



**TEMPORARY ASSOCIATE  
HANDBOOK**

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## **Confidentiality Agreement for Temporary Associates**

By signing the Receipt of Temporary Associate Handbook Acknowledgement form and as a condition of your assignment by J. Morrissey & Company, Inc. to Client, you agree to the following:

Temporary Associate Confidentiality Agreement:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at Client or which I learn about during such assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to Client or its operating methods and procedures that come to my attention as a result of this assignment.

Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of Client.

I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by J. Morrissey & Company, Inc.

## **Equal Employment Opportunity and Anti-Harassment Policies**

By signing the Receipt of Temporary Associate Handbook Acknowledgement form you have received, read, and understand the following:

The following are policies made by J. Morrissey & Company in regards to *Equal Employment Opportunities* and *Anti-Harassment*. Such policies are to be respected and adhered to by all Client Companies and persons (e.g., applicants, candidates, vendors, and clients) engaged in business with J. Morrissey & Company. In the event that such policies are not adhered to, J. Morrissey & Company agrees to comply with a full investigation of the behavior in question.

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at J. Morrissey & Company will be based on merit, qualifications, abilities, and background with the Company. J. Morrissey & Company does not discriminate in employment opportunities or practices on the basis of age, race, color, religion, sex, nation origin, citizenship, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.

J. Morrissey & Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including, but

not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring such issues to the attention of their immediate supervisor or the Chief Operating Officer at J. Morrissey & Company.

Employees can raise concerns and make reports without fear or reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Any concerns will be handled in a confidential and timely manner. All complaints of discrimination will be investigated and dealt with appropriately.

### **Sexual and Other Unlawful Harassment**

J. Morrissey & Company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Chief Operating Officer (COO). If the COO is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately

contact the Chief Staffing Coordinator. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Chief Operating Officer at J. Morrissey & Company or any member of management who will handle the matter in a timely and confidential manner. All complaints will be investigated and dealt with appropriately.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Temporary Associate Guidelines

By signing the Receipt of Temporary Associate Handbook Acknowledgement form you confirm you have read, understand and agree to the guidelines set forth to represent J. Morrissey & Company as a temporary associate. You acknowledge that you have been given a copy of the Temporary Associate Guidelines for your records to refer to should you have any questions.

**Eligibility for Assignments:** After you have been selected to represent J. Morrissey, you will be notified of assignments as they occur. Please keep in mind that we do not have full control over the amount or frequency of available work. You may check in with us on occasion, but be assured we will contact you if we have work that meets your qualifications and availability.

**Accepting Assignments:** You have the option to accept or decline an assignment. If you should decline an opportunity, it is helpful for us to know why, so that for future consideration we may have a better understanding of the work that you are seeking. Once you have accepted an assignment, you are expected to commit to the duration of that assignment, as well as the hours that are required. We will provide you with location and directions to the assignment, hours, pay rate, dress code, and any additional information that may be applicable. Please be aware of how accepting or declining assignments may possibly affect any unemployment insurance benefits for which you may be eligible.

**Attendance:** As of the first day you begin your assignment, you are an employee of J. Morrissey. It is expected that you will be in full attendance throughout the duration of the assignment. As an employee, it is your responsibility to contact J. Morrissey as early as possible for any absence, tardiness, or illness. **If you are unable to go to work for any reason or will be arriving late, it is your**

**responsibility to contact both J. Morrissey and the supervisor you report to at your assignment as to your situation.** Except in extreme cases of emergency, you are expected to speak directly to a J. Morrissey representative (not leave a message). Third-party calls (calls placed by anyone that isn't you) will not be recognized as excused absences. In the event that you should need to get in touch with one of us outside of regular business hours, please leave a message on our voicemail.

**Employee Conduct and Work Rules:** It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and on the client's premises. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment: Theft or inappropriate removal or possession of property; Falsification of timekeeping records; Working under the influence of alcohol or illegal drugs; Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty; Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of employer-owned or customer-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in prohibited areas; Sexual or other unlawful or unwelcome harassment; Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace; Excessive absenteeism or any absence without notice; Unauthorized disclosure of business "secrets" or confidential information; Unsatisfactory performance or conduct. Employment with J. Morrissey & Company is at the mutual consent of J. Morrissey & Company and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Employee also must learn and follow the rules from the client when on assignment. **Since this is a temporary assignment, neither J. Morrissey nor the client will be responsible for your personal items left behind.**



**Jury Duty:** J. Morrissey & Company encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Once the jury clerk dismisses you, please have them time stamp and sign your jury duty summons. Call J. Morrissey & Company once you have been dismissed so you can discuss returning to your assignment. If your assigned assignment does not need you for the remainder of the day and you wish to fulfill standard work hours you may be asked to complete a different assignment for that day in order to be paid.

**Ending an Assignment:** When working on a temporary assignment, please keep in mind that a client may end your assignment at any time, for any reason. Whenever possible, J. Morrissey will notify you of the expected end date of the assignment. If you should be offered a permanent position from your own search during a temporary assignment, please notify us as soon as possible so that we can find a replacement. **A two week notice is required if you are planning to end an assignment regardless of the reason.** Should an assignment end, please notify J. Morrissey right away of your availability. Once you have ended an assignment, it is expected that you will not contact or return to the client site, unless requested to do so by J. Morrissey.

**Being hired by the Client:** J. Morrissey has specific terms and conditions with our clients for hiring temporary employees. These specifications are designed to ensure that our temporary employees receive the best offer possible. Should a client discuss the possibility of hiring you, please inform them that because you are an employee of J. Morrissey, they should contact their J. Morrissey representative to discuss the process. We ask that you also contact

us during that time. We want to ensure that we use our expertise to help you advance your career.

**Getting Paid:** As an employee of J. Morrissey, it is your responsibility to arrive at an assignment each week with a J. Morrissey time card, to fill it out completely, have it signed by your supervisor, fax it, email it or drop it off to J. Morrissey by the end of the workday on each **FRIDAY**. Please call J. Morrissey to confirm that it was received. Failure to receive confirmation of an approved time card by the **FRIDAY** deadline will result in your check being processed the following week. Note: in the event that you are scheduled to work weekends, please call J. Morrissey to let us know that your timecard will be late. In this case, we will be able to accommodate you.

When filling out your time card, please make sure that it is complete before sending it to us. It must contain your name, address, dates worked, company name and address, hours worked, weekly hours, and Client Company's signature. Please round all hours to the nearest quarter (".25"). For example, if you worked 30 hours and 43 minutes, round it off to 30.75.

If you would like your check held at our office so that you can pick it up, please check the "**Hold Check**" box on your time card. Otherwise, we will mail it to your home address. If you request that your check be held, please pick it up before 5 pm on Thursday. Any remaining checks will be automatically mailed out Thursday evening. We highly recommend that you elect direct deposit. You will be provided with a form to complete for this option. It typically takes two weeks for direct deposit to take effect (during that time you may choose to pick up your check or have it mailed to your home), and it will be electronically transferred to your account on Thursday mornings. **Please be advised that it is your responsibility to notify J. Morrissey of any changes to your name, address, or personal banking information that may affect the receipt of your check in the mail, or the transmission of**

**direct deposit. Failure to do so may result in the delay of receiving your pay. Please check with J. Morrissey for any changes to the payroll schedule that may occur during holiday weeks. You are also responsible for making sure that J. Morrissey has your up to date payroll information.**

**Dress Code:** As an employee of J. Morrissey, it is expected that you will present yourself in the most professional manner possible. When you accept an assignment, you will be informed as to the expected dress code for that client. Please keep in mind that unless otherwise specified, jeans, sneakers, open-toed shoes, low-cut or midriff-baring blouses, t-shirts with writing, or mini skirts are never acceptable forms of attire (regardless of what the client's employees may be wearing). If you have a question regarding dress code, please contact a J. Morrissey representative.

**Use of Office Equipment:** It is expected that you will only use the client office equipment as required to perform your job. Use of client phones for personal calls should be for emergency purposes only. Use of client computers for personal projects, or internet for non-assignment related use is strictly prohibited, even if during a break (regardless of what the client's employees are allowed to do). Please do not ask to use any client equipment for personal use, unless it is an emergency.

**Cell Phones:** *The appearance and/or use of cell phones at any time while on a client site is strictly prohibited.* If you must have a cell phone with you, it must be kept completely off during work times (not even on vibrate), and must be kept completely out of site (in a closed purse or briefcase, not on the desk or on your belt). Should you need to use your cell phone, it may only be done during an approved break, and only in a non-work area (i.e. outside of the building). Cell phone rules apply to J. Morrissey employees, regardless of what the client's employees are allowed to do.

**Medical Insurance:** J. Morrissey offers a health insurance package for you and your dependents after one year of service maintaining 30 hours per week. The cost and the coverage comply fully with the ACA (Affordable Care Act) guidelines. Upon eligibility, you will receive a packet with full details and options.

**Referral Bonuses:** Any temporary employee of J. Morrissey, who is currently employed with us, is eligible to receive a referral bonus. To qualify, refer a candidate to us, and once that candidate has completed 100 hours of work through J. Morrissey, you will receive a bonus of \$50.00.

**Accident reporting:** Any injury at work – no matter how small – must be reported immediately to your supervisor and receive first-aid attention. Serious conditions often arise from small injuries if they are not cared for at once. Please contact J. Morrissey within **8 hours** to report the injury.

**Safely rules and guidelines:** To ensure your safety and that of your co-workers, please observe and obey the rules and guidelines appropriate to the general populace or specific job. Observe and practice the safety procedures established for the job. Your work location should be kept clean and orderly. Clean up spills to avoid slips, close draws, do not over lift and know where all fire exits are located.

**Confidentiality:** Employees who improperly use or disclose trade secrets and/or confidential information from either J. Morrissey and /or its clients will be subject to disciplinary action, up to and including termination of employment, even if the employee does not directly benefit from the disclosed information.

## **Benefits Waiver for Temporary Associates**

By signing the Receipt of Temporary Associate Handbook Acknowledgment form, you agree to the following:

In consideration of my assignment to Client by J. Morrissey & Company, Inc., I agree that I am solely an employee of J. Morrissey & Company, Inc. I further understand and agree that I am not eligible for or am entitled to participate in or make any claim upon any benefit plan, policy, and practice offered by Client, its parents, affiliates, subsidiaries, or successors to any of their direct employees, regardless of the length of my assignment to Client by J. Morrissey & Company, Inc. and regardless of whether I am held to be a common-law employee of Client for any purpose; and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, now or in the future, to such benefits and agree not to make any claim for such benefits.

## **Frequently Asked Questions**

**Q: Do I pay any fees to J. Morrissey for finding me a job?**

**A:** No, you are never charged a fee for our services.

**Q: How do I get paid?**

**A:** You must turn in a signed timecard every week that you work. Some clients require you to use an online timesheet portal; in this event your Staffing Coordinator will provide further instructions. Approved hours will be paid weekly on Thursdays unless external circumstances occur in which JMCO will notify you. We strongly encourage you sign up for direct deposit (deposited to your institution weekly). For further information, see page 9.

**Q: What if I have an emergency that affects my schedule?**

**A:** You must notify your J. Morrissey office as soon as possible, even during off-hours. Third party calls are not acceptable. You may also call your site supervisor; however we must be made aware. Any planned changes or time off must also be communicated to our office and your manager timely. For further information, see page 6.

**Q: Does J. Morrissey offer Holiday pay or other benefits?**

**A:** Under certain circumstances; please contact your Staffing Coordinator for further information.

**Q: What types of jobs does J. Morrissey fill?**

**A:** J. Morrissey places a variety of positions. Please visit our website for more details and [www.jmorrissey.com](http://www.jmorrissey.com) for further information

**Q: What geographical area does J. Morrissey cover?**

**A:** Currently we have three offices covering all of CT and Western MA.

**Q: Do I have to accept every job assignment?**

**A:** It's always your choice whether or not to accept an assignment. For further information, see page 6.

**Q: Does J. Morrissey place people in full-time jobs and part-time jobs or just temporary jobs?**

**A:** J. Morrissey provides a variety of services including full-time, part-time and temporary. Please visit our website at [www.jmorrissey.com](http://www.jmorrissey.com) for further information.

**Q: What determines if I get assigned to a job?**

**A:** When one of our clients has a job request we seek to match the best applicants to the job requirements while also considering your needs. We will offer you assignments as applicable, coordinate any interviews, and confirm that both sides are interested. We'll provide you with all the information you need to start.

**Q: How long are the job assignments?**

**A:** They vary by the client's needs. We will let you know the approximate length of the assignment before you accept it to make sure your availability is a match for the job requirements.

**Q: What is the average length of a temporary assignment?**

**A:** While all job assignments and client companies are different, the average length of an individual temporary assignment is 3-4 months.

**Q: What is the benefit of accepting a temporary job?**

**A:** A temporary job assignment provides you an inside look into a variety of workplaces. Contacts you make on a temporary assignment can sometimes lead to a full-time position, future work and positive references.

**Q: How many temporary jobs turn into full-time positions?**

**A:** There is no exact measurement as every situation is different based on the client's needs as well as a candidate's desire.

**Q: What is the average number of hours per week in a temporary assignment?**

**A:** While we can't guarantee a specific number of hours, current trends are 32-40 hours per week.

**Q: Can you help me with my resume?**

**A:** Absolutely. Our recruiters have years of experience in working with resumes.

**Q: I have a friend who is looking for work; can J. Morrissey help them?**

**A:** We encourage referrals and offer referral bonuses. Please see page 11 for more information regarding our referral program.