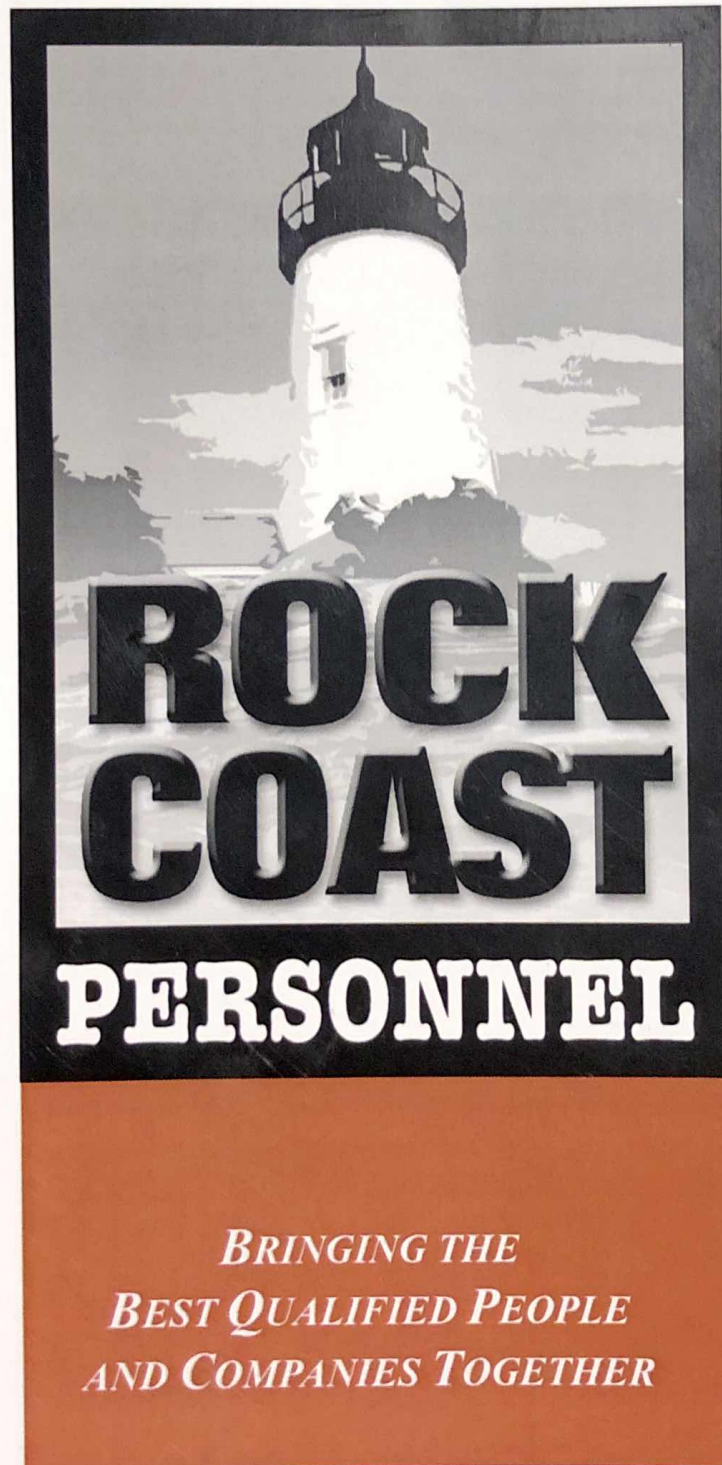


# *EMPLOYEE HANDBOOK*



*BRINGING THE  
BEST QUALIFIED PEOPLE  
AND COMPANIES TOGETHER*

# *Our Commitment to You*

**W**elcome to Rock Coast Personnel, a Maine owned and operated staffing and recruiting firm. We pride ourselves on our innovation and make it our sincere commitment to work to place all of our candidates in the right position with the right company for the best fit.

With our highly skilled personnel professionals, state of the art technology and large pool of client contacts available to us; we have the ability to tailor the best job, project or assignment to each of our candidates. These highly sought after positions are often not accessible by traditional job-hunting methods. We feel confident that we will be able to match each of our candidates with the right company.

You can expect us to partner with you in helping you to find your ideal job. We will take the time to understand your skills, strengths and needs so that we can find positions that most closely match your job search criteria. Ultimately, our process allows you to choose what works best for you now and will set you up for success in the future.

The business principles of Rock Coast Personnel are simple and clear:

- Our business is based on honesty and integrity leading to the formation of long-term professional relationships.
- Each staffing search is conducted with a sincere commitment and in a strong ethical manner.
- Our goal is to provide the best possible opportunities for our clients and candidates alike.

In the pages that follow, you will find our company policies, procedures and helpful hints. Following these policies and procedures at all times will help to ensure a safe and pleasant work experience while an employee of our firm. Thank you for your time and for considering Rock Coast Personnel as your employment partner. We look forward to working with you.

Sincerely,



David W. Bartholomew  
President



Bill Baker DiGiulio  
Vice President - Operations

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## **Rock Coast Personnel Employee Handbook**

We are pleased that you have applied for employment with our firm. We will work with you to find assignments that match your skills, needs and interests. Throughout this handbook you will find Rock Coast Personnel's policies, procedures and helpful hints on how our staffing and recruiting company operates. As an employee of Rock Coast Personnel, you will be responsible for each and every policy listed throughout this handbook. If you have any questions or concerns regarding our policies and procedures, please contact your recruiter.

**Office Hours:** Monday through Thursday 8:00 am to 5:30 pm, Friday 8:00 am to 5:00 pm

**Voice Mail:** 24 hours a day, 7 days a week.

**Address:** 75 Washington Ave.  
Suite 205  
Portland, Maine 04101

### **Directions To Our Office**

#### **From South of Portland using 295:**

- Take 295 to the Franklin Arterial Exit (Exit 7).
- Proceed forward to the second light.
- Turn left onto Fox Street.
- Proceed to the end of the street at the top of the hill.
- Turn right onto Washington Avenue. The office is located in a large building with a sign displaying "75 Washington Avenue" on the corner of the building. Parking is available on the street.
- The office is located on the second floor. Proceed up the outside stairs to the second floor. Go down the hallway to the common area, after entering. Our office is down the hall, on the left, past the large common area with the elevators.

### **From North of Portland using 295:**

- Take 295 to the Washington Avenue Exit (Exit 8)
- After entering the exit ramp be sure to stay to the left.
- The ramp will split into two ramps. Take the upper left hand ramp, which leads to Washington Ave.
- The building is approximately 3 blocks ahead on the left. A sign displaying "75 Washington Avenue" is located on the corner of the building. Parking is available on the street.
- The office is located on the second floor. Proceed up the outside stairs to the second floor. Go down the hallway to the common area, after entering. Our office is down the hall, on the left, past the large common area with the elevators.

### **Assignment Policies and Procedures**

- Calling in your availability: Please do not hesitate to check in periodically with our office. Realistically, the more we hear your name, the more you will come to mind when we do receive assignments matching your skills. We will attempt to reach you at the phone number(s) you provided us. If we are unable to reach you, we will continue to call other Rock Coast Personnel employees until the available position is filled.
- Accepting an Assignment: If you accept an assignment from Rock Coast Personnel, be sure you understand the entire job description. You are responsible for knowing the starting and ending times, dress code, directions and any policies

specific to your assignment at the client company. Your recruiter will give you a full job description. If you have any questions, they should be addressed prior to the start of the assignment.

- **Attendance and/or Notification Policies:** Rock Coast Personnel is a staffing and recruiting company that places our employees at client companies for temporary and temporary to hire assignments, as well as direct hire placements. When you accept an assignment through Rock Coast Personnel you are expected to work at minimum, the original agreed upon length of the assignment. When on assignment, you as an employee are expected to notify Rock Coast Personnel of any work time missed before your workday begins. In the event your workday begins before the Rock Coast Personnel office is open, you must leave a message on your recruiter's voicemail. Employees failing to complete an assignment or to notify Rock Coast Personnel of any work time missed will be considered to have voluntarily terminated their employment with Rock Coast Personnel and will no longer be eligible for future employment opportunities with our firm.
- **If you need to cancel an assignment:** Since we'll need to find a replacement for you, let us know immediately. We ask that you give us at least 2-4 days notice if you are leaving your position. This will allow us time to notify the client as well as find a replacement for you. This will also be considered leaving our employment on good terms and will enable you to reactivate your file at anytime in the future.
- **If you are unhappy with an assignment:** Call us immediately. Tell us what the problem or concern is. We may be able to improve the situation, but if it is truly impossible, we will end the assignment with the client. Do not choose to handle this situation on your own directly with the client company. Unfortunately, we have had employees choose to "walk off" an assignment without giving us any notice. Due to these type of situations, we have placed into effect the following policy: if you are on

assignment for Rock Coast Personnel, and “walk off” the assignment without first contacting our office, we will no longer be able to place you at any future job assignments or act as a reference on your behalf.

- **Problems in the workplace:** If you should encounter any problems, please contact Rock Coast Personnel that day at 207-799-6732. Call us on your break or when you get home. Let us handle any situations involving your position. Please do not handle these situations on your own directly with the client company.
- **Termination:** The following issues are grounds for termination from Rock Coast Personnel:
  - Quitting an assignment without notice
  - “No Showing” an assignment or interview
  - Excess absences for any reason
  - Failure to adhere to all safety guidelines
  - Lewd or suggestive behavior
  - Violating any Rock Coast Personnel policy from this handbook
  - Failure to give adequate absentee notification
  - Showing disrespect for your supervisor
  - Not working harmoniously with co-workers
  - Not being a positive representative of Rock Coast Personnel

Any other disciplinary issues will be handled at the discretion of Rock Coast Personnel.

## **Timecard and Payroll Policies**

**Time Cards:** You must have the following information on your time card in order to be paid:

- Client Company name, address & supervisor’s name.
- Your name, address, telephone number
- Dates worked.
- Accurate hours worked and totaled.
- Assignment completed checked Yes or No
- Your supervisor must write in the total hours and sign the time card authorizing us to pay you.



- You must sign the time card as well.
- Your time card must be turned in to our office by Noon on Monday and it must be a Rock Coast Personnel time card.
- Hours cannot be called in over the phone. Our time card is a legal document and is proof that our clients are authorizing Rock Coast Personnel to pay you for hours worked. Faxing the time card to us is acceptable. Timecards can be faxed to our fax number: 207-799-6739. Please call our office to verify that we received your faxed timecard.
- Please do not call Rock Coast Personnel recruiters and ask them to take care of your time card. In order to get paid on time, it is your responsibility as an employee of Rock Coast Personnel to take care of your own time card.

Paychecks:

- If your address should change, it is your responsibility to notify us of the change. Rock Coast Personnel will not be held responsible for your failure to notify us of any changes resulting in your check being sent to the wrong address.
- A stop payment fee may be charged on lost or stolen checks.
- Manual checks will not be issued.
- You will always be paid for the hours you work. Assignments have no guarantee and may be cancelled or modified at any time.
- Useful forms can be found at our website:  
[www.rockcoastpersonnel.com](http://www.rockcoastpersonnel.com)



# Time Card Example

## ROCK COAST PERSONNEL TEMPORARY SERVICES TIMECARD

Company ABC Company  
 Address 1 Company Way  
 Supervisor Mr. Smith  
 Employee Name Susan Jones  
 Employee Address 27 Pleasant St.  
Portland Me  
 Employee Telephone # 000-0000  
 Employee Signature Susan Jones

I hereby certify that the hours shown were worked by me, were certified by an authorized representative of the Customer and any injuries that occurred were reported to \_\_\_\_\_ at Rock Coast Personnel.

	Date	Start Time	End Time	Less Lunch	OT	Total Hours
Sunday	10/1	7	3:30	:30		8
Monday	10/2	7	3:30	:30		8
Tuesday	10/3	7	3:30	:30		8
Wednesday	10/4	7	3:30	:30		8
Thursday	10/5	7	3:30	:30		8
Friday	10/6	7	3:30	:30		8
Saturday	10/7	—	—	—	—	—

Assignment Completed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (There is a minimum charge per employee of four hours for any one day.)

Customer Verification and Signature	48 HRS. <input checked="" type="checkbox"/> MINS.
	X Mr. Smith

**\*Please read the back of this sheet before signing\***

By signing this timecard you agree to the terms and conditions as described on the back of this card.

This timecard must be received by Rock Coast Personnel no later than Monday at Noon in order to be paid in the current pay period.

Phone (207) 799-6732 Fax (207) 799-6739

## **Safety**

It is the policy of Rock Coast Personnel to provide all of our employees with a safe, healthy and injury-free workplace. To ensure that a safe workplace is maintained, employees will observe all safety practices, rules, and standards throughout the workday. The monitoring and maintaining of a quality safety program can prevent all accidents and injuries.

### **Light Industrial Safety Guidelines**

- Safety protection must be worn on many assignments. This includes work boots, gloves, safety glasses and earplugs.
- Wear adequate clothing to protect against injury to the body.
- Absolutely NO firearms, knives, tools, alcoholic beverages, or drugs (other than legally prescribed) allowed on any job site. Prescribed medication that might affect your job performance must be reported to Rock Coast Personnel.
- Refrain from all potentially dangerous behavior, particularly horseplay, throwing of objects or fighting.
- Always use safe lifting techniques when lifting objects of any weight. If the assignment requires the use of safety equipment, please discuss this with your immediate supervisor on the job site.

### **TOOLS AND EQUIPMENT**

- Do not use broken or extremely worn tools. Bring the condition of the tools to your immediate supervisor.
- Do not use tools you are unfamiliar with until you have received proper training.
- The use of ladders and climbing of scaffolding is strictly prohibited.

### **MACHINERY AND VEHICLES**

- Always check to make sure that all guards and safety devices are in place before operating equipment. Intentional tampering with the operation of safety guards and/or safety devices will result in disciplinary action.
- Never work under equipment supported by hoists or jacks.
- Never operate any licensed motor vehicle while on assignment for Rock Coast Personnel.
- Forklift equipment operation is prohibited unless authorized in writing by Rock Coast Personnel.

### **Office/Clerical Safety Guidelines**

- We require that any unsafe condition or accident be reported immediately to a supervisor.
- We prohibit the use of illegal drugs, alcohol, firearms and horseplay in the workplace.
- Familiarize yourself with the client's fire report system and emergency escape plan.
- Organize your workspace to reduce muscle fatigue.
- Adjust your chair, keyboard and work screen to a comfortable level.
- Adjust work level to avoid bending wrists. Keep wrist position neutral.
- Get a cart or helper for a heavy or awkward load.
- Keep aisles clear.
- If you work at a computer terminal during the day, stand up and walk around periodically to reduce stress and tension.
- Make stretching exercises part of your normal routine.
- Never drive a vehicle to run office errands

# **Work Station Checklist**

Using this checklist is one way an employer or employees can identify, analyze and control MSD hazards in computer workstation tasks.

## **WORKING CONDITIONS**

The workstation is designed or arranged for doing VDT tasks so it allows the employee's . . .

- Head and neck to be about upright (not bent down/back).
- Head, neck and trunk to face forward (not twisted).
- Trunk to be about perpendicular to floor (not leaning forward/backward).
- Shoulders and upper arms to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).
- Upper arms and elbows to be close to body (not extended outward).
- Forearms, wrists, and hands to be straight and parallel to floor (not pointing up/down).
- Wrists and hands to be straight (not bent up/down – Thighs to be about parallel to floor and lower legs to be about perpendicular to floor.
- Feet to rest flat on floor or be supported by a stable footrest.

## **SEATING:** The chair . . .

- Backrest provides support for employee's lower back (lumbar area).
- Seat width and depth accommodate specific employee (seat pan not too big/small).
- Seat front does not press against the back of employee's knees and lower legs (seat pan not too long).
- Seat has cushioning and is rounded/ has "waterfall" front (no sharp edge).

## **KEYBOARD:** The keyboard is designed or arranged for doing VDT tasks so that . . .

- Keyboard platform is stable and large enough to hold keyboard and input device.
- Input device (mouse or trackball) is located right next to keyboard so it can be operated without reaching.

- Input device is easy to activate and shape/size fits hand of specific employee.
- Wrists and hands do not rest on sharp or hard edge.

**MONITOR:** The monitor is designed or arranged for VDT tasks so that . . .

- Top line of screen is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item.)
- Employee with bifocals/trifocals is able to read screen without bending head or neck backward.
- Monitor distance allows employee to read screen without leaning head, neck or trunk forward/backward.
- Monitor position is directly in front of employee so employee does not have to twist head or neck.

## **REPORTING WORKPLACE INJURIES**

Rock Coast Personnel is extremely concerned about the health and safety of our employees. In the event that a workplace injury does occur, we require the following procedures to be taken:

- In an emergency, please contact Rock Coast Personnel and your on-site supervisor immediately. We will assess the situation and determine what steps should be taken.
- If necessary, a Rock Coast Personnel Representative will visit the site where the injury occurred.
- All reasonable efforts must be made to contact Rock Coast Personnel prior to seeking medical attention.
- If Medical attention is needed, Rock Coast Personnel will set up an appointment for you to see our medical provider. When completing hospital/insurance forms, please remember that Rock Coast Personnel is your employer.

Rock Coast Personnel is committed to providing exceptional care to our employees and to cooperate on all workers' compensation claims. It is our policy to make every effort to get employees back to work as soon as physically possible. Oftentimes this is done

first through the use of light duty assignments. If you are out of work due to a work related injury while an employee of Rock Coast Personnel, **without exception you must check in with our office every day.**

## **Workers' Compensation**

Workers' Compensation is defined by a set of rules determined by the State of Maine, which outlines benefits to employees who have sustained work related injuries or illnesses. The laws provide for payment of medical bills and treatment due to such injuries and illnesses and income benefits for employees who may lose time from work. Funds for these benefits are provided by Rock Coast Personnel through MEMIC, our Workers' Compensation claims administrator, as required by law. If you are injured on the job or suffer a work related disability, certain procedures must be followed to ensure that you receive your benefits quickly. Follow the procedures outlined under "Workplace Injuries" in this handbook. Rock Coast Personnel provides benefits, as required by law, to every employee injured during the course of their employment. However, if we determine that any employee has provided false information to Rock Coast Personnel, our medical provider, or to our claims administrator for the purpose of fraudulently obtaining workers' compensation benefits, we will take the strongest possible action to prosecute that employee to the fullest extent the law provides.

## **Unemployment Compensation**

Unemployment compensation insurance is a temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings. Maine has its' own set of rules which outline eligibility criteria. Rock Coast Personnel complies with all State laws.

If you have been unemployed, your unemployment insurance may be deferred while you are working as a temporary employee. It is our policy to cooperate fully with everyone who is entitled to unemployment insurance.

**Voluntary Termination:** Misrepresenting facts on an application, failing to show up for an assignment, continual tardiness or other misconduct constitutes a voluntary termination and may invalidate unemployment insurance claims.

**Job Refusal:** If you are not prepared to accept positions similar to the ones that qualified you for unemployment insurance, this constitutes a “job refusal” and may jeopardize unemployment claims.

## **Sexual Harassment Policy**

- The Maine Human Rights Act Prohibits Sex Discrimination.
- Sexual Harassment on the job is illegal and will not be tolerated. Rock Coast Personnel will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, Rock Coast Personnel will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, up to and including immediate termination.
- Sexual Harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- If you feel you have been discriminated against please contact your recruiter at Rock Coast Personnel at 207-799-6732.
- If you have any other questions, you may also contact the Maine Human Rights Commission at 207-624-6050.



## **Drug-Free Workplace Policy**

This policy is to insure that Rock Coast Personnel employs a work force that is free from the adverse effects of alcohol, illegal drugs or legal drugs obtained illegally or taken for the purpose of abuse. The following activities are prohibited by this policy and will result in disciplinary action up to and including termination.

- The use, abuse, purchase, possession or concealment of illegal drugs while on Rock Coast Personnel's or client's premises or while performing an assignment.
- Any sale or distribution of illegal drugs.
- The unauthorized use of alcoholic beverages or the possession of an open container containing alcohol while on Rock Coast Personnel's or a client's premises or while performing an assignment.
- Work impairment due to the use of illegal drugs or legal drugs in the system while performing an assignment.
- The abuse of medications prescribed by a physician and over the counter medication to the extent that job performance or fitness for duty is adversely affected. The legal use of over the counter medication and controlled substances prescribed by a physician is not prohibited, however, employees are required to notify their supervisor when taking any medication that interferes with their ability to perform the essential job functions of a particular assignment prior to or during an assignment at a client's facility.

## **Workplace Violence Policy**

Rock Coast Personnel wishes to maintain a work environment that is free from any forms of violence. The possession, sale, transfer, or use of firearms, weapons, explosives, or other improper materials is prohibited on Rock Coast Personnel's or a client's premises. It is a violation of this policy to possess a weapon, to threaten another person with bodily harm, or to assault another person while on Rock Coast Personnel's property or during working hours, or while engaged in Rock Coast Personnel business regardless of location. Employees in violation of this

policy will be subject to disciplinary action up to and including termination. Rock Coast Personnel requires that any acts of violence in the workplace or any weapons observed thereon be reported to Rock Coast Personnel immediately.

## **Family and Medical Leave Act**

The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for an adoption or foster care, or a serious health condition of an employee or an employee's immediate family member (child, spouse, or parent).

In order for Rock Coast Personnel to determine your eligibility for FMLA leave; you must make a specific request for such leave. The criteria you must meet to qualify for FMLA leave are as follows:

- You must have been employed by Rock Coast Personnel for at least twelve (12) months and have worked at least 1,250 hours in the preceding twelve (12) months.
- You must submit appropriate documentation supporting your own serious health condition and the length of such condition (from a physician), or documentation supporting your immediate family member's own serious health condition, and the length of such condition (from a physician), or documentation supporting the adoption or foster placement of a child.

FMLA leaves are granted for a maximum of twelve (12) weeks in a rolling twelve (12) month period. In the case of your own or a family member's serious health condition, leaves are granted for the length of the disability only.

## **Holiday & Vacation Bonus Pay Policy**

Rock Coast Personnel provides a Vacation and Holiday Bonus pay benefit that is designed to reward our employees who make an extended work commitment to our firm. Based on the hours accrued and your availability to work, you may qualify for the following Vacation and Holiday bonus benefit:

- You must have been paid by Rock Coast Personnel for at least 1,600 hours within the preceding 52-week period.
- Be paid for at least 30 hours worked in both the week before and the week after the holiday.

Rock Coast Personnel offers Holiday Pay for six holidays:

- |                    |                 |
|--------------------|-----------------|
| – New Years Day    | – Memorial Day  |
| – Independence Day | – Labor Day     |
| – Thanksgiving Day | – Christmas Day |

You will qualify for vacation bonus pay of up to 40 hours. This bonus pay is based on your current rate of pay. You are eligible for bonus pay each time you have worked for Rock Coast Personnel for at least 1,600 hours without a break in service in the preceding 52-week period. Each time you receive bonus pay your hours will be automatically reset to zero and the process of tracking hours for bonus pay eligibility will begin again.

***Important Note:*** *Some employees including, but not limited to payroll only employees and technical employees, are not eligible for this benefit. Please check with Rock Coast Personnel to see if you are eligible to participate. This plan may be canceled or modified at any time at the discretion of Rock Coast Personnel.*

## **How To Succeed While On Assignment**

- Most importantly; arrive on time
- Be polite, friendly and enthusiastic
- Have a positive attitude
- Dress appropriately for the position
- Do your job well
- Ask questions or seek guidance when necessary
- Let us know in advance of any changes that effect you on the job
- Positively represent Rock Coast Personnel at all times

### **Helpful Interviewing Tips**

To follow are some helpful tips when interviewing for any position. The way you prepare for an interview can give you a huge advantage. The reality is it is not necessarily the person who has the most experience that gets the job. The person that will draw an offer will be the person who interviews the best. Prepare yourself by following these simple but very effective seven steps of the interview process.

1. Preparation: Do your homework on the company with whom you are interviewing. More than likely their web site can give you most of the information you need to prepare. If they don't have a web site, ask people that work for the company or do business with the company. You will need to intelligently explain to the interviewer why you want to work for their organization. In addition, Rock Coast Personnel recommends the book, "Knock'em Dead, The Ultimate Job Seekers Handbook," by Martin Yate, to sharpen your interviewing skills.

2. Introduction/Presence:

- What to wear? For both men and women, we recommend wearing a dark blue or black suit. Always dress conservatively on your first interview.
- Body language: Energy! Sit on the edge of your seat and show enthusiasm. Keep good eye contact and don't forget to smile.
- What to bring? Bring a professional portfolio with at least three extra copies of your resume. Take notes during the interview.

**3. Needs Analysis: What kind of product (i.e., person) do they need? Here are a few great questions that will uncover the answer:**

- **Who has been the best you've had performing the job I'm interviewing for? What made them so successful?**
- **In a perfect world, who is the ideal candidate for this position?**
- **What characteristics are you looking for in an individual for this position?**

**Register the answers to these questions; even jot them down on your notepad. From this point forward, sell yourself using these characteristics throughout the rest of the interview. Remember, interviewing is psychological! Find out exactly what they want or need in a candidate and become that perfect candidate.**

**4. Presentation of the Product (You): When discussing your background, take into account the following guidelines:**

- **Make certain your background flows. Be aware of your past decision making processes. (The interviewer will be!)**
- **The interviewer is looking for a specific characteristic, trait, or competency with every question. Never take a question lightly.**

**5. Uncovering Objections: Get the concerns and objections out of the interviewer. Overcome them by selling your background. Simply ask these questions: "What concerns or questions do you have about my background?" and "What can I clarify for you about my background?"**

**6. Closing the Interview: Never leave the interview until you know your status! It's time to be a professional sales person and close for the next step or offer. Here is how to do it:**

- **"I am very excited about this opportunity. What is the next step of the interview process? Can I count on your recommendation to move on to the next step?"**

Other questions:

- “Out of all the candidates you have interviewed, where do I rank thus far?” (Hint- If you are not #1, ask why not?)
- “Let me ask you this; if I were the last person you were to bring in for this position would you be bringing me back for a second interview?”

7. Follow-up: Always send a typewritten or handwritten note immediately after the interview to everyone you met with. Drop the letter in the mail that afternoon or have it sent overnight. For a more personal touch, courier or hand deliver the letter.

## **Dress Code Description**

### **Professional Dress**

Business suits and dresses, with neckties for men. Dress shoes, loafers, flats, and similar shoes are acceptable. Panty hose should be worn with skirts. Skirts should not be more than two inches above the knee.

### **Business Casual Dress**

Wrinkle free slacks, collared dress shirts, golf shirts, turtlenecks, and like clothing are acceptable. Casual dresses, skirts, and split skirts are fine. Skirts should not be more than three inches above the knee. Sports coats are also fine. Jewelry should be minimal and not ostentatious. Loafers, boots, flats, dress sandals, open-toed shoes, clogs, and leather deck shoes are all acceptable footwear.

### **Casual Dress**

Clean black or blue jeans with no holes or tears, casual pants (such as Dockers), polo shirts, collared dress shirts, and skirts or dresses are all acceptable. Skirts should not be more than four inches above knee. Shoulders and midriff should not be exposed. Jewelry should be minimal and not ostentatious. Loafers, boots, flats, and leather deck shoes are all acceptable footwear.

**Blue Jean Dress**

Clean jeans with no holes or tears, tee shirts without offensive language or imagery, and casual skirts and dresses are all acceptable. Skirts should not be more than four inches above knee. Shoulders and midriff should not be exposed. Jewelry should be minimal and not ostentatious. Loafers, boots, flats, dress sandals, open-toed shoes, clogs, and leather deck shoes are all acceptable footwear.

**Blue Jeans with Steel Toes**

Clean jeans with no holes or tears, tee shirts without offensive language or imagery, flannel, and chamois shirts are all acceptable. Shoulders and midriff should not be exposed. Jewelry should be minimal and not ostentatious. Boots and shoes with steel toes are the only acceptable footwear.



## **Commonly Asked Questions**

### **Will I be paid for holidays?**

Rock Coast Personnel does offer holiday pay as long as you meet the holiday pay criteria established under the Holiday & Vacation pay guidelines. Even if you don't meet these requirements, some of our clients do offer holiday pay for their full-time as well as our temporary employees. Check with your recruiter to see if the hiring company offers holiday pay.

### **If I am terminated from an assignment for non-disciplinary reasons am I still eligible for rehire with Rock Coast Personnel?**

Of course, just because an assignment ended early through no fault of your own, you are still an employee in good standing with Rock Coast Personnel. Stay in touch with your recruiter for other job opportunities.

### **Should my supervisor ever be responsible for faxing or submitting my hours?**

Sometimes, it depends on the client company. Check with your recruiter, but keep in mind that it is your responsibility to verify that Rock Coast Personnel has received your time card. Call our office no later than Monday afternoon to verify that we received your timecard.

### **If I need to miss work for any reason while the Rock Coast Personnel office is closed, how shall I notify my recruiter?**

Leave a detailed message on our voice mail. All messages are time and date stamped.

## Assignment Notes