

## Contract Employee Benefits

After working 1600 hours within an 18 month period for Advantage Staffing, employees qualify for one week paid leave time. Leave time hours will be equal to your average weekly hours worked (limited to 40 hours).

Employees will also qualify for the following paid holidays: New Year's Day, Labor Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day. To qualify, an employee must average 35 hours per week for four consecutive weeks prior to the holiday.

## Insurance Benefits

Advantage Staffing offers employee access to affordable insurance plans. Plan options may include:

- emergency room
- preventative care
- accident
- medical
- hospitalization
- accidental death
- term life insurance
- prescription drug discounts
- dental care
- and vision care

## Professional Services

Advantage Staffing markets professional and technical candidates to top flight companies. Many of the job opportunities you will find through Advantage Staffing are never advertised to the general public and are only available through Advantage Staffing or other top "head hunters".

Whether you are looking for temporary employment, a temporary to permanent position or your dream job in a specific industry, Advantage Staffing is your best first step.

Advantage Staffing is in the business of assisting you to find your niche in the work place while providing companies with the best employees available for the positions they need to fill.

The fee for our service is paid by the hiring employer.



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## **Advantage Staffing's Employment Service Is the Right Choice for You!**

The use of employment services has moved from being viewed as a necessary evil to that of a welcome time and resource saving option. Large and small companies alike are turning to Advantage Staffing to handle the majority of their staffing needs including professional positions in medical, legal and technical fields.

To you, the job seeker, Advantage Staffing offers the benefit of our many years of experience in the personnel industry. We have built strong relationships with the top companies in our region. We know who is hiring and can help determine just where you might best fit in.

Utilizing our employment service offers you many advantages. Most important is our personalized attention to your employment needs. Our testing and interview procedure is a vital step in the placement process. We enjoy getting to know you, your experience, abilities, interests and skills. This allows us to better match you to a position.

*It is our job to help you to get started on a career you will truly enjoy. And, we love our job!*

### **Dress & Behavior Code**

Employees are expected to dress appropriately for the position to which they have been assigned. As a representative of Advantage Staffing, you are expected to be professionals.

### **Timecards**

Timecards are due in our office by 1pm every Monday. These are to be filled out completely and signed by an authorized representative of the company. It is the employee's responsibility to make certain Advantage Staffing has received his/her week's timecard.

### **Pay Periods**

The work week begins on Monday and ends on Sunday. Employees are paid on a weekly basis. Paychecks will be available for pick up between 8am and 4pm on Fridays.

If not picked up, paychecks will be mailed. Direct deposit is also available.

## **Employee Rights & Responsibilities**

You have certain rights and responsibilities as an employee of Advantage Staffing.

### **These rights include:**

- The right to an office staff that is dedicated to serving you with consideration and professionalism.
- The right to know all of the requirements of your assignment.
- The right to guidance regarding successful interview methods.

### **These responsibilities include:**

- The responsibility to provide us a clear picture of your work, education and training history.
- The responsibility to call us with any concerns regarding your assignment.
- The responsibility to arrive on time to your assignment and perform to the best of your ability.
- The responsibility to maintain a high standard of dress, attitude and performance.
- The responsibility to call us in advance of any absences.