

## Welcome

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We are delighted to welcome you as an Associate of Stephens Little. We are an established organization with a reputation for quality and service. We offer both permanent, temp to hire, and contract/temporary services, and have many long lasting relationships with some of the finest companies in Dallas. Maintaining these relationships comes from providing a quality service performed by a committed and qualified staff.

As an Associate of Stephens Little, you can meet many new people, be exposed to learning opportunities, and work in a variety of environments. Contract/temporary assignments can also be an excellent bridge while seeking full-time employment.

For the new Associate it is important to understand there is no guarantee that temporary staffing opportunities will be available when you are available; nor is there any guarantee as to the length of assignment. However, as suitable assignments occur, we will refer you to our Clients, and pay you for the hours worked, including deductions required for government payroll taxes.

You will find as you work with Stephens Little that we offer competitive compensation including benefits. This Associate Information Handbook is designed to assist you in making your employment experience with Stephens Little an enjoyable one. Please read it carefully and refer to it as you have questions. Remember, we are as committed as you are to your success.

## Job Assignment

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When we have selected a job assignment for you, your Staffing Consultant will call and discuss the duties, rate of pay, location, hours, anticipated length of assignment, and any other special instructions or requirements. You may accept or decline the assignment. If you accept, it is very important that you make every effort to fulfill your agreement.

If you accept an assignment and are unable to work as scheduled, please notify us as soon as possible. Our ability to maintain relationships with excellent companies is directly affected by the dependability of our Associates. Therefore, anytime you have a problem or question, call us as we are your employer.

# Congratulations from

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**ASSOCIATE  
INFORMATION**

## About Our Company

Since 1985, our organization has successfully provided permanent search and contract/temporary staffing to a wide variety of industries. Specialty groups include Accounting/Finance, IT/Project Management, HR/Sales and Marketing, Administrative/Clerical and work in specialty niche functions. Our experienced staff is committed to providing the best service possible.

## Important Policies and Procedures

1. Wear proper business attire. Grooming and professional dress creates a good image.
2. Always be on time. Arrive early the first day in order to get settled before your assignment begins.
3. Familiarize yourself with and follow all Client company policies and procedures.
4. Avoid making and receiving personal calls. Leave personal items at home. Stephens Little will not be responsible for items taken to an assignment.
5. Communicate any changes in your job assignment to Stephens Little.
6. Call us the day you are to complete the assignment. Failure to notify us of your availability can impact your unemployment benefits.
7. Respect confidentiality by not disclosing, verbally or in writing, any information about our Clients, their business, compensation (your pay rate is not to be discussed with anyone), or any other type of information received while on an assignment.
8. Call us immediately if you are injured on the job.
9. Use of your personal vehicle or Client company vehicle for any work related errands is prohibited. You should not be issued any equipment (cell phone, laptop computer, etc.) from our Clients. Should this occur, contact your Staffing Consultant immediately.
10. Obtain approval in advance from Stephens Little to work overtime hours.
11. Call us immediately if you are going to be unavoidably late, out sick, or cannot fulfill your assignment. If after hours, leave a message in your Staffing Consultant's voicemail.
12. Call us if a Client expresses an interest in hiring you. It will be our responsibility to handle any such discussion on your behalf.
13. Call us if your name, address, or telephone number changes so we can maintain accurate records.

## Vacation Pay

To qualify for vacation pay, an Associate must work 1500 hours within a twelve month period. Forty hours of vacation pay will be paid once qualified. This pay will be determined by the average pay rate for the period.

## Holiday Pay

To qualify for holiday pay, the Associate must work 1200 hours within a twelve month period, and employee must work 32 hours the week of the holiday. Paid holidays are: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day.

## Health Insurance

Information regarding insurance options is available. Ask your Staffing Consultant for further information.

## Software Training

Free tutorials are available to enhance or update your technical skills.

## Referral Bonus

As a way to show our appreciation for referrals, we offer a cash bonus for every individual referred who works a minimum of 80 hours for our organization. Ask your Staffing Consultant for details.

## Salary Review

Reviews are given periodically based on tenure, evaluations, and for special service, at the Client's discretion.

## Drug and Alcohol Policy

Stephens Little and our Clients are committed to maintaining a safe and productive working environment and a drug and alcohol-free workplace. Use, possession, sale, or transfer of illegal drugs, or alcohol while on a job assignment is prohibited and any violation will result in immediate termination. Any Associate taking medications that can cause any degree of impairment must notify Stephens Little.

## Sexual Harassment and Non-Discrimination Policy

It is the policy of Stephens Little that its Associates are afforded a work environment that is free of sexual harassment or any other type of discrimination that violates Title VII of the Civil Rights Act of 1964.

At any time an Associate has a grievance, they should report it directly to Stephens Little management. Complaints will be taken seriously and investigated immediately. The Associate will have the opportunity to give a full account of the incident or incidents that occurred.

## On the Job Injury Policy

Should you be injured while working on the job as our Associate, you are to phone us immediately. If you are not able to call, have the on-site supervisor or your emergency contact person inform us of any injury. Our Worker's Compensation insurance firm takes over at that point and they will contact you regarding medical treatment and benefits.



Visit us at [www.stephenslittle.com](http://www.stephenslittle.com)