

PHRS, Inc.

Precision Human Resource Solutions, Inc.

***TEMPORARY ASSOCIATE EMPLOYEE
MANUAL***

Dear New Employee,

Congratulations! You are now a part of our PHRS team. We hope you will find satisfaction and take pride in working with PHRS.

The purpose of this manual is to provide a guideline of policies and procedures, and answer many frequently asked questions about benefits and employment. You are responsible for reading and understanding this employee manual. In addition you are obligated to seek clarification on any unclear topics discussed in this manual.

As a new PHRS temporary associate employee, you are expected to be calm, courteous, and professional. Your professionalism and judgment reflects upon PHRS as well as yourself. Performing well on short term temporary assignments can lead to great permanent opportunities. The purpose of these rules is not to restrict your rights but rather to clarify expectations of you as an employee.

We expect you to follow HIPPA regulations and/or safety rules. Acts of criminal conduct or threatening behavior that may endanger the life of others are strictly prohibited. This includes physical and/or verbal threats. We expect you to not refuse to follow the policies or procedures of the company and its clients. We do not expect insubordination and misconduct from our employees. We expect you not to disrupt the harmonious work environment with malicious gossip or inappropriate behavior that inhibits the work performance of others. We expect you not to be careless with your work, or lack in work production. We expect you not to sleep while on the job nor display rudeness towards a client. We expect you not to contribute to unsanitary conditions, and to follow infection control guidelines. As our employee you are required to achieve your assignment goals, and to do so efficiently.

We expect you to provide our clients with the best quality of professional service. What can you expect from PHRS? You can expect respect, and support. You will also be treated with kindness and consideration. PHRS's staff is available to answer any questions, complaints, or concerns regarding your work site.

Personnel Administration and Employee Records

PHRS maintains temporary employee personnel information in accordance with applicable laws. It is your responsibility to assure that the personal information in PHRS's files are accurate and current. This is vital to processing and reporting payroll information to appropriate government agencies. It also assures our compliance with Social Security and Internal Revenue Service laws to assure coverage under the employee benefit plans for which you qualify. If you have a change in any of the following items, please be sure to notify PHRS as soon as possible:

1. Legal name.
2. Home address.
3. Home telephone number.
4. Person to call in case of emergency.
5. Number of dependents.
6. Marital status.
7. Military or draft status.
8. Exemptions on your W-4 form.

An employee may review his or her personnel file in the presence of the Office Manager.

Introduction

This employee manual is intended to provide basic information about your employment with PHRS. The employment relationship which exists between PHRS and each of its employees is employment at-will. It is every employee's voluntary decision to accept employment with this company. Upon leaving a position, PHRS requests that the employee provides two-weeks notice for administrative positions and three-to-four weeks notice for clinical and/or professional positions (i.e. social worker). Such notice should officially be given in writing. Likewise, PHRS may, at any time, decide to terminate an individual's employment with or without cause or prior notice, in its sole discretion.

This manual and the policies, procedures or plans described in it may be modified, revoked, suspended, terminated or changed at any time, in whole or in part, with or without prior notice.

AT-WILL EMPLOYMENT

Employment is at the mutual consent of the employee and the Company. Either party, you or the Company may terminate the employment relationship at any time, unless the parties have executed an agreement, which provides a stated period of employment. The standard Employment Agreement does not provide for a stated period of employment. Only the President has the power to authorize in writing stated periods of employment.

1. Equal Employment Opportunity Policy

It is the policy of PHRS that employment decisions shall be made without regard to an applicant's or employee's race, color, gender, age, religion, national origin, citizenship, disability, veteran status, marital status, sexual orientation, atypical cellular or blood trait, physical or mental handicap, or any other basis prohibited by federal, state or local law. This policy applies to hiring, promotion or demotion, termination, layoff, disciplinary action, compensation, benefits, training and all other employment opportunities and activities.

2. Sexual Harassment Policy

PHRS is committed to maintaining a work environment that is built on mutual respect and is free from discrimination and harassment. It is the policy of PHRS to prohibit sexual harassment in the workplace. PHRS will take appropriate action against any employee determined to be guilty of any such harassment. Violation of the policy is cause for disciplinary action including discharge. PHRS accepts no liability of harassment of one employee by another employee. The individual who makes advances for unwelcoming threats or advances is personally liable of their actions. PHRS will not provide any legal, financial, or any other assistance to the individual accused of harassment if a legal complaint is filed. By accepting employment with PHRS, you understand and agree the terms stated above.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature where:

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

Such conduct unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Specific conduct that constitutes sexual harassment includes, but is not limited to: unwanted sexual advances; requests for sexual favors; sexual innuendo, flirtations or suggestive comments; sexual oriented "kidding," "teasing" or "practical jokes," verbal abuse of a sexual nature; graphic comments about an individual's body; leering; whistling, touching, pinching, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures; display in the work place of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

This type of behavior is unacceptable in the work place, and in any work-related setting outside the work place such as during business trips and business-related social events.

3. Working Hours, Absences, Lateness and Early Departures

PHRS is open from 8:30 a.m. to 5:30 p.m. Monday through Friday. A PHRS representative may be contacted at the office during these times, unless stated otherwise.

As a PHRS employee, you are expected to adhere to scheduled work hours which may vary as needed. PHRS retains the right to modify starting and ending times, as it deems necessary. PHRS employees are also required to start work at promptly as scheduled. PHRS understands that, from time to time, you will need to be late or absent from work due to illness, injury or to attend to personal matters. PHRS reserves the right for our client to replace an employee for any reason including absenteeism or lateness.

If you anticipate being absent or late or need to leave early, you must notify your supervisor on site as well as the agency at the earliest possible time.

It is the responsibility of the employee to start work as scheduled. This means that it is the responsibility of the employee to make preparations for unforeseen events such as bad weather, traffic, or any other type of delay. It is best to arrive at the job site at least 15 minutes before scheduled work hours. . It may sometimes be required that an employee must stay beyond scheduled hours; however, **all overtime must be approved by a PHRS Representative in advance** as client contracts vary

Overtime: PHRS follows all State and Federal Laws regarding overtime. All overtime must be approved by a PHRS Representative in advance. Failure to comply may lead to termination of assignment and employment.

4. Categories of Employment

Employees are divided into the following specific categories or types of employment:

EXECUTIVE MANAGEMENT consists of Company Officers. Company Officers are those persons whom the shareholders (owners) have delegated to manage the company on a day-to-day basis. The President and Executive Vice-Presidents are the Company Officers.

SALES AND STAFFING OPERATIONS MANAGEMENT are those individuals employed to work in the core operations of the business. These positions generally include recruiters, sales representatives, branch manager, credentialing clerks and placement coordinators. The core operation of the business is to recruit and place professionals for temporary assignments according to client customer requests; to sell these recruitment and placement services to potential clients and solicit additional placement requests, and; the administer the necessary activities related to active placements.

Temporary Associate Employees: consist of those individuals who have agreed to accept temporary assignments at PHRS client sites through PHRS. Temporary Associate Employees report to a client work site and take direction and supervision from a client representative on how to perform their day to day tasks according to that client's expectations. All completed work activities are reported back to the client representative. Temporary Associate Employees perform their work at client premises or a location directed by client.

The information contained in this document are for the benefit of Temporary Associate Employees only and does not apply to other PHRS Employment Category employees

5. Compensation

For purposes of salary administration, eligibility for overtime payments and participation in employee benefits, PHRS classifies its employees as follows:

Full Time Temporary Employment- Regular full time is considered to be at least 35-40 hours worked a week.

Timesheets-

A timesheet is a legal document of an employee's hours worked. A timesheet may be acquired through PHRS's website (www.PrecisionHR.net) or through speaking to a PHRS representative.

A legible copy of the employee's timesheet is required for payment. An employee must include his or her name and signature, facility that they worked for, hours worked, lunch or breaks taken, dates they worked on and a supervisor's signature. It is the responsibility of the employee to obtain all of the information that is stated above. No check will be processed without a valid signature from the employee's supervisor.

Please note that forgery on timesheets is unacceptable. Forging a signature and/or changing information after a supervisor has signed are considered falsification of documentation. It will lead to termination and prosecution of the forger. The best practice to avoid forgery after a supervisor has signed a timesheet is to write void through the signed timesheet and fill out a new one with correct information and obtain a new signature.

Timesheet Process-

Copy:

Three copies of the timesheet must be made. The first copy is given to PHRS; the second copy is given to the employee's supervisor for the supervisor's records, and the third copy is kept by the employee for his or her own personal records.

Fax/email:

Timesheets must be forwarded through fax or email. The final deadline is Monday at noon. PHRS's payroll fax number are 888-416-7706. PHRS's payroll email is: info@precisionhr.net.

Verify:

It is the responsibility of the employee to make sure that a timesheet is received. An employee may either call 888-416-4338, or send an email to info@precisionhr.net.

If a timesheet is received late or unsigned, payment will be delayed until the timesheet is received and/or signed.

Pay Day:

Pay Day – You will be paid on a weekly basis every Thursday.

Payroll Options:

PHRS payroll has options in which an employee may obtain payment. We offer direct deposit to people who wish for their weekly checks to be directly deposited into their bank accounts. Without this request, all checks are produced as a live check, which means that they must be deposited manually or can be cashed. An employee may either request to come and pick up his or her check at PHRS's office or they may ask for it to be mailed to his or her house.

5. Performance Evaluations

PHRS may conduct an evaluation for an employee at any time. Performance evaluations may be conducted annually for long term assignments or may be conducted at the end of an assignment. The evaluation process is an opportunity for communication between the agency and the employee regarding how well job responsibilities are performed and identification of development and improvement goals. The process provides the employee with the opportunity to be informed and discuss agency expectations versus management's expectations of how well your job is to be performed.

7. Benefits

PHRS does not currently provide Temporary Associate Employees with any employee benefits, such as health and welfare, paid time off, holiday pay, paid vacation time or paid sick time, other than those statutorily required by law. If benefit plans exist for other PHRS employment categories then Temporary Associate Employees are specifically excluded from those benefits.

Medical and Dental Insurance

PHRS does not currently offer its Temporary Associate Employees Medical or Dental Insurance.

Personal/Sick/Vacation Days

PHRS does not currently offer its Temporary Associate Employees paid personal, sick or vacation days.

401K

PHRS does not currently offer its Temporary Associate Employees a 401K plan

Referral Bonus

PHRS offers a referral bonus. You are encouraged to recommend and refer qualified and experienced professionals who we will consider for appropriate job openings. Contact your office representative to receive details on the current active program.

8 Wages/Accidents/Worker's Compensation

Worker's Compensation

PHRS adheres to State Worker's Compensation law. These laws were designed to provide you with benefits for injury which you may suffer in connection to your employment.

Under the provisions of the law if you are injured at work, you are eligible to apply for worker's compensation. Every employee is protected by worker's compensation. Every injury is covered if it is caused by your job, not just serious injuries but also first aid incidences.

Serious illnesses may also be covered by your job if they are related to your job. For example, common cold and flues are not covered, but if you contracted tuberculosis while working at a tuberculosis hospital, that may be covered. The main question is if the injury or illness is a result of the performance at your job.

Coverage begins at the first minute you're on the job and continues at any time that you're working for PHRS. There is no need to earn any minimum amount of wages before you're protected.

All injuries no matter how slight must be reported to your supervisor as well as a PHRS representative should complications develop later. In an emergency you are required to furnish your supervisor and PHRS a written statement regarding your on the job accident so that we may accurately document your incident so that you may receive all benefits which you are entitled.

Failure to do this may result in loss of benefits. Prompt reporting is key.

Nothing can happen until your employer knows about your injury.

Social Security

The United States government operates a contributory insurance known as social security. By law you are required to contribute a set amount of wages to the trust fund in which benefits are paid. PHRS is required to deduct this amount from each paycheck you receive.

9. Jury/Witness Duty

All Temporary Associate Employee who are called to serve on a jury or testify, as a witness shall be given leave to perform such service. PHRS does not offer Temporary Associate Employee any compensation for this leave.

You are required to submit Court documentation to be eligible for leave and you must notify your supervisor on site as well as a PHRS representative immediately upon your notification of Jury/Witness Duty.

Employees on Jury/Witness Duty leave are expected to report for work during their normal working hours when not required by the Court to be in attendance.

10. Short-Term Disability

PHRS offers short term disability as required by State Law.

11. Personal Appearance and Office Environment

A neat, tasteful appearance contributes to a positive impression you make on our clients. A good, clean appearance bolsters your own poise and self confidence. All employees are expected to use good judgment and wear professional attire during working hours. Employees are expected to be in attire that is appropriate for their position and for the nature of work performed. Employees are expected to use good judgment in their choice of work clothes and conduct themselves at all times in a way that best represents PHRS. Acceptable attire includes suits, dress slacks, button down shirts, closed toe shoes, minimal stud earrings. Examples of non acceptable attire would be jeans, sneakers, tank tops, shorts, open toed shoes, excessive jewelry and excessive makeup. Your work environment is about being professional and representing a professional image.

Good work habits and a neat place to work are essential for efficiency and for presenting a positive image of the company to coworkers and clients. All employees are expected to keep their workplace clean and organized and materials in good working order at all times.

12. Non-Smoking Policy

Smoking is prohibited in all PHRS offices as well as client facilities. Any questions or disputes concerning this policy should be brought to the attention of your PHRS representative.

13. Solicitation and Distribution

In order to prevent interference with work and inconvenience to other, employees may not distribute written or printed materials of any kind, sell merchandise or solicit for financial contributions or for any other cause during working time. Employees who are not on working

time (e.g., breaks or lunch hour) may not solicit employees who are working or distribute written or printed material of any kind in working areas. Non-employees are similarly prohibited from distributing material or soliciting employees on company premises at any time.

14. Personal Belongings

PHRS cannot be responsible for the loss of your personal belongings. Please be careful with your handbags, wallets and other valuables at all times. You can limit what you bring to your workplace.

15. Personal Use of Facility Equipment and Supplies

All client facility electronic information systems are the property of the client. Information systems include, but are not limited to, all associated software or hardware, any on-line services, e-mail accounts, telephone systems, voice mail, or any Internet sites maintained for the company or a client of the company, and all communications and information transmitted by, received from, entered into, or stored in these systems or location, including, but not limited to, data, files, or messages. Personal use of client facility resources is considered unacceptable. **By using equipment for non work related use, your assignment will be terminated.** Cell phones should only be used in the case of emergencies on work hours, and non emergency calls should be made during non work hours.

You are liable for costs associated with your personal use of client equipment. This may include reimbursement for wages paid during this time.

16. Substance Abuse Policy

PHRS believes that the use of illegal drugs and the excessive use of alcohol or legal medications (hereinafter “substance abuse”) is destructive to the individual employees and will undermine the operations of the company and its reputation. Such behavior has no place in the company. Furthermore, the company has a responsibility to its employees and to its clients to ensure that the company conducts its business in a manner that complies with all applicable laws and that its employees conduct themselves in an appropriate and productive manner.

The company reaffirms its policy that the following is strictly prohibited:

- (1) Reporting for work under the influence of intoxicants, including alcohol, illegal drugs or controlled substances; and
- (2) Substance abuse or the possession, sale or distribution of such intoxicants, illegal drugs, controlled substances or related paraphernalia, in any manner during work hours or while engaged in company business or on company property.

Certain client opportunities may require a drug screen prior to the commencement of the assignment. PHRS employees can be subject to drug tests at any time.

17. Employee Misconduct

It is impossible to anticipate every form of misconduct, which might call for discipline including immediate termination. Thus, the following list is not all-inclusive and is only intended to provide you with some examples of unacceptable conduct. Although PHRS reserves the right to decide what discipline is appropriate, misconduct of the following nature will result in immediate termination.

1. Fraudulent, dishonest, disloyal or unethical behavior.
2. Theft, destruction, defacing, misuse, or willful abuse of property belonging to PHRS or another employee.
3. Misappropriation of PHRS or Client funds or credit.
4. Misrepresentation and/or falsification of PHRS and Client documents or records, including time sheets.
5. Sale of, consumption of, or being under the influence of illegal drugs or alcoholic beverages on company premises.
6. Insubordinate conduct, including refusal or failure to comply with a job-related order given by your supervisor.
7. Excessive absenteeism or tardiness.

8. Unauthorized possession of firearms on PHRS and client premises.
9. Failing to maintain the confidentiality of PHRS or client information.
10. Violation of PHRS and client conflict of interest policy.

TEMPORARY ASSOCIATE EMPLOYEE MANUAL

ACKNOWLEDGMENT OF RECEIPT OF YOUR EMPLOYEE MANUAL

I have received the company's manual entitled "PHRS Temporary Associate Employee Manual."

I understand that PHRS reserves the right to modify, revoke, suspend, terminate or change any or all of the policies, procedures or benefits plans described in the manual at any time, in whole or in part, with or without prior notice.

I understand that the manual is not a contract of employment; express or implied, of any kind and that I should not view it as such. I understand that I am employed on an at-will basis and may be terminated by the company or may resign at any time, for any reason, with or without cause or prior notice. I understand that no oral statement by any PHRS representative concerning discipline, termination, job security or any other term or condition of employment is a contract between PHRS and any of its employees.

I understand that PHRS does not offer benefits to its Temporary Associate Employees. With full knowledge and understanding, I hereby expressly waive any claim or right that I may have to such benefits and agrees not to make any claim for such benefits.

I understand that this manual supersedes all prior versions that have been issued and that it will be effective on _____, 201____.

Dated:_____

Print Name:_____

Signature:_____