

Guidelines & Expectations for Success

Your Responsibilities

Although you will be working at our client's location, you are still an employee of WPS and certain policies and procedures must be followed.

It is important that you notify us of:

- Difficulties reporting to work
- Safety concerns
- Questions concerning payroll
- Any problems you are having on the job

Please keep us informed as to:

- Your work availability
- A change in your contact info
- When you complete a job assignment

Communication

We are open Monday through Friday from 7 a.m. until 5 p.m. If you need to contact us outside of those hours, please call the office and leave a message. Messages are frequently checked and are most often returned during normal business hours.

Attendance

If you need to contact us after normal business hours, call the office that placed you on your assignment and leave a message. An unexcused absence or being tardy may result in disciplinary action including termination.

Performance Expectations

- Arrive at work on time
- Perform the requested job duties
- Follow all policies and procedures
- Be professional
- Show pride in your work
- Dress appropriately
- Complete the entire assignment

Timecards and Pay

Employees are paid on Fridays for the prior week's work. The two options for receiving your pay are direct deposit or pay card. Timecards must be approved by your supervisor and received at our office by 5:00 p.m. on Monday for the previous week's work.

Workplace Safety

If a client asks you to perform an unsafe task, or if you feel your work environment is unsafe in any way, notify us immediately. Part of your job responsibility is to work safely and prevent work place accidents. If you are injured on the job, you must report the injury to your on-site supervisor and Wood Personnel Services right away regardless of when the injury occurs.

Alcohol and Drug Free Workplace

It is strictly forbidden to possess, use or be under the influence of alcohol or illegal drugs while working on an assignment for WPS. Violations will result in your immediate removal from the worksite and in the termination of your employment.

We believe taking time off is necessary and important in maintaining a healthy work-life balance and we're proud to offer the following benefits:

Vacation Pay

You're eligible for 40 hours of vacation pay after completing 1500 regular hours of work within any consecutive twelve-month period. To be eligible you must work the week before and the week after receiving vacation pay and it must be used within the following 12 months after it was earned

Holiday Pay

You're eligible to receive 6 paid holidays after completing 910 regular hours within the consecutive 26-week period prior to a company recognized holiday. You must work the day before and the day after the holiday to be eligible.

WPS vacation and/or holiday pay is not accrued or earned, it is given on a use-it or lose-it basis and it must be approved by your WPS supervisor in advance.