

# *Whitman Associates, Inc.*

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## *Leaders in Permanent and Temporary Staffing*

### **Whitman Temps' Policies and Procedures**

**Paychecks:** Temps are paid weekly by means of direct deposit. If you are unable to use the direct deposit service, please speak to a Whitman representative before accepting an assignment. If incorrect information is supplied by the temp and causes a banking error resulting in a banking service fee, the temp will be charged that service fee. Direct deposits are made each Friday. If the pay day falls on a holiday, normally paychecks will be distributed on the closest business day before the holiday. There could be exceptions, so please check with a Whitman representative if you are unsure.

The paycheck will reflect number of hours worked and hourly rate. Paychecks include wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the temp, and may include, for example, contributions to benefit plans. Temps may contact a Whitman representative to obtain necessary authorization forms for requesting additional deductions. Forms can also be found on the Whitman Associates' website: <http://www.whitmanjobs.com/job-seekers/temporary-placement-services/>.

Notify a Whitman representative if a direct deposit appears to be inaccurate. Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be entered by the individual temp through the Paychex Flex service. Whitman Associates will not be responsible for making these changes. For more information on Paychex Flex set up, please contact a Whitman Associates' representative. Paystubs can be found on Paychex Flex. Whitman Associates will provide instructions on how to sign up for this free service once the temp begins working.

If a "hard check" is issued to a temp, that check can be mailed to the temp or the temp can pick that check up at Whitman Associates' office at 1712 I (Eye) Street, N.W., Suite 200, between 8:00am and 4:00pm on Friday, unless otherwise advised. Check will be mailed if temp does not pick up the check within three business days from its issue date, unless a special arrangement has been made ahead of time. If a stop payment is required on a check, that stop payment fee will be charged to the temp. Pay advances are not permitted.

**Employee Handbook:** Temps acknowledge that once they are enrolled in Whitman's Paychex Direct Deposit service, they will read and electronically sign the temp handbook. The temp handbook can be found under the Company Information section titled Handbooks and Acknowledgements.

**Time Sheets:** Time sheets must be in our office by 12:00pm (noon) Monday in order for a temp to receive payment on Friday. Time sheets may be faxed, emailed, mailed or dropped off. The time sheet must have an authorized signature in order for the time sheet to be valid. Time sheets received after 12:00pm (noon) Monday will not be processed until the following week. If Monday is a federal holiday, time sheets are due by 10:00am Tuesday morning. Extra time sheets can be obtained on our website at [www.whitmanjobs.com](http://www.whitmanjobs.com) under Job Seekers/Temporary Placement Services.

**Referral Incentive Program:** Vouchers/coupons/incentives will be given to anyone who refers a temporary employee to Whitman Associates that works at least 3 days. In addition, the referral will also receive the same voucher/coupon/incentive. A \$50 bonus check will be issued to anyone that refers a temporary employee to Whitman Associates that works for 160 hours. You may collect only one \$50 bonus per referral. If two people refer the same temporary employee, only one referral bonus will be given. This will be determined by who referred the person first. Unlike the vouchers/coupons/incentives, only the person referring the temp will be issued the \$50 referral bonus.

**Weekly Raffle:** To be eligible for our weekly raffle, a temp must submit their signed time sheet no later than Monday noon.

**Holiday Pay:** To qualify for holiday pay, a temp must work 960 hours within 12 consecutive months, and must work the business day before and after the holiday to qualify for pay.

**Client Property:** When on an assignment, client property, i.e., equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for client business, and are not permitted off grounds unless authorized. Property must be used in the manner for which it was intended. Upon termination, temps are required to surrender any client property they possess.

Client computers, internet and emails are a privileged resource and must be used only to complete essential job-related functions. Temps are not permitted to download any "pirated" software, files or programs, and must receive permission from a supervisor before installing any new software on a client computer. Files or programs stored on client computers may not be copied for personal use.

Phones are provided for business use only. Whitman Associates requests that temps not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Whitman temps are not permitted to use the client's computers and internet capacity to watch videos, listen to music streamed over the Internet, etc. It poses a security risk to the client's network. YouTube, Pandora, Spotify, Facebook, Twitter and other personal social media sites are not permitted. Personal cell phone usage, such as texting or making personal calls, should be used only in an emergency situation and only over breaks or lunch hours.

Temps are reminded that they should have no expectation of privacy in their use of client computers or other electronic equipment, and are responsible for any data breach caused by violating these policies.

**Lunch Hour/Overtime:** Overtime is any work performed that exceeds forty hours in a one week time period. All overtime must be approved by the on site supervisor. When working conditions permit, and pending a supervisor's approval, temps are entitled to at least a 20 minute break for every 4 hours worked. Lunch hours are not paid by Whitman Associates unless authorized by the client. Lunch hour authorizations must be shown on the time sheet by the supervisor's initial in the lunch hour section. Lunch hours will be determined by the on site supervisor. If you are unsure of how much time is allowed for lunch or what time to take lunch, please contact a Whitman representative.

**Calling Off From Work:** In the event that you are not able to make it into work because of sickness, family emergencies, inclement weather or other unforeseen problems, you should contact Whitman Associates immediately. Please call 202-659-2111, Ext. 15 anytime and leave a message or email Julie Lindgren: julie@whitmanjobs.com. Please do not call the on site supervisor directly. All calls should be made directly to Whitman Associates and we will contact your on site supervisor. This will avoid all confusion. While on a temporary assignment, follow that client's policy on delay or closings. If you are unsure of the policy, call and email a Whitman representative and we will get that information to you as soon as possible. Temps who need to leave early, for illness or otherwise, should contact a Whitman representative before leaving the client site. Unauthorized departures may result in disciplinary action.

**Providing Proper Notice:** Due to the amount of training required for certain temporary assignments, our clients request that our temps provide at least one week's notice prior to leaving their assignment. This will allow Whitman to find a suitable replacement and have time to train prior to the temp's departure from an assignment. Some assignments require more training than others, so if you cannot provide one full week's notice, we ask that you provide at least three day's notice. If this is not possible, please discuss with one of our representatives.

**Liability of Unauthorized Expenses:** Per temp's signature below, Whitman Associates is authorized to deduct from my check any money I owe to Whitman Associates or to one of Whitman Associates' clients as a result of unauthorized expenses incurred by me while on assignment.

**Using Whitman Temps as a Reference:** Whitman Associates is only able to verify temp's dates of employment, compensation and title. The only exception is a character reference if used for academic recommendations, housing verifications and other non-work related issues.

**Dress Code:** During business hours, our temps are expected to be dressed and groomed in a professional and businesslike manner. Unless permitted by the site supervisor and approved by a Whitman representative, Whitman prohibits wearing jeans, shorts, athletic shoes, tank tops, printed t-shirts and other weekend style wear. If you are not sure what business casual means, please contact a Whitman representative.

I have read and understand the Whitman Temps' Policy and Procedure Manual

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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