



**Congratulations on starting your employment with Alan J. Blair Personnel! We are excited to work with you. Please read the following information carefully.**

**Temporary Employment:**

As a temporary employee of Alan J. Blair Personnel Services, Inc. you are employed on an hourly basis. Be sure to enter your hours and breaks correctly to ensure you are paid for all hours worked.

**Overtime:**

In accordance with the California Labor Law, you are paid Overtime at one and one-half times the regular rate of pay for all hours worked in excess of 8 hours up to and including 12 hours in any workday, and for the first 8 hours worked on the 7th consecutive day of work in a workweek; and Double the regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of 8 on the 7th consecutive day of work in a workweek.

For the purposes of calculating overtime, the workday begins at 12:00 a.m., and ends at 11:59 p.m., and the workweek begins on Sunday at 12:00 a.m., and ends the following Saturday at 11:59 p.m.

All Overtime MUST be approved by the client beforehand.

**Breaks:**

In accordance with the California Labor Law, you are entitled to one paid Rest Break of 10 minutes for every 4-hour work period (or major fraction of a work period) you work. However, if your total daily work time is less than 3 ½ hours, you may not receive a rest break.

If you work more than 5 hours in a work period are entitled to a 30-minute work free Meal Break. Any breaks 30 minutes or longer are unpaid and must be entered on your timesheet. Your first meal break must begin before the end of the fifth hour of work.

All break times must be discussed and approved by the client. You can decide not to take a Meal Break but this must be approved by the client.

**Availability:**

Please keep us informed of your availability. You may call or email as often as you like to let us know that you are available to work. The best times are early mornings and late afternoon. Also, please inform us when you take an assignment from another agency that will last longer than a week.

**Time Cards:**

Before you start your first assignment you will receive a text with a link to download the Zoho Workerly App. where you can log in your hours and submit them to the client. This can be done either online or on your smart phone. Timecards must be entered by you and approved by the client by the end of the last day of your work week.

All hours must be submitted by you before you finish your last shift for the week.



**Pay Checks:**

If your time card is submitted by you and approved by the client by 10:00am on Monday, your pay will be deposited into your account the following Friday after the work week. If you have not completed a Direct Deposit Form your check will be mailed to the address listed on your W4.

You can access your weekly pay stubs and tax information by logging into [www.paychexflex.com](http://www.paychexflex.com).

**Dress:**

Please dress professionally for all assignments unless otherwise instructed.

**Punctuality:**

Be on time for all assignments. If you are going to be late notify us as soon as possible and we will call the client.

**Health Expenditure:**

In accordance with the city of San Francisco if you work an average of 8 hours per week (or more) we pay into the Healthy San Francisco Option quarterly starting on your 3-month anniversary. They will mail / email you information on how to set up your account at the end of each quarter. You can learn more at [www.healthysanfrancisco.org](http://www.healthysanfrancisco.org).

**Commuter Benefits:**

We offer commuter benefits in the form of tax-free dollars collected from your weekly paycheck and reimbursed in your Net Pay. Complete and return the Commuter Benefits form if you would like to utilize these tax-free dollars.

**Sick Time:**

You start accruing 1 hour of Sick Time for every 30 hours worked starting on your 3-month anniversary. If you are ever sick please call us before your scheduled shift so we can coordinate coverage with the client and let Paychex know you will be using any accrued Sick Time hours.

**W-2 Forms:**

In order to receive a W-2 at the end of the year please ensure you have entered your correct address with PaychexFlex.com.

**Welcome to Alan J. Blair. We look forward to working with you.**

**Bradford Mattin**

**(415) 315 2068**

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