

TEMPORARY EMPLOYEE GUIDE

Availability Policy

Quantum's Availability Policy provides that upon completion of each assignment for Quantum, you will notify Quantum of the fact that you have completed your assignment and will make this call within 24 hours of completing your work assignment.

Attendance Policy

Quantum is committed to maintaining successful relationships with our clients. By assigning reliable, dedicated and hardworking employees that report to their assignment as scheduled we are able to retain these successful partnerships. As such, once you begin an assignment you will be required to follow these attendance rules:

1. If you must be absent or late for your assignment for any reason, you must contact Quantum directly with as much notice as possible before your scheduled start time. Some supervisors may request that you contact them in addition to Quantum. Regardless, when you must be absent, contact must ALWAYS be made directly to Quantum. Failure to notify Quantum may result in termination.
2. In the event of an emergency in which you are unable to contact Quantum, a family member may do so on your behalf as outlined above.
3. If your absence is covered under the Oregon Sick Time law, you MUST state that when calling in. Quantum complies with all mandates of the Oregon Sick Time law. For additional information on this law please see the BOLI handout titled *Requirements of Oregon's Sick Time Law*. Quantum's expectations surrounding the Oregon Sick Time law are listed below:

How Oregon Sick Time Works:

* Beginning January 1, 2016, eligible Employees will accrue Oregon Sick Time (OST) at the rate of one (1) hour for every 30 hours worked. Employees hired after January 1, 2016 must be employed by Quantum for at least 90 days before the Employee uses OST.
* For purposes of complying with the 90 days of hire mandate, an Employee's date of hire will be considered his/her FIRST day on his/her FIRST assignment.
* Employees are entitled to use a maximum of 40 hours of OST per year and OST can be taken in minimum increments of one hour.
* Employees may accrue a maximum of 40 hours in a calendar year, and up to 80 hours in total.
* Employees may carry over up to 40 hours of accrued OST from year to year.
* Unused OST will not be paid at termination of employment, however Employees re-hired within six months of termination will be entitled to use previously accrued OST immediately upon re-employment.
* Quantum will provide a quarterly accumulation to all eligible Employees reflecting accrued and unused OST.
* OST is paid at the Employee's current rate of pay, not considering overtime rates.

Sick Time Qualifying Events**:** The purpose for which sick time may be used by eligible Employees is outlined on the *Requirements of Oregon's Sick Time Law* handout provided to you at orientation and published by the Bureau of Labor and Industries (BOLI)*.* You may also find a copy of this handout on our website for easy reference.

Notice of Sick Time Use: Employees are permitted to use his/her accrued paid Sick Time upon an oral or written request. All Employees requesting OST must notify Quantum DIRECTLY when the need to use OST is foreseeable by calling 541-683-1757. The Employee shall provide notice as soon as practicable, and shall make a reasonable effort to schedule OST in a manner that does not unduly disrupt the Client's operations.

If an Employee's need for OST is not foreseeable, Employee shall notify Quantum DIRECTLY by calling 541-683-1757 of the intent to use OST *a* minimum of 30 minutes before the start of the Employee's scheduled work shift or as soon thereafter as practicable in the event of an unforeseen emergency. If notification is not received, as specified above, OST will NOT be paid.

Employee Sick Time Timecard: When reporting accrued hours used as OST you must complete a separate Employee Sick Time Timecard. OST may be used in one hour increments. The time card must be submitted by 5PM the Monday following the week it was taken. A copy of the Employee Sick Time Timecard can be obtained on our website at www.quantumrecruiters.net or requested by calling our office at 541-683-1757.

Compensation

Quantum's standard workweek is Monday through Sunday. If assigned to the City of Eugene, the work week is Sunday through Saturday. Federal and state laws require certain deductions, such as federal and state income tax, court authorized child support, plus any contributions to Social Security. Any other deductions will be deducted from your wages with your authorization. You will be paid an hourly wage determined both by your skills and our client's requirements. Your hourly wage may vary from contract to contract. You are never required to accept any contract from Quantum. All negotiations for wages are to be conducted by Quantum.

Overtime

Working overtime is allowed only at the discretion of the client and must be approved prior to working overtime. In the event overtime hours are worked by you, overtime is paid according to state and federal guidelines. If you are asked to work overtime, or have any questions about your wages, please notify Quantum to determine the appropriate channel for overtime approval.

Payment of Wages

Quantum's weekly payday is Friday. It is the preferred method of Quantum to pay by Direct Deposit. This ensures that you are paid promptly and saves you the trouble of depositing your check each week. This also allows you to receive your wages reliably. *Non-Direct Deposit wages will be mailed from the Quantum office on Wednesday following the week you work. Quantum is not responsible for any delays in delivery caused by the U.S. Postal Service.* If you choose not to enroll in Quantum's preferred payment option, you will have your check delivered by mail to you each week. If for any reason you do not receive your wages after seven working days of the date your timesheet was submitted, please notify Quantum. Wages that are not received after *seven working days* can have payment stopped and a replacement check issued. If you have direct deposit set up with Quantum previously, please let us know if there have been any changes to your bank account since you last worked. Otherwise, your wages may be misdirected and may be delayed or lost by the bank.

Finally, please be sure to notify Quantum of any change in address and telephone number for up to one year from last assignment so that you may receive your W-2.

Travel

Please contact your Quantum Representative for the appropriate approvals if you are requested to travel anywhere for your assignment. This includes use of one's personal vehicle for client assignments and/or overnight travel.

Work Related Injury Reporting Responsibilities

If you are ever injured on the job, follow these guidelines:

1. Report the injury to your job site supervisor immediately.   
2. Report the injury to Quantum immediately.   
3. If you need to seek medical attention, we can direct you to medical facilities in the area. You will be asked to submit to a drug screen per our worker's compensation policies.   
4. Once you are finished with the medical treatment and screenings, go to your Quantum office to fill out the Accident Report paperwork if you have not done so already.

Zero Tolerance Substance Abuse Policy

The primary purpose of this policy is to promote the safety and well being of all associates. The illegal use, sale, or possession of narcotics, drugs, alcohol, or controlled substances while on the job or client property is prohibited. (ALERT: marijuana continues to be classified as a Schedule I drug under Federal law.-one with no legal use. A positive test for this substance will fail to meet our zero tolerance drug policy). In addition, associates are prohibited from reporting to work under the influence of alcohol or illegal drugs. Any associate found to be in violation of this policy may be removed from assignment or terminated from employment with the client. Any illegal substance and/or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Quantum and the client expect employees to report for work in condition to perform his or her duties. Quantum reserves the right to test for the following reasons:

Pre-employment purposes, as required by our clients

For cause - When either Quantum or the client has any reason to believe that a drug problem exists

Accidents or injuries in the workplace - Quantum associates who refuse to submit to drug testing, test positive, or admit to substance abuse will be subject to termination.

Safety Policies & Guidelines

Quantum is committed to providing a safe work environment for all associates and will not knowingly assign an associate to a client whose premises or work areas are unsafe or present uncontrolled hazards and we rely on you, our valued employee, to let us know if you are ever concerned about hazards where you may be assigned. Notify Quantum immediately should you have any concerns. For a more complete outline of our policies, procedures and guidelines, please refer to the Quantum Recruiters Safety Policies and Guidelines Handout given to you upon hire, contact a Quantum representative or visit our website at www.quantumrecruiters.net.

Violence-Free Workplace

Quantum Recruiters is strongly committed to providing a violence-free workplace and has adopted a zero tolerance policy. Violence, threats of violence, or intimidation of associates, vendors, or clients will not be tolerated. Examples include, but are not limited to:

* Hitting or shoving an individual
* Threatening harm to an individual or his/her family, friends, or associates
* The intentional damage or destruction of, or threat of damage or destruction to, property
* Harassing or threatening phone calls
* Harassing surveillance or stalking
* The suggestion or intimidation that violence is appropriate
* Possession or use of firearms or weapons

Quantum's Zero Tolerance Policy on Workplace Violence prohibits the carrying of any weapon by associates on Quantum or client property. This includes all property including parking lots of Quantum and the customer. We wish to make clear that the reference to "unauthorized possession or inappropriate use of firearms or weapons" in the Zero Tolerance policy statement applies as well to individuals who are authorized by these laws to carry weapons. Quantum will not tolerate possession of concealed weapons on Quantum or customer property even if authorized by law. Violations of this policy may result in disciplinary action up to and including termination and/or legal actions as appropriate.   
  
If you experience an actual or perceived threat of physical violence including intimidation, harassment, or coercion, immediately report the incident to your manager/supervisor. In life-threatening or emergency situations, call your local police department or "911."

Harassment & Discrimination

All Quantum employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. Quantum does not tolerate harassment on the basis of race, sex, national origin, age, disability, veteran status, or other characteristic protected by law. To further support this policy, Quantum may periodically require training of associates.   
  
Sexual harassment is defined as unwelcome conduct of a sexual nature that makes an employee feel compelled to comply with the harassment as part of job betterment or continued employment. It may also be an incident where the harassment interferes with an associate's work by creating an intimidating or hostile work environment. Examples include unwelcome physical contact or requests for sexual favors, and/or displays of a sexual nature, such as calendars, photographs, or magazines. Quantum requests that you report all incidents of discrimination or harassment to us. Quantum endorses an open door policy where all associates should feel free to discuss concerns or other work-related issues with management.   
  
Quantum's response to a sexual harassment or discriminatory conduct complaint includes:

* *Confidentiality*. We will maintain confidentiality to the extent possible under the specific circumstances.
* *Investigation and Discipline*. Quantum will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined that inappropriate conduct has occurred, Quantum will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending associate.
* *Zero Tolerance of Retaliation*. Retaliation will not be tolerated in any form toward anyone who in good faith makes a complaint or participates in an investigation.

Oregon Family & Medical Leave Act

Quantum complies with mandates of the federal FMLA and applicable Oregon state law. To be eligible, you must have worked for Quantum at least 180 days, and averaged 25 hours per week at the time medical leave is requested. An employee requesting leave for a newborn or a newly adopted or foster child need only have worked 180 days with no weekly average hourly requirement. Ask your Recruiter for further information.

At-Will Employment

Your employment with Quantum is "at-will." That means your assignment and/or your employment can be terminated for any reason, with or without cause and with or without notice. At the termination of your employment, Quantum is not liable for wages or salary except those you earned prior to the date of termination.

Equal Opportunity Employment

Quantum is an equal opportunity employer. Quantum is committed to recruiting, training, promoting, transferring, paying and taking all employment actions without regard to an applicant's or employee's race, color, national origin, sex, religion, age, disability, veteran status, or any other characteristic protected by law.

Americans with Disabilities

Quantum complies with the Americans with Disabilities Act and with all state laws protecting individuals with disabilities.

For more information about our policies and procedures, please visit our website at *www.quantumrecruiters.net* or call (541) 683-1757