



WHAT IS CREATIVE STAFFING?

CREATIVE STAFFING is a temporary and direct hire staffing-solution company that was founded by its CEO, Ann Machado, and serving South Florida since 1985:

7700 N. Kendall Drive, Ste. 304, Miami, FL 33156
(Corporate Office)(Full Service Branch)
(305) 279-7799

6625 Miami Lakes Drive, Ste. 382, Miami Lakes 33014
(Full Service Branch for North Dade & Broward)
(305) 362-5300

Broward
Telephone: **(954) 423-9330**

CALL IN AVAILABLE HOT LINE (305) 270-1012

make sure to call once a week

CREATIVE STAFFING is well known for its commitment to quality and ethics. We have won numerous community and business awards, including recognition from Inc. Magazine as one of the "Best Small Companies in America to Work For". (10/06)

We can offer you assignments that will provide you with the opportunity to learn about various positions and regular employment opportunities. Through **CREATIVE STAFFING** you will get an insider's view of a wide variety of employment. If you are new to the job market or re-entering after some time off, we can give you the opportunity to brush up on your skills and gain the confidence you need to qualify for the position you want.

WHAT WILL CREATIVE STAFFING CHARGE ME?

Nothing. There are absolutely no fees when you work with **CREATIVE STAFFING** for either temporary assignments or permanent placements.

CAN I WORK TEMPORARILY WHILE I AM LOOKING FOR A PERMANENT JOB?

Yes and no. You do not sign any contracts with **CREATIVE STAFFING** so you are free to seek permanent employment on your own. You may also request that **CREATIVE STAFFING** assist you in this search.

The only conflict you might experience is the scheduling of interviews. Once you commit to a temporary assignment, we ask that you NOT make any appointments or interviews during working hours.

Many temporaries assigned to our clients are offered permanent employment with those clients. Working temporary assignments is an excellent way to find the perfect job.

WHO IS MY EMPLOYER WHILE I AM WORKING TEMPORARY JOBS?

CREATIVE STAFFING is your legal employer. Your assignment location and duration may vary, but your salary and assignments are determined by **CREATIVE STAFFING**. If you have any problems or questions, **CREATIVE STAFFING** will gladly assist you.

WILL I RECEIVE ANY BENEFITS WHILE WORKING AS A TEMPORARY WITH CREATIVE STAFFING?

Yes, you will receive:

- Major medical plans will be made available, as per ACA (Affordable Care Act).
- Training in the latest computer software and cross training
- Direct Deposit and/or Pay Cards available.

YOUR ASSIGNMENTS

You're ready to work after your interview, orientation and job evaluation. Please keep foremost in mind that you represent **CREATIVE STAFFING** and *yourself* on each assignment.

As you work on **CREATIVE STAFFING** assignments, you are creating your employment record and resume. Each assignment you are on determines your work history with us. Our client is constantly evaluating *you*, as well as **CREATIVE STAFFING**. Therefore, you should always strive to create an outstanding reputation by being flexible, productive, prompt and professional. By showing initiative and having a positive attitude, we are assured and you can be assured of being requested by clients and staying busy with the clients that *you* prefer to work for. **CREATIVE STAFFING's** reputation is valuable and so is yours. Make certain that the first impression is the one that you want to stay with the client forever. A **CREATIVE STAFFING** temp with a good work history is called first for future assignment should NEVER discuss your pay rate with anyone. If you dig your heels in for grounds for immediate dismissal.

REMINDER: Each client is a prospective permanent employer and you have only the duration of your assignment to make a good impression. You carry **CREATIVE STAFFING** name, as well as your own, into the business community.

HELP US BE KNOWN AS THE MOST PROFESSIONAL SERVICE AROUND

SAFETY ON THE JOB

You are expected to complete your work within the safety guidelines of good common sense and the safety regulations.

effect at the work place. If an accident occurs on the job, you **must** notify a **CREATIVE STAFFING** Service Coordinator immediately. If you are unable to notify your Service Coordinator, request that your client supervisor notify us.

HOW TO SUCCEED

We think you are the **best**, so look the part! Dress nicely and neatly at all times. Your Service Coordinator will always inform you of the dress code for each assignment. Dress to conform - not to stand out. Good grooming is a must. Always wear well coordinated business attire on the first day unless informed differently by your Service Coordinator. Thereafter, adhere to the customer's dress code.

- **Always** be on time. Plan for early arrival on the first day of each new assignment.
- **Volunteer!** If you finish your work, **always** ask if there is something else you can do.
- **Never make personal phone calls while on assignment.** If a phone call becomes necessary, ask permission *before* using a client's phone for personal use.
- **Never text message on your cell phone or make personal calls on your cell while on assignment.**
- **Never use the internet for your personal use while on assignment.**
- **Proofread** your work. It's always better to catch your own errors.

Obtain the approval of your Service Coordinator and the client **before** working overtime.

Accept only assignments you know you can complete.

Clients understandably become very unhappy when replacements are necessary, because it is disruptive to their work flow. If you turn down an assignment, it is okay. We will offer you other assignments commensurate with your availability.

Remember, as a temporary employee, your behavior and appearance will reflect on both you as an individual and on **CREATIVE STAFFING**. Always maintain a positive attitude and accept all assigned job duties willingly. Excellent job performance will ensure many exciting job opportunities.

YOUR TIME CARD

PROCEDURES: If you are working for the same client on a long-term assignment, you must complete one time card each week. If you work for more than one client in the same week, you must fill

out separate time cards for each assignment. The time card must be signed by the client supervisor.

- Fill in the company name and address as it is given to you by your Service Coordinator.
- The week begins on Monday and ends on Sunday. Please mark the "week ending" with the Sunday date.
- Your Service Coordinator will provide you with a job title and a job number.
- Include last 4 digits of social security number on the time card.
- Complete the section which asks for the date and times you worked. Round off the time to the nearest quarter hour. For example, if you arrive at 8:10 and leave at 5:05, you would put 8:15 and 5:00.
- Always deduct your lunch period from your daily total of hours worked and be sure to comply with the client policy regarding your lunch break.
- Total your regular and overtime hours and list them in the appropriate columns. OT hours are paid in compliance with employment regulations and generally, any hours worked over 40 in a work week will be paid at 1.5 times your hourly rate.
- Fill in your time card on a daily basis to ensure accuracy.
- At the end of each assignment or on every Friday, take the completed time card to your client supervisor for his/her signature. Give the client the pink copy of the time card. Keep the yellow copy for your records, and either mail or deliver to your **CREATIVE STAFFING** office the top two white copies.

TIME CARD DEADLINE

Timecards must be into Creative Staffing no later than Tuesday, by 12:00 pm. (noon).

If you are unable to drop the time card off during our normal business hours, you may leave completed, signed time cards under the door at any time before the office opens at 8:00 AM or fax your timecard to (305) 598-9692 (Attn: Accounting) or email your timecard to payroll@creativestaffing.com.

PAY DAY

Pay Day is each **THURSDAY** after 3:00 PM in ALL of the branches. You are paid for the hours you correctly recorded on **your time card the previous week. The time card must be signed** by the client supervisor.

Be sure to indicate on the time card where you want your check forwarded.

- **Hold in Kendall.** Any checks not picked up by 6:00 P.M. Friday mailed.
- **Hold in Miami Lakes.** Any checks not picked up by 6:00 P.M. will be mailed.
- **Mailed.** All checks will be mailed Thursday afternoon.

If there is no mark indicating "hold" or "mail" on your time card your paycheck will automatically be mailed from the Kendall on Thursday.

Following the time card procedures above faithfully will help to eliminate problems with your paycheck.

WHEN TO CALL YOUR SERVICE COORDINATOR

- When you are available for work
- If you are unable to go to your assignment
- If you cannot complete your assignment
- If you are going to be late
- If you find your skills do not match your job duties
- If the client asks you to work overtime
- If you are injured on an assignment
- If you are asked to operate equipment not originally described to you
- If you change your name, address, or telephone number
- If the client wants you to work for them directly or return after scheduled completion of the assignment
- When you finish an assignment
- To discuss problems/questions you encounter on the job

There are a few jobs that Creative Staffing Temporaries should never do...

- 1.) **NEVER** lift anything over 50 pounds.
- 2.) **NEVER** drive or operate hand carts.
- 3.) **NEVER** drive a forklift without prior certification.
- 4.) **NEVER** operate a bulldozer or any construction machinery.
- 5.) **NEVER** climb a ladder.
- 6.) **NEVER** handle any unknown chemical substance.
- 7.) **NEVER** handle blood.
- 8.) **NEVER** paint or put any type of mask or respiratory equipment over your face without prior approval.
- 9.) **NEVER** discuss pay rate with anyone. This is grounds for immediate dismissal.

If a client asks you to perform any of the above duties, you are to call Creative Staffing immediately!