand that termination will be immediate and with good cause. If I am going to be late to or absent from work, I understand that I am to call and email CP + let the client where I am working know this. I also understand that I am to call CP, not the client company, if any of the other problems arise that may result in any of the above situations.
3. If I am on assignment through another agency, find regular work, have personal reasons for not working, or am unavailable for an assignment through CP for any reason, I will notify them immediately via email.
4. I understand that I may not accept temporary or regular employment with a company that CP has sent or referred me to without first notifying and receiving authorization by CP. This applies for one year after completion of an assignment or interview. Many clients have multiple offices and affiliate companies who post jobs in-house via web page, job posting board, etc. In order to apply for an opening, I understand that I must contact CP and CP will contact the client on my behalf. I may not submit my resume directly or I may be liable for an employment fee. I also understand that I may not become payrolled by another agency while on assignment through CP or return to the same client through another agency for one year after completion there with CP.
5. I understand that CP office hours are 8:00 a.m.-5:00 p.m. At any other time, a CP representative can be reached by emailing cptemps@aol.com for speedy response + leaving a message on the office phone at 713-621-8880.
6. I do hereby acknowledge that I have received a copy of CP’s Employment Manual, which I will read and adhere to. Any revisions made to this will be approved by management and posted on the CP website at all times. It is my responsibility to read any posted changes.
7. With regard to Workers’ Compensation/Safety - Career Placement is fully covered by workers’ compensation. Should a temporary be injured while on the clock on an assignment, the injury needs to be reported immediately to Joni Fichter, Owner/President, Career Placement at (713) 621-8880 or [cptemps@aol.com](mailto:cptemps@aol.com) (or in an emergency, cell 832-654-9323). Doctor’s visits, treatment, paperwork, etc. must be approved by Career Placement before they occur as you must visit a Texas Mutual network doctor only. If an employee does not seek care within the network, he or she may be responsible for payment to non- network medical providers. This requirement does not apply to emergency medical room treatment. To find a Texas Mutual network doctor, visit www.texasmutual.com or call (800) 381-8067. Injuries that go unreported for more than forty-eight (48) hours may not be entitled to worker’s compensation coverage. Should your assignment(s) ever take you outside of a regular office environment, notify Career Placement immediately. While working, temporaries should be sure to keep hands, feet, body parts, and clothing free and clear of items that might pinch/cut/injure them. Make sure that the desk set up is safe and comfortable to avoid work related injuries. If lifting is necessary, one should do so carefully and properly. I understand that there is safety information available in the office.
8. For information on the Affordable Care Act (Obama Care), visit www.healthcare.gov. CP falls into the 50 or less employee category thus employees must provide their own coverage.
9. Should CP deem it necessary to check work, credit, education, criminal/legal, personal references, and/or have me submit to a drug/alcohol screening test as a condition of employment or continued employment (within 24 hours of notification) this will suffice as a waiver of confidentiality. I understand that any wrong or omitted information, poor references, record of any kind that could be construed as affecting the job, and/or failure of a drug/alcohol screening test can result in the refusal to hire or immediate termination for work connected good cause if hiring has occurred. I further release both CP and any client thereof from any and all liability that may result from the release of and/or use of such information.
10. In the past seven (7) years, other than minor traffic violations, have you ever been convicted of a: Misdemeanor? Yes\_\_\_\_ No\_\_\_\_\_\_ Felony? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any other issues we should be aware of and if so, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I can \_\_\_\_/cannot\_\_\_\_ lift or move objects of 20-25 lbs. if necessary in a position.
2. I understand that CP is responsible for the compensation and coverage of employees only during time work and okayed by clients and paid by CP. Travel to and from the job, off the clock breaks and lunch, meeting with friends from client companies after paid business hours, etc. are not included in paid/covered time.
3. I do hereby certify that I have a sincere interest in finding actual employment on a Temporary, Temp-to-Hire and/or Direct Hire basis.

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CP Discussed and verified with applicant by\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_