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# EMPLOYEE HANDBOOK

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JACK OF ALL TRADES PERSONNEL SERVICES  
2701 Franklin Ave, Waco, Tx 76710

# JACK OF ALL TRADES EMPLOYEE HANDBOOK

## INTRODUCTION

Congratulations! You are now a Jack-of-all-Trades (JOAT) Employee. As a JOAT employee you will enjoy a wide range of benefits. In addition to the listed benefits, JOAT pays your salary, payroll taxes, unemployment insurance, workers' compensation, and you are bonded.

We're glad you chose JOAT to fulfill your career needs. Together we can plan your future.

## HISTORY

JOAT is one of the most reputable and fastest growing staffing services in the Waco/McLennan County area. We are an independent agency, not affiliated with any franchise, serving the Waco/McLennan County area since December 1986. JOAT is a member of the following organizations: Waco, Hewitt and Bellmead Chambers of Commerce, Cen – Tex Hispanic Chamber of Commerce, TAB (Texas Association of Business) Texas Temporary Help Association, Inter-City Personnel Association (Professional and Executive Search). License #4512. JOAT (Permanent Agency) License #4713.

## EMPLOYEE RELATIONS

The management and staff of JOAT consists of highly skilled, trained professionals who specialize in matching your particular skills with the needs of our clients. They are trained and knowledgeable in all phases of employment. Of course, there is *never a fee* to our applicants for a position obtained through JOAT.

## WHAT YOU MAY EXPECT FROM JOAT

- Top pay
- Flexibility
- Accounting services (tax withholding and reporting, workers' compensation, bonding, FICA, yearly tax statement)
- Weekly paychecks
- Personal service from your JOAT staffing specialist

## WHAT JOAT EXPECTS FROM YOU

- Have a working telephone at all times
- Be able to work anywhere in the Waco/McLennan County area
- Have reliable transportation to and from your assignment
- Contact the office if for any reason you are unable to fulfill your assignment. The phone number is (254)754-7997 and is manned on a 24-hour basis.

## COMMUNICATION:

### Call JOAT...

- When you have an emergency, personal problem, or illness preventing you from reporting to your assignment. (DO NOT CALL THE COMPANY- YOU ARE AN EMPLOYEE OF JOAT, NOT THE COMPANY WHERE YOU ARE ASSIGNED TO WORK.)
  - If you are unable to work, notify us immediately.
  - Thereafter, call on a daily basis until you are able to return to work.
- With your availability once a day. By not calling, we will assume that you are unavailable for work.
- When you have a question or problem.
- If you are injured on the job. (Failure to notify JOAT within a 24-hour period could result in delayed action taken by management.)
- If the company to which you are assigned mentions a permanent position to you.
- When you have a change in status, address, phone number, including emergency phone number, and dependents for tax and insurance purposes.

**FAILURE TO COMPLY WITH JOAT'S COMMUNICATION RULES AND REGULATIONS WILL BE GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.**

**YOUR SUCCESS REQUIRES TIMELY COMMUNICATION!**

## **WHAT JOAT EXPECTS OF YOU...**

### **PROFESSIONALISM**

- Fully use your skills. Show pride in your work and willingness to help out and go the extra mile on your assignment. It pays dividends to you.
- Arrive on the job on time
- Complete each assignment and work eight hours a day
- Follow up with your employment counselor after each job assignment
- Handle yourself in a professional manner and always remember you are representing JOAT

### **PROCEDURES**

Inform your counselor when your assignment is completed and call JOAT each day that you are available to work. We will assume you are unavailable for work if you fail to call.

### **BUSINESS WARDROBE**

Your appearance should be neat and professional. Dress appropriately for the position to which you are assigned. If you have a question concerning your wardrobe, contact the office at JOAT.

### **CONFIDENTIALITY**

Maintain the highest ethical standards in handling correspondence, invoices, confidential material and properties of the companies to which you are assigned.

NEVER DISCUSS HOURLY PAY RATE WITH ANYONE OTHER THAN YOUR EMPLOYMENT COUNSELOR.

### **PERFORMANCE**

JOAT requests performance evaluations from all client companies who have JOAT Employees on assignment. They rate you on performance, attendance, appearance, and attitude. The evaluation from each of your assignments become part of your permanent personnel file. We are proud of your performance record since most evaluations are excellent.

### **RELIABILITY**

Once you have accepted an assignment, you will need to arrive 15 minutes early and be at your desk or assigned work area at starting time. Take only designated breaks and complete the FULL work day.

### **SAFETY**

JOAT has made a commitment to provide a safe work environment for its employees. All employees have a responsibility to work safely, eliminate hazards, and aid in the elimination of accidents. Know the emergency procedures at your work site and report all accidents, injuries, and unsafe conditions to HELEN UNDERWOOD, owner, JOAT, at (254) 754-7997. Watch for information regarding safety awareness programs in your paychecks.

### **DRUG POLICY**

JOAT supports a drug-free workplace. We coordinate pre-employment drug testing and we test all employees following an on-the-job injury which requires medical attention. Failure to submit to testing is grounds for disciplinary action up to and including termination from JOAT's payroll. The use of drugs has been proven to be a significant cause of on-the-job injuries and production loss; and since concern for the safety of all JOAT employees is paramount, your cooperation with this policy is required by JOAT when allowed under state law. As a condition of employment, failure to submit to testing is grounds for disciplinary action up to and including termination from JOAT's payroll. JOAT's policy is in this handbook for your review and is subject to change at JOAT's discretion.

## TIME CARDS

Leave the bottom copy with supervisor who signs the time card. Bring the other two copies to the office. Remember, one time card per company. Your check will be available for pick up on Friday from 3:00 to 6:00 p.m. of the same week.

1. Time sheets are due as soon as assignment is complete or weekly if an assignment is ongoing.
2. All time sheets must be filled out completely and have a supervisor's signature approving the time you worked.
3. Unless you are working someplace where group time sheets are used, you are responsible for getting your own time sheet to us. We cannot call and get your time. We must have a signed document with your hours.
4. Time is paid according to agreement with our clients.
5. Please use only ONE time sheet each week. The only exception is if you work in more than one place.
6. If you have questions about time sheets, please call us.

**PLEASE BE AWARE THAT THE INTENTIONAL REPORTING OF TIME NOT ACTUALLY WORKED TO BENEFIT YOURSELF OR ANOTHER IS FRAUD AND NOT ONLY IS GROUNDS FOR IMMEDIATE TERMINATION, BUT SUBJECT TO PENALTY UNDER CRIMINAL LAW.**

JACK-OF-ALL-TRADES TEMPORARY SERVICES  
2701 FRANKLIN AVE.  
WACO, TEXAS 76710  
(254)754-7997

Company Name	<b>ABC JOB/COMPANY NAME</b>
Address	<b>123 STREET</b>
City	<b>WACO TX 76712</b>

I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Company. I understand that I am to contact Jack of All Trades Temporary Services office after completing the assignment to discuss another assignment, and if I do not do so, Jack of All Trades Temporary Services may assume that I am not then available for work according to Jack of All Trades employee handbook.

Employee Name	<b>EXAMPLE B. SAMPLE</b>	Last 4 of SS#	<b>1234</b>
Employee Signature	<b>SIGN YOUR NAME HERE!</b>		

DAY	MONTH/DATE	TIME IN	TIME OUT	LESS: LUNCH PERIOD	TOTAL HOURS
SUN					
MON	<b>9-1-2022</b>	<b>8AM</b>	<b>5PM</b>	<b>30 MIN</b>	
TUE	<b>9-2-2022</b>	<b>8AM</b>	<b>1PM</b>	<b>30 MIN</b>	
WED	<b>9-3-2022</b>	<b>8AM</b>	<b>5PM</b>	<b>1 HOUR</b>	
THU	OFF	OFF	OFF	OFF	
FRI	<b>9-4-2022</b>	<b>8AM</b>	<b>3PM</b>	<b>30 MIN</b>	
SAT					
WEEK ENDING DATE (SATURDAY)				TOTAL HOURS FOR WEEK	

## **DRIVER POLICY**

Employees assigned to driving duties must at all times meet the following criteria:

- Drivers must have a current, valid Texas driver's license.
- Drivers must maintain a clean driving record.
- Any employee driving a company vehicle on company business must observe all safety, traffic and criminal laws of Texas.
- No driver may consume alcohol or illegal drugs while driving a company vehicle.
- Driver should avoid medications that may cause drowsiness. No driver may pick up or transport non-employees while driving.

While driving, all drivers must:

- Follow all rules of the road as defined by the Texas Department of Public Safety, including driving at or below the posted speed limit.
- Drivers must adjust speed to road conditions.
- Wear seat belts at all times.
- No texting, playing games or handling mobile devices while driving.
- Drivers must use hands free devices for phones.
- In the event of severe weather, heavy traffic, construction or school zones, mobile phone use is not allowed.
- If you must make a call, pull off to safe location.
- Drivers cannot watch a video screen for any reason during driving.

Failure to adhere to this policy will be grounds for termination.

## **WAGE OVERPAYMENT / UNDERPAYMENT POLICY**

Jack of All Trades Personnel Services, Inc takes all reasonable steps to ensure that employees receive the current amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Jack of All Trades so that corrections can be made as quickly as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to Jack of All Trades as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. I understand this policy and agree to its terms, I acknowledge that any wage overpayment constitutes an advance of future wages payable to me, and I give permission to Jack of All Trades to deduct any wage overpayments from any subsequent paycheck(s) to which I become entitled until the overpaid amount has been fully repaid.

## **HARRASSMENT POLICY**

JOAT is committed to providing a work environment that promotes mutual employee respect. All employees are expected to deal fairly and honestly with one another to insure a work environment free of intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior. JOAT specifically prohibits any form of harassment by or toward employees, contractors, suppliers, customer and/or client representatives.

Any employee who violates this policy will be subject to disciplinary action up to and including termination. Any allegation of harassment of other JOAT employees, client employees, suppliers, contractors, or others is to be brought to the immediate attention of HELEN UNDERWOOD, owner, JOAT, phone number (254) 754-7997. Any person who cannot reach Ms. Underwood or is not satisfied after contacting Ms. Underwood should call the office manager at (254) 754-7997.

## **DRUG-FREE WORKPLACE POLICY**

Jack of All Trades Personnel Services, Inc. (The Company) intends to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Jack of All Trades Personnel Services, Inc.

- **The Company explicitly prohibits:**

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medications without prescription on Company or customer premises or while performing an assignment. Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation. The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

- **The Company will conduct drug and/or alcohol testing under any of the following circumstances:**

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employees who potentially contributed to the accident or injury even in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

**The following is required before employee receives first paycheck from Jack of All Trades:**

- An orthopedic screening by Jack of All Trades company doctor (at no cost to me).
- An In-house drug screen administered by Jack of All Trades (at no cost to me).

If there is a thirty (30) day or more lapse in employment with Jack of All Trades Personnel Services, employee agrees to undergo another orthopedic screening and drug screen before I receive a check. Further, in accordance with the Fair Labor Standards Act, I understand and agree that if I do not comply with these requirements, then my hourly rate will be the minimum wage allowed under the Fair Labor Standards Act and not any other rate even if another rate had been discussed with me.

**GROUNDINGS FOR TERMINATION**

- No show on an assignment or job interview;
- Discussion of salary;
- Not contacting a JOAT employment counselor after completion of an assignment (this is considered voluntary termination);
- Unauthorized taking of property belonging to a client, client employee's, JOAT, or a JOAT Employee.
- Failure to contact JOAT on a daily basis with availability (this is considered voluntary termination);
- Failure to follow JOAT's rules and regulations as outlined under communications.
- Unsatisfactory work performance and/or violation of clients work rules or requirements.

**EMPLOYMENT AT WILL**

Your employment with Jack of All Trades can be terminated with or without cause, and with or without notice, at any time, at the option of either you the employee or Jack of All Trades. Any employee rules, policies, benefits or any other statements, whether oral or written, made by JOAT or its representatives are not contracts of employment between applicant/employee of JOAT. No employee or other representative of JOAT, except for Helen Underwood, owner, has any authority whatsoever to enter into any agreement for employment for any specific period of time or providing for any specific pay of benefits and no such agreement has been made.

**IN CLOSING**

We know you will find being a JOAT Employee interesting, challenging, and rewarding. JOAT maintains an open-door policy to our employees. Whenever a question or problem arises, please do not hesitate to call your employment counselor, (254) 754-7997.

Our pledge is to professionally assist you in every way possible to see that you receive the satisfaction you deserve as a JOAT Employee.

**We Wish You Every Success!**