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# TFI RESOURCES

## EMPLOYMENT POLICIES AND APPLICATION FOR EMPLOYMENT

**TFI RESOURCES WILL BE THE EMPLOYER OF RECORD FOR YOUR CURRENT WORK ASSIGNMENT. Please read and complete this document carefully, then sign and return one copy to TFI Resources.**

### APPLICATION FOR EMPLOYMENT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address (Number, Street, City, State, Zip Code) \_\_\_\_\_ Apt No. \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Mobile/Pager/Other # \_\_\_\_\_

Referring Recruiter or Staffing Company **180 NORTH**

Job Title: \_\_\_\_\_ Job Description:  Office/clerical  Office/professional  Other

If Other (please describe) \_\_\_\_\_

Are you legally eligible for employment in this country?..... Yes  No  
 Have you ever pled "guilty" or "no contest" to, or been convicted of a felony? ..... Yes  No

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Please attach a separate page providing additional information.

### EMPLOYMENT POLICIES

#### ATTENDANCE

Please report to and leave from work at the times specified by the client company. Absenteeism and tardiness can be considered misconduct. In the event you will be late or absent, please notify the client company at least one (1) hour before your scheduled arrival time. Absences due to medically verifiable illnesses, jury duty, and military leave are acceptable in moderation with valid documentation.

#### CONFIDENTIAL INFORMATION/PRIVACY

Employees must exercise care in reference to all confidential information of the client company. Information may not be taken, copied or communicated to other parties. Office equipment and work areas are for business use and are subject to the rules and regulations of the client company.

#### DISCIPLINARY ISSUES

Failure to act appropriately is considered misconduct. You should follow the client company's "house rules" while on assignment. Use of offensive language, illegal drug or alcohol use, absenteeism, tardiness, harassment and/or violence are considered disciplinary issues and may result in termination.

#### DRUG POLICY

The use, sale, or possession of illegal drugs or alcohol on the premises of the client company is strictly prohibited. Random drug tests and/or reasonable searches for drugs may be conducted by the client company or TFI Resources. Refusal to submit to a drug test or search may be cause for termination.

#### PAYDAYS/PAYCHECKS

- *For all weekly/bi-weekly and hourly employees:* Payday is Wednesday (every other Wednesday for bi-weekly employees) unless Wednesday is a holiday, in which case payday will be Thursday. Checks can be mailed to your home, direct deposited into your bank account, or picked up at the office of TFI Resources after 12:00 noon on Wednesdays. **Timesheets must be received by 12:00 noon on the preceding Monday to guarantee timely check processing.** You should call the office of TFI Resources to confirm receipt of your time sheet.
- *For semimonthly or salaried employees:* Pay periods are from the 1<sup>st</sup> through the 15<sup>th</sup> of each month and from the 16<sup>th</sup> through the last day of each month. Paydays are on the 17<sup>th</sup> and the 2<sup>nd</sup> of the month, respectively. Checks can be mailed to your home, direct deposited into your bank account, or picked up at the office of TFI Resources after two (2) business days following the receipt of your timesheet. You should call the office of TFI Resources to confirm the receipt of your timesheet.
- **NOTE: Your paycheck cannot be picked up by anyone other than you without prior written consent to TFI Resources. TFI Resources is not responsible for lost, stolen, or mailed checks not delivered by the U.S. Postal Service. TFI requires a**

**one (1) week waiting period before reissuing a paycheck. If you request a check to be reissued before the waiting period has passed, there will be a \$15.00 replacement fee deducted from the paycheck.**

**FORM W-2**

TFI Resources will issue a Form W-2 by January 31<sup>st</sup> of next year for your tax records. **If you move during the year, please notify us of your change of address.** If you need to change your W-4 or update your employment records with new information, please call our office.

**COMPENSATION**

Hours worked that require payment of overtime wages will be paid at time and one-half unless you are classified as exempt from overtime laws and regulations. **You should obtain your job site supervisor's approval to work overtime. Your time sheet must reflect actual hours worked.** Bonuses, severance pay, parking or toll reimbursements, vacation or holiday pay, and sick leave are not paid by TFI Resources except in instances where the client company agrees to reimburse TFI for these expenses. Deductions will not be made from paychecks unless authorized. In the event of time sheet error or miscalculation, paychecks may be adjusted to reflect actual hours worked.

**BENEFITS**

TFI Resources does not offer group insurance, a pension plan, paid holidays or paid vacations. Individual health plans, dental and vision discounts, and credit union membership are available to temporary and contract employees. More information is available upon request.

**USE OF MOTOR VEHICLES**

Without prior written consent from TFI Resources, the driving of personal or company motor vehicles while on assignment is strictly prohibited. The use of personal or client company automobiles or trucks shall be solely at your risk and the client company. Consent from TFI Resources shall be contingent upon a review of your driving history and evidence of adequate liability insurance.

**SAFETY/REPORTING INJURIES**

It is the responsibility of each employee to become familiar with the safety and emergency procedures of the client company. Any job related injury should be reported immediately to the job site supervisor and to the office of TFI Resources. **If any job related injury or illness is not reported as soon as possible, reimbursement for medical claims may be denied.** It is important that you report any unsafe working conditions to the office of TFI Resources.

**DISCRIMINATION**

TFI Resources is an Equal Opportunity Employer and complies with all state and federal laws regarding discrimination. Please inform TFI Resources of any instance in which you believe that you may have been subjected to discrimination.

**SEXUAL HARASSMENT**

Inform TFI Resources promptly if you are sexually harassed or accused of harassment on the job. Harassment is defined by the Equal Opportunity Commission as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct enters into employment decisions and/or the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment."

**EMPLOYMENT TERMINATION**

Please be aware that your employment is "at-will." Either the employer (TFI Resources) or you may terminate employment at any time with or without cause. Termination may occur with little or no notice. **Before filing a claim for unemployment benefits, you are required by law to contact TFI Resources or your recruiter/staffing company regarding your availability for other assignments. Failure to do so may result in a denial of unemployment benefits.**

**EMPLOYEE/EMPLOYER ACKNOWLEDGEMENT**

**I understand and acknowledge that TFI Resources is my employer of record for my current temporary or contract work assignment. TFI is responsible for all employment related responsibilities including payroll, payroll taxes, unemployment claims, and workers' compensation insurance. I understand that I am not an employee of any recruiting firm who may have referred me to TFI Resources; and I am not an employee of any client company where I may perform a temporary or contract work assignment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**NOTE:** These employment policies are a guideline and are not intended to imply any contractual rights. They may be changed or modified by TFI Resources at any time without prior notice. Your signature constitutes understanding, acceptance and acknowledgment of the policies stated. Please keep a copy for your records. If you have any questions regarding these policies, please call TFI Resources at (713) 975-7576.