



## **All About Temping**

Welcome to ICI Staffing and to a career filled with opportunities. We are dedicated to helping you find employment, whether it is temporary or permanent. It is nice to have you with us!

We serve many of Chicago land's leading businesses that can help you make the most of what you have to offer by broadening your career skills as a representative of our company. Your success with us depends on your efforts on the job. Our staff is available to answer any questions or concerns. This document contains information that you should know! Please keep it handy for future reference.

## **Assignments**

When you accept an assignment, it is important for you to know that we (ICI) are your employer. We expect you to be as committed to serving our clients as we are to serving you.

When you accept an assignment, we will give you the following details:

- Job description
- Client's name, address & phone number
- Directions to location (if needed)
- "Report to" contact's name
- Hourly pay rate
- General Information as needed
- Approximate length of your assignment. We do not guarantee the length of your assignment at a specified location.

## **Wages**

Your rate of pay is based on the level of skill required and your qualifications. The rate of pay will be established before the assignment begins.

In order to ensure that your paycheck is ready on time, we must have a signed timesheet from each assignment you worked for the week by the following at 10am Monday.

We will deduct social security, state and federal taxes for you. Paychecks are usually ready Wednesday after 3:00 p.m. for the previous week's work. Some holidays, which fall on a Monday, may cause your check to be delayed by a day. Checks can be picked up, direct-deposited to your bank or will be mailed.

If your address has changed, you must notify ICI, verbally or via email. If your check is lost in the mail, a Stop Payment Charge of \$32 may apply. With that in mind, we advise that you pick up your check or request direct deposit. All paid hours are on-the-job hours and are paid in ¼ hour increments. Overtime is paid after 40 hours of work at 1 ½ times your rate of pay.

## **Holiday Pay**

You will be paid your average daily hours, up to a maximum of 8 hours for the following days after you have continuously worked 13 weeks prior to that holiday. If your assignment requires you to work the day before or after the holiday, you **MUST** be in attendance to the assignment in order to earn holiday pay.

Memorial Day

Labor Day

Christmas Day

4<sup>th</sup> of July

Thanksgiving Day

New Year's Day

If the Holiday falls on a weekend, you will be paid for the Holiday on the following week's check.

### **Vacation Pay**

2 weeks, paid after working continuously for 1 year, based on your average hours and rate of pay, up to a maximum of 40 hours a week.

### **Timesheets**

Make sure you have a timesheet before the day of your first assignment. If not, call (312) 667-0213 to request one.

All temp forms are on our website at [www.icistaffing.com](http://www.icistaffing.com) under "Temp."

Our work week begins on Monday and ends on Friday, unless your assignment requires weekends.

Be accurate when totaling your hours, deducting lunch time and breaks taken.

Include your signature and indicate if the check is to be mailed, picked up or direct deposited.

It is your responsibility to complete your time sheet and have it signed by your supervisor or an authorized supervisor.

Timesheets are turned in weekly or on the last day of the assignment. You can send your timesheet via email to the Office Manager, Sylvia Krzyk at [sylvia@icistaffing.com](mailto:sylvia@icistaffing.com), or bring it to our office no later than 10:00 a.m. Monday.

Write legibly and accurately. Incorrect information or failure to turn in your timesheet on time will result in a delay in receiving your paycheck until the following week.

### **Policies and Procedures**

You must call and let us know when you have arrived on the first day of your assignment.

**\*Personal use of computers, accessing the internet for personal emails and personal phone calls are strictly prohibited and could be cause for your assignment to end.**

**\*Cell phones should not be seen or heard when on an assignment.**

If our client approaches you about a permanent position, let us know and also ask your supervisor to call our office. We'll handle all the details with your best interest in mind.

Our office hours are 8:00 a.m. to 5:00 p.m. We have a 24-hour voicemail if you need to call after hours and weekends. Our Temp Manager does receive emails forwarded to her cell.

If you are unable to make an assignment, or will be late, call (312) 667-0213 immediately. If calling before business hours, leave a detailed message and email our Office Manager, Sylvia Krzyk, at [Sylvia@icistaffing.com](mailto:Sylvia@icistaffing.com). Please call again during business hours to make sure we received your message. It is wise for you to also call the "report to" contact at your assignment.

If you are having a problem or challenge while on an assignment, please advise your Temp Manager immediately-we can't help you if we don't know what is wrong.

### **FYI and Success**

- Always be on time
- Dress professionally
- Listen carefully to the instructions
- Proofread your work

- Use of personal phone calls should only be made on your lunch hour
- Cell phones should be put away and on silent
- Do not surf the web or load any personal documents on our client's PC
- Do not install any programs on our client's PC unless instructed
- Never discuss your rate of pay
- Notify us of any address or phone number changes

**We appreciate your referrals!**

When you wish to refer someone to ICI, provide your ICI Recruiter with their name and number; if we are able to secure for them a permanent position or temporary work of 100 hours or more, you will receive a \$50 referral bonus!