



Lakeshore Guidelines

The following guidelines are set forth so that all applicants and employees of Lakeshore have an understanding of unacceptable actions and behaviors. Please speak with your Lakeshore Staffing Manager if you have any questions or need additional clarification. The signing of this letter does not guarantee employment by Lakeshore. Once signed this letter indicates that you understand and accept these guidelines. Lakeshore reserves the right to change, revise or eliminate any of these guidelines at any time; said changes can be found on our website at www.lakeshorestaffing.com.

General Guidelines

In order to set clear expectations for our employees and to ensure client satisfaction, we have outlined some examples of unacceptable behavior while on an assignment that will result in disciplinary action up to and including termination:

- Leaving an assignment early without notification and/or approval of a Lakeshore representative.
- Not calling or reporting to a confirmed job assignment.
- Arriving late to an assignment without approval from a Lakeshore representative.
- Utilizing your cell phone.
- Unauthorized personal calls or personal work (including cellular phone usage).
- Utilization of the Internet for personal reasons.
- Unsatisfactory work performance and evaluations.
- Insubordination or other disrespectful behavior; including fighting, theft, damage to property, possession of or use of alcohol or illegal drugs.
- Discussion of pay rates on assignment.
- Refusal to perform expected job responsibilities.
- Falsification of timecards, application information or any other related documents.
- Returning to client site or calling client after assignment has ended.

If you have any questions regarding unacceptable behavior please contact your Staffing Manager at Lakeshore.

Compensation

Hourly wages are based on the work responsibilities and the specific client. Wages are subject to change based on completion of assignment and work performance.

Confidentiality Agreement

All employees are informed that any client information, including Lakeshore information, is considered confidential and should not be disclosed. Any violation of this agreement will result in termination of employment.

Timesheet and Payroll Information

Lakeshore payroll is processed on a weekly basis. Timesheets are due by Monday at 12:00 p.m. Timesheets not received by the deadline may not be processed until the following week's payroll. Questions regarding payroll, direct deposit, vacation, or holiday pay should be directed to your Staffing Manager. Additionally, payroll and direct deposit questions can also be directed to Bre Ballenger in Payroll & Billing at 303-539-6560. ***Deliberate falsification of a timesheet is viewed as theft and will result in termination and possibly criminal prosecution.***

Assignment and Availability Procedures

It is your responsibility to contact Lakeshore to let us know of your availability. If your assignment is ending, or your availability changes, please contact us so that we may attempt to reassign you as quickly as possible. On completion of assignment you are not to contact the client directly; any contact should be directed to your Staffing Manager at Lakeshore. It is your responsibility to call in immediately after your assignment ends, then weekly thereafter to let us know of your availability. Failure to contact Lakeshore on a weekly basis for reassignment could result in disqualification from unemployment benefits.

Printed Name _____

Signature _____

Date _____