

# TOPS Staffing, LLC

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## TOPS Staffing, LLC Employee Handbook Revised 8/1/2010



# Welcome to TOPS Staffing, LLC

**THIS IS YOUR EMPLOYEE HANDBOOK.  
PLEASE READ CAREFULLY AND KEEP FOR FUTURE REFERENCE.**

## *Congratulations!*

You are joining the local leader in temporary and permanent staffing. TOPS Staffing, LLC (hereinafter referred to as TOPS) is a locally owned staffing service that has been in business since 1987. We are a temporary and permanent staffing firm; therefore, we NEVER CHARGE A FEE for finding any employee a job! At TOPS, your career goals are important to us and we strive to place you in positions suitable to your skills and interests. TOPS offers temporary and temporary-to-hire placement. Assignments range from short to long-term. Remember, we are your employer and we are here to answer any questions you may have.

Revised Effective: 8/1/2010

### Staffing Services

- ▲ Administrative    ▲ Production and Assembly    ▲ Accounting
- ▲ Customer Service    ▲ Medical Clerical    ▲ Professional

### Health Benefits

All employees of TOPS may be IMMEDIATELY ELIGIBLE to enroll in one of two benefit programs. The America Protect Program is an extremely affordable way to obtain medical insurance for yourself and your family. These costs are kept low because TOPS pays all administrative costs. Contact them at 1-877-757-5600 or [www.americaprotect.com](http://www.americaprotect.com) for premium and enrollment information. Refer to Group Number 10069. Or ask your recruiter for an informational packet. Also available is Highmark ShortTermBlue. The Highmark informational packets are also available from your recruiter.

### Receipt for Employee Handbook

I have received and read the TOPS Employee Handbook. I understand the policies and procedures set forth in this handbook. I also understand that the handbook is not a contract of employment; is not a guarantee of employment; and may be changed by TOPS at any time at its sole discretion. Applicant agrees to release, absolve, and to hold harmless TOPS, any drug screening clinic or laboratory, and all of their officers, agents and contractors in connection with conducting a drug or alcohol test, even if this should prohibit applicant from keeping or gaining employment. Applicant acknowledges receipt of information on the Fortis Protection Program. Applicant understands the Fortis Program is voluntary and that not all applicants may be eligible due to state mandates or health conditions. Revised Effective: 8/1/2010

Name \_\_\_\_\_ SSN \_\_\_\_\_

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

## Assignments

The language of this handbook is not intended to create, nor does it constitute, a contract or guarantee of employment by TOPS. Applicant understands and acknowledges that TOPS has expended significant time, effort and financial resources to develop the assignments to which employees are assigned. The employee agrees that for a period of 600 hours after beginning of assignment with the client that employee will not accept, directly or indirectly, work or employment with client unless such employment is arranged by TOPS and client in advance.

## Safety Rules

1. Report an injury to your TOPS coordinator as well as your job supervisor.
2. Report any observed unsafe condition to your supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job.
5. If you do not have current first aid certification, do not move or treat an injured person unless there exists the hazard of a falling object.
6. Where there exists a hazard of falling objects a hard hat must be worn.
7. Appropriate clothing and footwear must be worn on the job.
8. You should not perform any task unless trained to do so.
9. You may be assigned personal protective safety equipment, This equipment should be available for use on the job, be in good condition and worn when required.
10. Learn safe work practices. When in doubt, contact your supervisor.
11. Never remove or bypass safety devices.
12. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

## Payroll / Timesheet Information

TOPS employees are paid weekly with a Friday pay date. TOPS' work week is Sunday through Saturday. In order to get paid every week, you must record your hours worked on either an individual or group timesheet. If you use an individual timesheet it must be verified and signed by your supervisor and received by TOPS no later than 5:00 p.m. the following Monday. You should email your timesheet to Payroll at:

**payroll@topsjobs.com**

**Under extenuating circumstances timesheets can be faxed to:  
412-701-9048**

## Overtime Pay

An employee is paid overtime when 40 working hours are exceeded during any one work period. You will be paid at 1½ times your normal pay rate. This is in accordance with federal and state wage and hour guidelines. Any leave of absence, will not be considered hours worked for any purpose.

## 401(k)

TOPS offers an employer matching 401(k) to all eligible employees. To become eligible to participate in the 401(k) program an employee must meet the following requirements:

- ▲ 18 years of age
- ▲ Full-time
- ▲ Employed one full year

Once an employee meets the eligibility requirements, they will be informed by mail of the next sign-up period.

## Call-Off Procedure

When it is necessary to report off work, you must notify a customer representative as well as a TOPS representative. All TOPS offices are equipped with voicemail to ensure that we receive your message. Failure to report off each workday per TOPS procedure is considered a voluntary quit which will result in you being replaced in your current assignment.

## Dress Code

Please remember first impressions are the most important. You represent TOPS and yourself on any assignment or interview that you agree to attend. You should present yourself in a clean and orderly manner, dressing appropriately for the type of assignment and the client to whom you are assigned to work.

## Prohibition of Harassment

It is TOPS' policy that all employment activities will be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, religion, national origin, sex, sexual orientation, disability, marital status, or any other basis will not be tolerated by TOPS. Violation of this policy may result in termination of your employment. The employee understands that this is a synopsis of the harassment policy that TOPS has adopted. For a complete copy of this policy, please see a TOPS representative or view the posted copy on our bulletin boards. If you feel you are being harassed, please contact a member of TOPS management at 1-877-574-1339.

## Solicitation

Employees are not permitted to solicit or distribute printed materials or literature during work time or in working areas. Work time does not include lunch periods, work breaks or any other periods that employees are not on duty.

## Referral Bonus

TOPS offers a referral bonus program to all of its employees. Refer any candidate for employment and if your candidate works a minimum of 40 hours for TOPS, we will give you a \$25 bonus check! The amount of bonus money that you may earn is limited only by the number of people you refer.

## Panel of Physicians

TOPS has an established panel of physicians for an injured employee to consult with in case of any work related injury. A list of physicians with complete addresses and phone numbers are posted on each TOPS office bulletin board.

## Substance Abuse

The unlawful use, possession, purchase, sale, distribution, or being under the influence, of any illegal drug and/or the misuse of legal drugs while on TOPS or client premises, or while performing services for TOPS or any client, is strictly prohibited. TOPS also prohibits reporting to work or performing services while impaired by the use of alcohol, or the consumption of alcohol while on duty. In order to ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Pre-employment ▲ For cause ▲ Random ▲ Post accident**

Compliance with this policy is a condition of employment. Employees who test positive or refuse to submit to substance abuse screening will be terminated.

## Workers' Compensation

Workers' compensation is available for injuries when the following injury conditions are met:

**Accidental ▲ Work related ▲ Medically verified**

TOPS maintains a zero tolerance policy toward fraudulent workers' compensation claims. TOPS pursues and supports prosecution of claim fraud. Any employee for whom a fraudulent claim can be verified will be terminated and charges will be filed.

*In order to encourage employees to report fraud, an award system has been established. An employee will receive \$500 if the fraud tip is verified and an investigation enables the company to file charges, or if the tip leads to the dismissal of a claim. To report fraud please call TOPS management at 412-798-0779 -or- 1-877-574-1339.*