
Conditions of Employment

Thank you for visiting POPULAR STAFFING, div. of Chi Group of Companies, Ltd. We appreciate the time you have taken to complete our application. POPULAR STAFFING takes pride in our employees and in providing safe and healthy work environments. In order to ensure your safety and success while on an assignment, we ask that you read and follow the guidelines provided below..

1. Once I accept a job assignment, POPULAR STAFFING guarantees the client company that I will be at the job assignment as scheduled. I understand that I must notify POPULAR STAFFING if I am unable to work as scheduled. This notification must be made one (1) hour prior to my scheduled start time and can be communicated to POPULAR STAFFING 24 hours a day, 7 days a week. In the event of an emergency or traffic delay, I must contact POPULAR STAFFING as soon as possible and upon arrival to assignment. Failure to notify POPULAR STAFFING in this manner will result in termination of my employment.
2. Each assignment will have a probationary period of two weeks. No unexcused absences are permitted in this probationary period. If an unexcused/tardiness occurs within the first two weeks of a new assignment, including assignments lasting less than two weeks, termination of my employment will result.
3. Following the Probationary Period: Two (2) unexcused absences are permitted per year. The third (3) unexcused absences will result in termination. Documentation is required for an absence to be considered excused. Examples of documentation include: doctor's excuse, court documents, obituaries and traffic/auto related documents. An unexcused absence is defined as an absence, tardiness or time off work without documentation.
4. Some assignments have attendance policies specific to the client company. Client's policy will be provided to you in writing upon placement to each new assignment and will be used in conjunction with Popular Staffing's' attendance policy. This policy may require me to contact the client in the event of tardiness or absence. I am still required to contact POPULAR STAFFING each time I am tardy or absent. Failure to contact POPULAR STAFFING in this manner will result in termination of my employment.
5. I may not contact the client directly unless specifically instructed to do so. Once my assignment is completed, I am prohibited from contacting the client or returning to client locations for a period of 12 months following the end of my assignment with a client, I am not permitted to apply for employment with that client unless I receive permission directly from my POPULAR STAFFING coordinator. For a period of 12 months following the end of my assignment with a client I am not permitted to apply for employment with that client or any of its subsidiaries, or provide services to that client through any other agency organization.
6. I am required to contact my POPULAR STAFFING coordinator within 48 hours of the end of an assignment. I am also required to contact POPULAR STAFFING every week to announce my availability for work. Failure to contact POPULAR STAFFING in this manner will result in termination. I am required to maintain updated contact information on file at all times. If POPULAR STAFFING has left two (2) messages for me and I do not return the call, my employment will be terminated.
7. I understand that POPULAR STAFFING requires a two-day notice prior to leaving a temporary assignment, which is not scheduled to end. Prior notice allows the POPULAR STAFFING staff to find a replacement. In the event I do not give at least a 2-day notice, I understand that my hours yet to be paid will drop to the current minimum wage per hour and my employment will be terminated. Once notice of resignation is given to POPULAR STAFFING, I am required to be at work as scheduled. If I am tardy or absent, I will not be permitted to work out the remainder of my notice, and I will not be eligible for continued placement with POPULAR STAFFING.
8. If I were to become injured on the Job, I must notify my immediate supervisor, ensure that both a client and POPULAR STAFFING injury report is filled out completely and that POPULAR STAFFING is notified with 24 hours. If I do not notify POPULAR STAFFING, I may jeopardize any claim I have for injuries. I understand that POPULAR STAFFING offers light and transitional duty assignments that will accommodate most restrictions if I cannot return to full duty immediately. With the beginning of each light or transitional duty assignment, a new probationary period will begin. Failing to call off or show up on the first day or any day during a light or transitional duty assignment will result in the termination of my employment with POPULAR STAFFING. If I refuse a light or transitional duty assignment, I understand that my workers' compensation benefits will cease immediately. I must present a medical excuse for every medical appointment relating to my injury, or it will be considered an unexcused absence and I will not be compensated for the time away from work.
9. While on assignment with a client, I am a representative of POPULAR STAFFING. I am expected to represent POPULAR STAFFING in a professional manner at all times. The following actions are unacceptable and will be grounds for disciplinary action up to and including termination: unauthorized removal of company property, use of abusive or threatening language, indecent conduct, violation of safety rules, refusal of work, horseplay, physical/verbal assault of other employees or supervisors, refusing to submit to or failure of a pre-employment, post-accident or random drug/alcohol screen, comment or act sexual in nature against anyone in the workplace, sleeping on the Job, possession of dangerous or illegal weapons, intoxication, falsification of application/timecards and or discussion of wages. This list is not all encompassing and once hired, I become an at will employee of POPULAR STAFFING. In the state of Ohio, this means that I may be terminated at any time for any reason.
10. As an employee of POPULAR STAFFING, I may be offered many different options for temporary assignment. In the event that a client company (introduced to me by POPULAR STAFFING) offers me a permanent position, I must complete 720 hours with that company, after which I am no longer obligated to POPULAR STAFFING. Should the client company, any affiliate or any company working with them and I wish to enter into a permanent employment agreement, prior to the arrangements made through POPULAR STAFFING, or for period of 12 months following the end of my assignment, the client company and I will be held responsible for the corresponding liquidation fee.

We feel it is best to begin our working relationship with the understanding of what is to be expected. By signing below, I acknowledge that I have read and understand the above conditions and agree to abide by these stated employment terms at all times.

Employee Signature:

Date:

Printed Name: