



## Ritesource Staffing Employee Orientation Review:

**Thank you for choosing Pinpoint Staffing, LLC. We look forward to a long and successful relationship. For your convenience, a review follows:**

1. It is your responsibility to call the office when you are available for work. The best time to check in is between 9:00am - 4:30pm. You should inform Ritesource Staffing Inc. if your needs, skills or personal information changes.
2. You understand that you are an employee of Ritesource Staffing Inc. and only yourself and Ritesource Staffing Inc. can terminate your employment. When an assignment ends you must call Ritesource Staffing Inc. for an exit interview and any future job assignments. Failure to do so will indicate that you have voluntarily terminated your employment with Ritesource Staffing Inc.
3. Since Ritesource Staffing Inc. is your employer - for any reason you will be late for your assignment, you must notify Ritesource Staffing Inc. immediately! Outside office hours, you will need to leave a message on the answering machine. If you do not call and do not arrive at your assignment, you understand that you have voluntarily terminated your employment with Ritesource Staffing Inc.
4. If you are released due to attendance issues or voluntarily terminate your employment within the first 3 months, or at anytime no call - no show to an assignment, you will be paid Colorado's minimum wage for any remaining hours that Ritesource Staffing Inc. owes you. \_\_\_\_\_ **(initials here)**
5. Ritesource Staffing Inc. recognizes the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. To qualify for holiday pay you must have work Ritesource Staffing Inc. for one year and you must also work at least 24 hours in the holiday week.
6. Work safely and think safely. If you are injured on the job you will need to inform your supervisor and Ritesource Staffing Inc. immediately! Ritesource Staffing Inc. will coordinate with the client and yourself the proper procedure for treatment and reporting the accident. If you are injured on the job it is Ritesource Staffing Inc. policy that you must submit to a drug test.
7. Time sheets must be received by Monday @9am. Failure to get your timesheet sent in will result in your check being delayed by a week. It is your responsibility to send in a time sheet, do not depend on anyone else to do this for you! Checks are mailed out of the office on Friday each week - we do offer direct deposit!
8. Ritesource Staffing Inc. may execute a Criminal, Drug and Credit screening if necessary for position(s) applied for.
9. I authorize that all statements in this application are true and correct. I authorize investigation of all statements contained in this application, and it is understood and agreed that any misrepresentations (including omission of information) in this application are cause for termination or further consideration or dismissal.
10. I understand that my employment is for no definite period and may be terminated at any time with or without cause. In no event shall hiring or placement be considered as a contract of employment. Ritesource Staffing Inc. complies with all State and Federal rules and regulations and does not discriminate based on racial category, gender, age, religion, national ethnic origin, sexual preference or disability in employment practices.

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_