



TEMPORARY EMPLOYEE ORIENTATION

WELCOME to Pacific Placement Group! W-4, I-9, and policy forms attached must be reviewed and completed when you begin your first assignment.

TIMESHEETS: Use a separate timesheet for each assignment and week worked. Both you and the client's authorized supervisor must sign timesheets. The timesheet may be printed from our website, www.pacificplacement.com

PAYDAY: Payday will be the following Friday of the week worked. Fax your timesheet to (415) 394-5966 by every Tuesday noon. Note: if you finish an assignment mid-week, fax the timesheet on your last day. Checks may be picked up after 4:00 pm on Thursday at 260 California St., Suite 801. If you wish your check mailed, please note appropriate box on timesheet.

AVAILABILITY: Call once a week to let us know your availability to get on our priority list.

ON THE JOB: Arrive on time and always schedule your lunch hours and breaks as requested by the client. Use your break time to make any personal phone calls. Please leave all cell phones off while you are working. Do not use client's computer for personal use (e-mails, internet etc.). Dress appropriately for the client's dress code. Be flexible-- often a temporary is requested for a backlog of work or special project. Your willingness and enthusiasm to get the job done may get you requested for a longer assignment. If your job description should change, notify us so that any adjustment in pay rate may be made. If the length of your assignment changes (either shorter or longer), please also notify us. Overtime must be pre-authorized by client.

YOU ARE OUR REPRESENTATIVE: We have high standards for referring applicants to our clients. That's one of the main reasons our clients continually utilize our service for their temporary needs. Remember, you are our representative and your professionalism will reflect not only on yourself, but also on our service.

EMERGENCIES AND PROBLEMS: If you are unable to report to work or will be late, please call Diane Alper on her cell @ 415-823-5426, or call our main number @ 415-989-0542. We will advise the client.

Jane Groner, CEO

260 California St.
Suite 801
San Francisco
CA 94111

415-989-0542
415-394-5966 fax

www.pacificplacement.com



EQUAL EMPLOYMENT OPPORTUNITY POLICY
January 2007

Pacific Placement Group wishes to affirm its position regarding equal employment opportunity for all applicants and employees. This company's policy is not to discriminate against any applicant or employee for employment because of race, color, sex, religion, ethnic or national origin, age, disability (including persons infected with the HIV virus or persons with AIDS), veteran status, marital status or sexual orientation. The company also makes reasonable accommodations for handicapped or disabled employees. Requests for such reasonable accommodation should be made to our CEO, Jane Groner. This policy applies to all areas of employment, including recruiting, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs, and includes the provision that no employee shall harass any other employee on any of the basis listed above. Any incident of harassment, including work-related harassment by company personnel or any other person, should be reported to our CEO, Jane Groner, who will investigate the matter.

Pacific Placement Group also complies with Title 8, United States Code, Section 1324A, which require employers to verify employment eligibility of individuals hired after November 6, 1986 (Form I-9, Employment Eligibility Verification Form).

It is the responsibility of every employee to cooperate with this policy. Our CEO acts as the Equal Employment Opportunity officer for the company.

Jane Groner
CEO

I HAVE READ AND UNDERSTAND THE EQUAL EMPLOYMENT OPPORTUNITY POLICY AND THE POLICY AND PROCEDURE REGARDING HARASSMENT.

Name

Date

Signature

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To All San Francisco Temporary Employees:

Proposition F was recently passed giving sick leave pay to all workers in the city of San Francisco as of February 5, 2007. Please review the attached summary regarding this benefit and give us a call if you need any clarification.

The accrual for paid sick leave will begin 90 calendar days from first day worked.

YOU WILL BE ENTITLED TO ONE HOUR OF SICK PAY PER 30 HOURS WORKED.

Note: you must indicate any sick leave time on your time slip.

Another provision of this proposition allows you to name a Family Member or Designated Person when those are ill, injured, or receiving medical care.

Please sign below to acknowledge the receipt of this notice and return a copy to Pacific Placement Group, Inc. Also, you may name a Family Member or Designated Person below. And again, please contact us if you have any questions.

Jane Groner
CEO

Employee Name

Date

Family Member/Designated Person

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Safety Policy Statement

It is the policy of Pacific Placement Group that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Our program will cover, and we will provide training to, all workers who perform work on our premises, including non-employees whom we control or direct and directly supervise on the job.

If anyone is ever in doubt about how to do a job safely, it is his or her duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstances, except for an emergency, should an employee leave without reporting an injury that occurred.

When you have an accident, everyone loses; you, your family, your fellow coworkers, and the company. Please work safely. It is good for everyone.

Name

Date

Signature

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POLICY AND PROCEDURE REGARDING HARASSMENT
January 2007

Pacific Placement Group strongly disapproves of any form of harassment in the workplace, including sexual harassment, and encourages all employees to assist in the prevention of any form of harassment.

Any employee who believes he or she has been harassed by a co-worker, client, or customer or one of their employees, supervisors or agents of Pacific Placement Group should promptly report the facts of the incident or incidents and the names of the individuals involved to our CEO, Jane Groner. Employees harassed while on temporary assignments should also report the harassment to their temporary assignment supervisor. Jane Groner will investigate all such claims. Any employee who observes any act or acts of harassment shall report that activity as well. An investigation will be conducted and maintained as confidential as reasonably possible under the circumstances.

Sexual harassment may include the making of unwanted sexual advances and requests for sexual favors where employment or employment benefits are conditioned upon acquiescence. In addition, it may include language, gestures or materials of a sexual nature, which unreasonably interfere with an employee's job performance, or creates a hostile or offensive work environment.

Should you have any questions concerning Pacific Placement Group's policy or procedures, please contact Jane Groner. Pacific Placement Group specifically prohibits retaliation against any employee who has reasonably reported or complained of harassment.

Jane Groner
CEO

*I HAVE READ AND UNDERSTAND THE EQUAL EMPLOYMENT OPPORTUNITY
POLICY AND THE POLICY AND PROCEDURE REGARDING HARASSMENT.*

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Signature

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