



## ***Employee Information Packet***

*We never charge our employees or applicants a finder's fee. The only deductions from your pay are as required by law and determined by you on a W-4 Form.*

*We are a full service employment agency representing temporary, temp-to-hire and direct placement.*

*We have been in business since 1989 and have established a broad base of clients who use our service. Our Clients have grown to trust our judgment and experience in locating and sending the most qualified personnel. Each assignment is unique in that it may last only a few hours, several months, or possibly offer the opportunity of employment with our client.*

*When a client places an order, we search our database for all of the people with the required skills. If your skills match, we will call you with the assignment opportunity and discuss all of the information you will need to make your decision of whether to accept or decline, i.e.; wages, duties, dress code, days and hours, duration, distance and directions, etc.*

*Your file will remain active in our database even if you decline an assignment. It will also remain active for the period of one year from your last position, or you tell us you want to be marked as inactive. If you accept an assignment you will take your direction from our clients' regarding your job duties, and you agree to fulfill your duties for the duration of the assignment. If you discover that the position is not a fit for you, we request that you to call us to let us know and give us time to replace you.*

*If there are safety issues you must report them to us. We will notify our client. If the safety issues are not resolved, we will pull you from that assignment and find another one for you.*

*We advertise employment opportunities on our toll free Employment Hotline and on our web site.*

*If we have an assignment that interests you, please E-mail your interest, or give us a call. Please be sure to tell us when your address or phone number changes. We cannot call you if we do not have a current phone number for you.*

*Here are some answers to the most commonly asked questions:*

*We usually spend about twenty to thirty minutes in the interview. The more you tell us the more effective we can be in placing you. You tell us what you're looking for and we try to find the right position.*

*Yes, we have a lot of business.*

*We do not know how long it will take to find work for you, because we usually do not know which of our clients will call us next looking for Temps. Your skill level, attitude, reasonability, and distances you are willing to travel and wage requirements always play a huge part in placing you.*

*Each Client sets wages paid for each position.*

*We do not send out roofers, masseuse, medical personnel, or security guards. Most of the work we send you to perform will be at our clients' place of business. Rarely can you work from home.*

*We do not pay daily.*

*Finally, if you no-show to your interview appointment without a call, you will never be considered for employment. Showing up on time is part of the application process. You may dress casually for your interview, but please arrive prepared.*

### *Getting Paid*

*The Boyer workweek begins each Monday at 12:00:00am and ends the following Sunday at 11:59:59. Overtime is calculated and paid in accordance with labor laws.*

- Time and a half is paid for all hours worked in one workweek beyond eight (8) in a day, (40 in a workweek and for the first eight (8) hours worked on the seventh (7) consecutive day, unless you are working a pre-approved alternative schedule.*
- Double time will be paid for all hours worked over twelve (12) hours in a day and after eight (8) hours worked on the seventh (7) consecutive day in one work week.*

***We must receive your completed and signed time sheet by fax, email or mail no later than Monday following the week you worked.***

*Blank time sheets are included with paychecks, can be found at any Job Connection or downloaded from **www.boyertemps.com**. Paychecks will be mailed Wednesday morning to the address you provide on your W-4 Form. Wage payments that fall on holidays are mailed the next business day.*

- Fax: 209 742-6360*
- Mail: P.O. Box 2126, Mariposa, CA 95338*

### *Changing your deductions*

*You may request changes to your tax deductions at any time by submitting a newly signed W-4 Form.*

*You may download a W-4 Form from **www.boyertemps.com**. Remember, your W-2, at year-end, will be mailed to the last address you have given us.*

## *Replacement Checks*

*Stop payments on missing, or stolen paychecks may be requested, however, there may be a three-week wait before a new one is issued. You may also be charged the stop payment fee of \$15.00 (bank charge) depending on the circumstances . . . If you washed your check, or your dog ate it, we will charge you the fee.*

## *Breaks*

*California State Labor Law requires you to take a lunch break if you work over five (5) hours in a shift that is more than six (6) hours in a day. An on-duty (paid) meal period is permitted only when the nature of the work prevents you from being relieved of all duty and when it is agreed between Boyer Temporary Personnel, and the Client. Additionally, you must take a ten-minute break for each four (4) hours worked.*

## *Additional Information*

*You must perform assignments as introduced to you by Boyer. Example: if you accept a clerical assignment, you may not drive a forklift, run errands, climb a ladder, etc. If our Client requests you to perform duties other than you originally agreed to perform, or to drive a vehicle, it must be cleared with Boyer first. For driving positions, you must provide a clean DMV printout.*

*If you are going to be late or absent, you must call both Boyer and the Client so we can find a replacement for your shift. A no-show to your assignment, without a call, is considered a voluntary quit and you will not be eligible for rehire. We will also disapprove your unemployment claim.*

*The Placement Director will explain details of each assignment to you.*

*You must report ALL injuries to Boyer as well as to our Client within twenty-four (24) hours. You must follow and refer to each Client's Safety manual. Each Client is required to provide an Emergency Kit, a safety plan and appropriate safety gear, unless otherwise stated in the original proposal to you. We recommend that all Temps request safety meetings with our Clients.*

*Boyer must be notified when you accept keys, equipment or other property belonging to a Client.*

*Any items belonging to the Client must be returned to them if/and when your assignment ends or at their request.*

*Violent, threatening, or sexually harassing behavior will cause immediate termination, and possible lawsuits from all parties affected.*

*When we introduce you to a client, our one (1) year introduction period applies.*

**FYG Corporation dba  
BOYER Personnel  
DRUG FREE WORKPLACE POLICY**

- *It is our policy to maintain a workplace that is free from the effects of drug and alcohol abuse.*
- *The use, solicitation, sale, manufacturing or possession of narcotics, drugs, alcohol or controlled substances while on the job or on Boyer time is prohibited and cause for immediate termination.*
- *Off-the-job use, solicitation, sale, manufacturing or possession of narcotics, drugs, alcohol or controlled substances which adversely affect an employee's job performance or which could jeopardize the safety of others, the public, or company equipment, is proper cause for administrative or disciplinary action up to and including termination of employment.*
- *Employees convicted for off-the-job drug activity may be considered to be in violation of this policy.*

*Procedures:*

- *Boyer will take steps to prevent use, possession, sale, manufacturing or distribution of controlled substances on the premises at any time by any Boyer employees. In accordance with this policy, scheduled periodic searches, scheduled urinalysis drug screening, blood testing or any other state approved drug testing methods may be conducted.*
- *Over-the-counter drugs and drugs prescribed by a physician for an employee's personal use within the last twelve months from the date of drug testing and quantities not exceeding reasonable or specified dosage requirements are not subject to the Policy. Any employee who is taking medication prescribed by a physician must be able to provide a record of the prescription, including the name of the medication, the prescribing physician's name, the reason it was prescribed, and any limitations the prescription may place on the employee's ability to perform assigned duties.*
- *Compliance with the policy is mandatory. Refusal by an employee to submit to a search or testing procedures will constitute grounds for termination.*
- *If an employee tests positive and is determined to be in violation of this policy, the employee will be terminated and not be eligible for rehire.*
- *All personnel will be required to sign a statement acknowledging their understanding of our Drug Free Workplace Policy.*
- *You may be requested by Boyer to submit to a screening test for illegal drugs, illegally used drugs and or alcohol which includes the collection of urine, hair.*
- *Further, you will be asked to certify that any specimens collected from you will be yours and will not be adulterated or altered in any manner.*
- *You further understand that if your test indicates a confirmed positive for illegal drugs, you will not be considered for employment, or in the event you are an employee at the time of the test you may be subject to termination, in accordance with the Drug and Alcohol Policy.*
- *You understand that you may request a copy of any test taken, as part of the screening tests upon receipt of the results from the laboratory.*

*IN CASE OF EMERGENCY*

*The following is a list of medical providers:*

*Amador County*

*Sutter Amador Hospital  
200 Mission Blvd  
Jackson, CA 95642  
209 223-7500*

*Calaveras County*

*Mark Twain St Joseph Hospital  
780 Mountain Ranch Rd.  
San Andreas, CA 95249  
209 754-3521*

*Tuolumne County*

*Sonora Regional Medical Center  
1 S. Forest Rd.  
Sonora, CA 95370  
209 532-3161*

*Mariposa County*

*John C. Fremont Hospital  
5189 Hospital Rd  
Mariposa, CA 95338  
209 966-3631*

*Madera County*

*Urgent Care  
48677 Victoria Lane #101  
Oakhurst, CA 93644  
559 683-2992*

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**BASIC SAFETY RULES**

1. *Always work in a way that protects yourself, your fellow employees, and the public.*
2. *Always know what you are doing and follow proper procedures. If you don't know how to do a job safely, ask your supervisor. If you cannot get the answer, don't perform the job and call Boyer Temporary Personnel.*
3. *Ask questions, consult reference materials, and get additional training when necessary.*
4. *Concentrate on what you're doing and use good judgment.*
5. *Always use the proper equipment and tools. Never use defective equipment.*
6. *Always use appropriate personal protection equipment. When necessary protect your eyes, head, lungs, skin, hearing, etc.*
7. *Know and follow all machine guarding requirements.*
8. *Wear the right clothing for the job. Loose or torn clothing, jewelry, long hair, improper shoes and some types of fabrics can be dangerous in certain situations.*
9. *Know about toxic materials and follow all precautions. Read the labels for all the chemicals/products you use.*
10. *Always use equipment within safe operating guidelines and according to manufactures' recommendations.*
11. *Keep your work area reasonably clean. Prevent slips, trips, falls, and fires.*
12. *Protect your back. Lift, carry, and set objects down correctly. Injuries to your back can be very painful, costly, and even disabling.*
13. *Always provide and request appropriate assistance to your fellow employees.*
14. *Know the procedures to follow in case of an emergency.*
15. *Each assignment can be different. Each client is required to provide the proper safety equipment; MS data safety sheets (for chemicals) a first aid kit and a safety plan.*
16. *It is your responsibility to verify that the client is using safe procedures and report any discrepancies to you supervisor. If the situation is not rectified, you must report the discrepancy to Boyer Personnel. For your safety, we may end your assignment and find a different, safer, position for you. Our clients are only authorized to ask you to perform certain tasks that have been pre-cleared with our worker's compensation carrier and us.*
17. *Do not perform tasks other than as specified to you when sent out to do the job.*