



TEMPORARY EMPLOYEE BENEFITS

Welcome to our team! Palo Alto Staffing Services is pleased to have you as one of our temp associates. Your professional representation and efforts are critical to our continuing to provide our clients with consistent and high-quality services. We value the important role you play as part of our team. We look forward to building a professional, long-term relationship with you.

Every Palo Alto Staffing Services' temporary employee is paid for the hours actually worked on assignment. Their pay rate is determined before they begin an assignment and we regularly review the individual performance and pay status. Additionally, we take care of all state and federally required payroll deductions. We also match Social Security contributions and provide workers' compensation insurance. Following are other benefits offered to our temporary employees:

Holiday Pay

To be eligible for holiday pay, our temporary employees must complete four hundred and forty (440) straight time hours in the thirteen (13) week period that ends on the Friday prior to the holiday. Employee must have worked within the week of the holiday in order to be eligible for holiday pay. Then, if one of the following holidays falls during one of the assignments, they will receive holiday pay. If the temporary employee is required to work on a holiday, and they satisfy eligibility requirements, we will add holiday pay to compensate for the actual time worked. There are seven (7) paid holidays which include:

**New Year's Day
President's Day
Memorial Day**

**Independence Day
Labor Day
Thanksgiving Day**

Christmas Day

Completion Bonus

When our temporary employees work one thousand (1,000) straight time hours between consecutive anniversaries of their first assignment, they receive a bonus of two hundred and fifty (\$250.00) dollars.

401(k) Retirement Plan

We also make available to our temporary employees a 401(k) Retirement Plan that allows them to contribute to a tax shelter account. Please see the attached form for further information.

Referral Bonus

Referral bonuses are offered to our temporary employees for any candidates who are referred and placed in temporary or full-time career positions. You can earn up to \$100.00 for each placed candidate.

Jury Duty

Palo Alto Staffing Services' temporary employees are not paid for time loss due to jury duty service.