

# PMC EMPLOYEE HANDBOOK

## Call PMC if...

- You are **unable** to report to work as scheduled for any reason
- You are requested by our client to return for further work at a later date
- Your availability for work changes
- Your assignment ends for **any reason**
- You have an unclaimed payroll check

**Phone:** 810-659-5500

**Fax:** 810-659-3316

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## MISSION STATEMENT

PMC is committed to providing the highest quality placement service in the industry. It is our goal to be effective and profitable while meeting our clients and employees needs in a timely manner. We supply committed team-oriented employees who place our clients first and work efficiently to accomplish their and our goals. We are committed to excellence in quality, reliability and service to our clients.

**PLEASE READ:  
IMPORTANT  
INFORMATION**

## Placement Management Center

3060 S. Dye Road, Flint Michigan 48507

Phone: 810-659-5500

Fax: 810-659-3316

[www.PMCWorks.com](http://www.PMCWorks.com)

## ***Welcome to the Team...***

PMC offers permanent, temp to hire and temporary positions for all industries in Mid-Michigan! As our employee, you represent PMC. We count on you for productivity, appropriate behavior, and dependability. Both profit and customer satisfaction are imperative to secure the future of all of us and it is this combination of good character traits that will enable us to maintain steady growth and a healthy future. Your pride in your work and your commitment to this company are the primary ingredients of your and our success.

## **Orientation**

Our employee handbook provided; includes an explanation of company rules, policies, and procedures; an opportunity to ask questions; and the signing of pertinent forms (i.e., handbook acknowledgment, and employment and tax forms, and terms of employment forms).

## **Policies**

The contents of this handbook present a source of general information; an overview of current policies, rules and regulations related to your employment with PMC. It's important to remember, PMC is your employer, and you adhere to all our rules in addition to the rules of the client locations you are placed. Employee handbooks cannot address every situation or answer every question about employment and we, therefore, encourage you to discuss concerns, problems or questions with us.

## **Absenteeism and Tardiness**

It is imperative you report to work every day and on time. Production, deliveries, and job assignments are projected based on available employees; absences and tardiness can disrupt this scheduling which may hinder production and result in dissatisfied clients. You are required to notify **BOTH PMC and your company supervisor by telephone if you will be late or absent.** Failure to call immediately may be considered a voluntary termination of employment. If absent from work for 3 consecutive days without reporting to your supervisor, we will consider this to be your resignation without notice; i.e. voluntary quit. Excessive absences or tardy arrivals can result in termination. If chosen to voluntarily quit, provide a 2 week notice to PMC to be eligible for rehire. If you do not provide this 2-week notice, it may affect your eligibility to qualify for unemployment benefits.

## **Drug-Free Workplace Policy**

It's a violation of company policy to unlawfully possess, distribute, manufacture, and/or use alcohol and/or non-prescription or illegal drugs on company premises or time. We will take appropriate action against any employee who violates this

## **Equal Employment Opportunity**

Our policy is that all persons will receive equal opportunity in accordance with their individual job-related qualification without regard to race, creed, color, sex, age, nation origin, or handicap. Equal opportunities include, but are not limited to, employment transfer, and recruitment. Wherever possible, we will strive to place you in the job that best suits your abilities, interests, and skills, as well as our own needs.

## **Injuries**

Any job related injury or accident must be immediately reported to your supervisor and PMC no matter how slight it might be. Immediate treatment can prevent serious complications. When your injury requires a doctor's attention, your supervisor will arrange to send you to a doctor. Also, your supervisor will sign your time card, noting time of departure, and indicating the nature of your injury. **It is your responsibility to notify us of injury immediately.**

## **Harassment Policy**

No employee shall be subjected to sexual harassment by another employee during the course of employment with PMC. We will make a good faith effort to prevent sexual harassment. When allegations of sexual harassment are made, PMC will promptly investigate them, and if substantiated, take corrective action. For purposes of this policy, sexual harassment is unwanted conduct of sexual nature which adversely affects another person's conditions of employment and/or employment environment. Such harassment includes but is not limited to: repeated or continuous conduct which is sexually degrading or demeaning to another person; conduct of sexual nature which adversely affects another person's continued employment, wages, advancement, assignment of duties, work shift, or other conditions of employment. Such conduct may result in disciplinary action up to and including termination.

## **Unemployment**

You cannot limit your availability, including choosing to work a limited shift, performing only certain job tasks, and not appropriately handling transportation problems. If situations occur, they will render you "not available" for full-time employment. This may also, in turn, render you ineligible for unemployment benefits. Failure to report an assignment ending may result in an employee-initiated "voluntary quit" and affect your unemployment benefits.

## Payday

Payday is every Thursday through PMC. **Report any errors in paychecks at once!** After 90 days, PMC will hold unclaimed payroll checks in a general ledger account. Contact PMC immediately regarding outstanding or unclaimed payroll checks. Any changes to bank account information or email address must be reported to PMC on the Monday before payroll is processed. **If you quit an assignment, your final check will be mailed after signing the separation notice.**

## Individual Expectations

If you are fired, laid off, quit an assignment, or the assignment ends, it is expected that you will **notify us immediately**. Any leaves of absence must be authorized by the client company and approved by PMC.

**Important:** You must follow rules established by both PMC and our clients. You may be removed from the assignment by the client company for violation of client company rules and policies. Additionally, where warranted, we (PMC) may remove you from our placement lists due to discharge of misconduct from the client company.

You are responsible for reporting time worked to PMC. Follow company you are placed with policies for using timesheets, time clocks, etc.

**Time must be reported to PMC weekly; either via fax (810-659-3316) or email to [payroll@pmcworks.com](mailto:payroll@pmcworks.com) prior to 12 pm (noon) each Monday for processing.**

## Working Hours and Work Week

Your work-week and working hours will be established by the company where you are placed. Breaks, lunches, and overtime are also established by the client company.

## Hidden Paycheck

We (PMC) pay an amount equal to that deducted from your paycheck (i.e., an equal match) each payday for Social Security and Medicare benefits in addition to our contributions to workers' compensation insurance and unemployment insurance on your behalf.

## Cell Phones

Cell phones are to remain with your belongings during work hours and only allowed to be in use on breaks and lunch schedules. policy, including possible discipline & discharge. Some of our employees may require a drug screening test prior to placement.

## Dispute Resolution

We provide employees with a formal process for the resolution of disputes, complaints, or disagreements arising from disciplinary actions or alleged unfair treatment. If you feel you have been unjustly treated and if a satisfactory resolution cannot be reached with your supervisor, file a written complaint with us (PMC). We will consider your circumstances and respond to your complaint.

## Personnel Records

A personnel file is used for retaining all personnel and training related documents for each employee. Legal requirements mandate that we record and maintain certain information related to your employment with our company. These records are company property and will remain with us permanently and may not, under any circumstances, be removed from the company's premises. Your file is started upon hire and is kept current at all times. You will have access to your personnel file for review but may not remove the file from the company office. All personnel information is considered strictly confidential. In order to keep our records up to date, it is your individual responsibility to notify our personnel department when changes occur which affect your name, address, telephone number or work status.

## Personnel File Information

Request for Copies of Personnel File Information

It is the employee's responsibility to save their check stubs and W2's provided by PMC.

**The following fees will apply for copies of this information that has already been provided to the employee:**

<b>Copies of check stubs or payroll reports:</b>	<b>\$1.00 per page</b>
<b>W2's:</b>	<b>\$5.00</b>

**All copies must be picked up in our office and be paid for at the time of pickup.** If the forms need to be mailed, we must receive payment before we will mail them. The only exception to this is any requests for information by the government (i.e., DHS, IRS, etc.) and these requests need to be brought into our office, faxed or mailed to us.

## Grounds for Termination

Violation of the rules and regulations of the client may result in the termination of your assignment. Discharge from the client company, in turn, may result in discharge from PMC. Employment with a client company is not for a specified term and is at the mutual consent of you and the company. Accordingly, either you or the client may terminate the employment relationship at will, without cause, at any time. This is true, also, of your employment with us (PMC). The following rules provide for the administration of fair, consistent, and reasonable, corrective action. Immediate termination can result from the following:

1. Absence from work for three consecutive days without notifying your supervisor. This will be considered a voluntary quit due job abandonment which is a total disregard of the employers well being.
2. Falsifying company personnel, financial, or other records, and/or giving dishonest or false statements.
3. Falsely reporting time worked or willingly punching the time card of another employee.
4. Theft or attempted theft of company property, property of another employee, or of a customer/client.
5. Blatent insubordination toward the supervisor or refusal to complete a job assignment, including using uncivil, insulting, or obscene language in addressing fellow employees or supervisor (threatening and/or intimidating behavior).
6. Verbal or physical fighting or similar disorderly conduct during working hours or on company property.
7. Possession, consumption, or being under the influence of alcohol, illegal drugs, or any other mind-altering substance on company time or property.
8. Careless or willful damage, destruction, or sabotage of company property, or the property of another employee or customer.
9. Unauthorized leaving of work or work area prior to the end of the day will be considered a voluntary leaving initiated by the employee.
10. Unauthorized possession of dangerous or illegal weapon.
11. Unauthorized disclosure of company/patient information, including confidential information.
12. Careless and/or inefficient performance of duties, including failure to maintain acceptable standard of work quality and quantity.

13. Failure to adhere to specific rules and regulations applicable to your particular job assignment.
  14. Refusal to perform work or follow a direct order as directed when given by the supervisor, unless the order jeopardizes safety and/or health.
  15. Sleeping while on the job.
  16. Endangering other employees through failure to comply with safety regulations.
  17. The use of the following items is prohibited during work hours: cell for phone calls or texting, blue tooth, pagers, ipod's, mp3 players, handheld video games, etc.
  18. Not notifying us (PMC) within seven (7) days of an assignment ending. Assignment ending means that you are not physically present, working, and receiving pay for work performed at the client's company location. Failure to do so may affect possible unemployment benefits. (It is in your best interest to notify us immediately upon your employment end date because we may have other open or short-term assignments for you).
  19. Excessive absences or tardy arrivals.
  20. Inappropriate use of company or client materials including but not limited to making personal phone calls on company phone, use of fax machine or copy machine for personal reasons, checking personal email account, blogging, instant messaging, using the internet for personal reasons or viewing inappropriate of offensive materials.
  21. Do not bring inappropriate materials to work which could be viewed as offensive or harassment including violent, obscene or pornographic books, pictures, movies, etc.
  22. Do not engage in any form of solicitation with other PMC employees or employees of the client company during work hours. The term solicitation shall include but is not limited to any verbal or written communication (including faxing, emailing, letters, etc) made by an employee which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any organization (charitable or otherwise) collection, athletic team, social, fraternal, religious, civil or labor organization of any type or the purchase of any merchandise, raffle or lottery ticket, etc.
- The infractions listed above are considered extremely serious and, in the absence of mitigating circumstances, you may be subject to termination for your first offense.**