

## Sexual Harassment Policy

Pro Search, Inc. and its customers have strict policies prohibiting sexual harassment. Every reasonable step will be taken to prevent harassment from occurring. Sexual Harassment is defined as: Unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.

If you feel that you have been unlawfully harassed, tell the harasser to stop immediately. We urge you to report the incident to Pro Search, Inc. immediately. All incidents will be investigated promptly and resolved as quickly and as fairly as possible. No retaliation will be made for filing a complaint.

You may also file a written complaint with the Maine Human Rights Commission at: State House Station 51, Augusta, Maine 04333 or by calling 207.624.6050.

## Health Insurance

Pro Search offers a Limited Benefit and an optional MEC Wellness/Preventive plan. Employees may elect coverage during their first thirty (30) days of employment or during the company-wide open enrollment period.

## 401K Plan

When you have accrued 1000 hours, of full time service within a 12-month period, you become eligible for our 401K plan. The plan has two entry dates each year on January 1<sup>st</sup> and July 1<sup>st</sup>. Once eligible, you are automatically enrolled at the next entry date.

The Pro Search 401K plan is a safe harbor plan, meaning that the company contributes 3% of an employee's compensation. This contribution is automatic and doesn't require the employee to contribute to the plan.

## Bonus Payment

If you have accrued 2000 hours during a 15-month period, you will be eligible for one week of bonus pay. Bonus pay is paid at the average number of hours worked per week, up to 40 hours.

## Referral Bonus

Refer a friend to Pro Search and we will give you a \$50 Gift Card when we place the individual in a temporary role and they have worked at least 40 hours. We are currently running a **DOUBLE BONUS**: We will also give the person you refer a \$50 Gift Card for working 40 hours! Make sure they give us your name when they apply!

# TEMPORARY EMPLOYEE HANDBOOK



## FREQUENTLY ASKED QUESTIONS

### HOURS

M-Th: 8AM-4PM  
Fri: 8AM-3PM

### Pro Search, Inc.

P.O. Box 7489  
Portland, ME 04112  
Phone: 207.775.7600  
Fax: 1.866.535.8176

**It's our goal to provide our client companies with qualified, reliable temporary employees who are motivated to do a great job. Our commitment to you is to provide you with as much information as possible about your temporary assignment including dress code, company culture, specific job duties, and estimated duration of the assignment and working hours so that you'll have a rewarding experience. We want to place you in positions that match your experience level and that meet your expectations.**

**In an effort to answer some Frequently Asked Questions, the following are some basic guidelines:**

### **Attendance**

If you are going to be late or need to call in sick, **please call Rhiana at 699-4377 or email to: [rleavitt@psicareers.com](mailto:rleavitt@psicareers.com)**. Please include your name and phone number so that we may call you back. If you need time off, or if you'll be unable to finish an assignment for any reason, please give us as much advance notice as possible (a week is considered reasonable), so that we can work with our client to make sure that their business needs are met.

### **Time Sheets & Payroll Procedures**

Hours are due no later than 9:00 AM each Monday (week-ending date falls on Sunday).

Paychecks are available on Wednesday each week. Your paycheck will be mailed by the end of that day unless you make other arrangements.

We encourage you to sign up for Direct Deposit. Forms are available to download on our website under [Employee Resources](#).

### **Paystub Access**

In lieu of pay stubs, Pro Search utilizes an employee portal offered through Payentry. This portal is your one-stop information hub for your tax, insurance, pay history and benefit information. You will automatically be enrolled in the employee self-service portal. To activate your account, please locate the welcome email in your email inbox from [no-reply@payentry.com](mailto:no-reply@payentry.com). Double-check your Junk folder as it may be diverted. If you have not received this email after your first paycheck, please reach out to [payroll@psicareers.com](mailto:payroll@psicareers.com).

### **Feedback/Communication**

We believe that pro-active communication is important. We will check in with you during your first few

days on assignment to make sure that it is meeting your expectations and that you are comfortable in performing the duties that have been assigned. We will also follow up with your supervisor periodically to make sure that they are satisfied. If you have any questions that can't be answered to your satisfaction by our client, please contact us immediately.

We are proud to be locally owned and managed. Your feedback is important to us. Our President and owner, Ed McKersie can be reached at 775.7600 extension 104 or [emckersie@psicareers.com](mailto:emckersie@psicareers.com)

### **Work Place Injuries**

All injuries - no matter how minor must be reported to us. Please call Rhiana Leavitt at 699-4377 immediately to report any work-related injury. This would not include incidents that do not, in the employee's opinion, require immediate medical treatment, first aid or physician. Our designated healthcare provider is

**BAYSIDE EMPLOYMENT  
HEALTH CENTER  
50 Sewall Street (Suite 301)  
Portland, ME 04102  
207-780-6631**