

# Employment Guidelines

294 West Street, Keene, NH 03431 | 603.358.1000 | [masemp.com](http://masemp.com)

Connect With Us!



## Getting Started

- We will contact you to discuss the details of an assignment, including job duties, hours of work, and rate of pay.
- If you accept an assignment, we will expect you to complete it.
- If you do accept an assignment and cannot complete it, we expect appropriate notice to be given.
- Many assignments result in an offer of employment being extended to you by our client company. Please understand that there is no guarantee that our client will extend a job offer to you.
- Employment is at-will, meaning that it may be terminated for any reason, with or without cause and with or without notice.

## Tips For Success

- Be on-time for your assignment, eager to work, and friendly.
  - Observe all rules and safety regulations, including the dress code.
  - Treat all Client information as confidential.
  - Do not use the computers, phones, equipment, and other resources for personal use.
  - Observe the policies of the Client Company as well as your employer, Masiello Employment Services.
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## Please Call Us Immediately If...

- You are unable to work for any reason or you will be late (please give at least a one hour notice). You should also notify the supervisor at the client company where you are working.
- You would like to request time off.
- You do not receive site-specific safety training on the first day of your assignment.
- You are involved in a work-related accident/injury or experience work-related pain, whether or not you need medical treatment. Failure to report a work-related accident/injury or work related pain when it occurs may result in disciplinary action, up to and including termination of employment. You must complete all Masiello paperwork within 24 hours of notifying us of the accident/injury/pain.
- You need medical treatment, so we can direct you to a medical provider within our network.
- You are asked to work directly for a client company.
- Your job description is not accurate or changes.
- You believe you have been subjected to harassment.
- You are having a problem at work.
- You have a change of address, name or phone number.
- You have any questions concerning the policies of Masiello Employment Services.

## Time Cards and Paychecks

- Electric time cards (using the **timecard portal**) need to be approved by **10am Monday**.
- You may access your weekly paycheck (pay stub) and annual W2 form(s) by using your **iSolved** login
- Payday is Friday.

## Stay in touch!

Communication is the key to keeping busy and enjoying your assignment with Masiello Employment Services.

Our hours are 8:00 a.m. to 5:00 p.m. or you may also leave a message or text outside of business hours.

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# Masiello Employment Services Harassment Policy

Masiello Employment Services is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, disability, genetic information or any other legally protected characteristic will not be tolerated. Harassment undermines the employment relationship by creating an intimidating, hostile work environment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser and behavior that creates an intimidating, hostile or offensive work environment.

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them, and should immediately bring the matter to the attention of their Staffing Manager or the Vice President of Human Resources, Susannah Chance (603-267-8626 or [schance@workopportunities.net](mailto:schance@workopportunities.net)). In fulfilling our obligation to maintain a positive and productive work environment, all employees of Masiello Employment Services are expected to immediately help to halt any harassment that they become aware of by emphasizing this policy and by bringing the matter to the attention of one of the individuals listed above.

It is important for employees who feel that they have been harassed to report incidents to management so that an investigation may be immediately undertaken and appropriate action taken. An employee will not be retaliated against for pursuing a claim of harassment. All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Employees involved in a harassment investigation will be expected to maintain confidentiality, and not engage in discussions of the incident either in or out of the workplace. Upon conclusion of the investigation, the employee will be notified of the outcome, and advised of any corrective, preventative, or disciplinary action to be taken.

We consider harassment and retaliation against any employee reporting harassment to be unacceptable. Any employee found to have engaged in harassment or retaliation will be subject to disciplinary action, up to and including immediate termination of employment.