

Jobletics Pro Inc. Employee Handbook

General Information

Jobletics Pro Inc

855-967-5422 || 703-879-3674

Company Overview

We are a hospitality staffing agency committed to being the most convenient staffing solution for our business partners. We're always on the cutting edge of technology, using the latest data-driven techniques to constantly adapt and improve our platform. We also stay updated with training methods and industry standards, allowing our Staff to be the best they can be.

Mission

We're committed to being the most convenient staffing solution for our business partners. To that end, we're always on the bleeding edge of technology, making use of the latest data-driven techniques to constantly adapt and improve our platform. We also stay updated with training methods and industry standards, allowing our Staff to be the best they can be.

Vision

We aim to revolutionize the staffing space through a combination of industry-standard hiring and vetting processes, and the latest technology. We don't just want to be an innovative seasonal hiring solution - we want to offer a viable alternative to the entire traditional HR process, allowing our business partners to put all of their recruitment, training, and staffing needs in our hands.

JOIN OUR GROWING COMMUNITY!!

Visit our website

www.jobletics.com

Connect with us:

[LinkedIn](#)

[Facebook](#)

DISCLAIMER

This handbook and any policy or policies contained in it DO NOT create a contract of employment. This handbook and any policy or policies contained in it ARE NOT an offer of a contract of employment. While you are employed by JobleticsPro Inc., you are an employee at will, always, and for all purposes. This means that you may terminate your employment at any time without prior notice, for any reason, or no reason at all. It also means that JobleticsPro Inc. may terminate your employment at any time without prior notice, for any reason, or no reason at all. Any policy contained in this handbook can be changed or discontinued at any time without prior notice by JobleticsPro Inc. No one other than JobleticsPro Inc. may change or discontinue any policy or policies in this Handbook. No statement or promise by anyone other than JobleticsPro Inc. may be interpreted as a change in policy or an agreement between that person and the employee.

JobleticsPro Super App is our job and scheduling app. Please download and register.

Download our JobleticsPro Super App by clicking on the link below

[JobleticsPro - Apps on Google Play](#)

[JobleticsPro on the App Store \(apple.com\)](#)

Register as "STAFF"

Once the profile is submitted our compliance team will review it for approval.

** Phone Interviews will be conducted after registration is completed

** ** Valid ID documentation verification will be required for job placement **

Health Records and HIPAA Authorization

To ensure the health and safety of our workplace, as well as to comply with applicable laws and regulations, Jobletics Pro Inc may require access to certain health records of our employees. The access to these health records will only be obtained under the following conditions:

1. **HIPAA Authorization:** Any request for health records will be accompanied by a HIPAA-compliant authorization form signed by the employee. This form permits Jobletics Pro Inc to obtain and review specific health information.
2. **Purpose of Access:** Health records will be accessed solely for legitimate business purposes, such as verifying fitness for duty, accommodation requests, or other health and safety concerns related to employment.
3. **Confidentiality:** All health records obtained will be treated with the highest level of confidentiality and in accordance with HIPAA regulations. Access to these records will be limited to authorized personnel only.
4. **Employee Rights:** Employees have the right to know what health records are being requested and to revoke the authorization at any time, except to the extent that Jobletics Pro Inc has already taken action based on the authorization.
5. **Use and Disclosure:** The health information obtained will not be used or disclosed for any purpose other than that for which it was originally requested, except as required by law.

By signing the HIPAA authorization form, employees acknowledge their understanding of these conditions and consent to the release of their health records to Jobletics Pro Inc for the specified purposes.

Employment Verification

We consider candidates for assignments and/or interviews only after verifying past employment/references. We make at least two attempts to contact your previous employers. If we are unable to verify your previous employment and are unable to get other references on your behalf, we will contact you for more options. If we are still unable to obtain any verifiable references, this will, unfortunately, result in an incomplete file and we will be unable to offer you assignments or interviews.

Best Candidate for the Job

We seek the best candidate by first looking at our current temporary employees and applicants. We don't hire everyone who applies.

While we may have several openings, they may not match your personal goals. Unfortunately, we don't always have job opportunities to place all our wonderful candidates.

Current Openings

If we feel there is an opening that might interest you can send it through the JobleticsPro Super App.

Your Ongoing Job Search

Please keep in mind that we cannot forecast when the position with the great fit for you will cross our desks! It is best to continue your search independently; you may find a new position on your own. If you accept a position, or if anything changes that affects the type of positions you would consider, please contact us.

WELCOME TO JOBLETICS PRO INC.!!!

JobleticsPro Inc. has an excellent reputation and is known as the premier staffing agency.

CURRENT MARKETS:

- Georgia
- Arizona
- Florida
- Maryland
- California
- South Carolina
- Massachusetts
- Colorado
- Texas
- North Carolina
- Kentucky
- Illinois
- Ohio
- Alabama
- Pennsylvania
- Louisiana
- Oklahoma
- New Jersey
- Missouri
- New York

We have set the highest standards of quality and integrity; our clients rely on us to provide them top caliber temporary employees for their assignment requests. Because you're a valued member of our team, we make these commitments to you:

- Our best efforts are to offer assignments based on your experience, interests, and skills.
- Our best efforts are to provide the necessary training to ensure that you are qualified for every assignment.
- Our best efforts are to see that you are well-matched with your assignments.

Whether you're between jobs, expanding your skill set, experimenting with career options, or looking for full-time employment, our experience has taught us what it takes to help you accomplish your goals. Familiarizing yourself with these guidelines will help ensure your success with JobleticsPro Inc.

We want your experience with us to be rewarding. Learning while earning is a great way to grow, market yourself, gain experience, and much more.

Welcome to the team!

- President

Employment Policies

Employment Types

We offer full-time, part-time, temporary, and gig work positions.

Equal Employment Opportunity

We are an equal opportunity employer committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

As an affirmative action employer, we actively seek and encourage a diverse and inclusive workforce. Qualified candidates of all backgrounds are encouraged to apply.

Hiring Process

Recruitment and Selection

We seek the best candidates by first looking at our current temporary employees and applicants. We don't hire everyone who applies. While we may have several openings, they may not match your personal goals. We discussed your job search criteria, such as duties, salary, location, environment, work styles, etc. Jobletics Pro Inc.'s role is to match your needs with our current and/or future openings. We will work with you on an individual basis to identify the right employment opportunity to match your skills and career goals. Please remember, we can only offer you the opportunities that are offered to us!

Onboarding

Once you are selected for an assignment, you must fill out:

- An I-9 form to ensure that you have the legal right to work in the United States.
- W-4 forms for Federal and State income tax withholding.
- Financial institution information if you will be using Direct Deposit or your Payroll Card information if you will be using that service.

Workplace Conduct

Code of Conduct

Our expectations regarding employee behavior and conduct include:

Integrity Objectivity Competence Confidentiality Professionalism

Dress Code

It is the policy of Jobletics Pro Inc. that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. In your manner of dress, you are demonstrating self-respect, as well as your respect for the client and the opportunity.

1. Employees are expected at all times to present a professional, businesslike image to clients, fellow workers, and the public. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
2. Employees must comply with the following personal appearance standards: a) Dress in a manner that is normally acceptable in similar business establishments. b) Hair should be clean, combed, and neatly trimmed or arranged. c) Sideburns, mustaches, and beards should be neatly trimmed. d) Tattoos and body piercings (other than earrings) should not be visible.
3. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as professional dress, a uniform, or safety equipment.
4. At its discretion, Jobletics Pro Inc. may allow employees to dress more casually than is normally required.
5. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy may also result in disciplinary action.

Attendance and Punctuality

Regular attendance and punctuality are essential to the smooth operation of our business and are expected from all employees. Employees are expected to:

- Adhere to their assigned start times, break schedules, and end times.
- Notify their supervisor as soon as possible if they are unable to report to work or will be late.
- Provide appropriate documentation if requested for absences due to illness or other reasons.
- Repeated tardiness, unexcused absences, or failure to follow proper notification procedures may result in disciplinary action, up to and including termination.

Compensation and Benefits

Payroll

Our payroll is processed weekly, with the workweek running from Monday through Sunday.

Paydays are on Friday of the following week. Direct Deposit payments should be in your account on Friday at 4 PM. Do not contact our office regarding your pay before 3 PM EST on payday if you have not received your pay.

Benefits

We offer workers' compensation coverage for our employees.

Health and Safety

Workplace Safety

The cooperation of every employee is necessary to make this company a safe place to work.

Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or a member of the safety committee. Always think of safety as you perform your job or as you learn a new one.

Emergency Procedures

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once. Call 855-967-5422 to notify us

Specific Safety Rules and Guidelines:

- Observe and practice the safety procedures established for the job.
- Report any sickness or injury immediately.
- Wear appropriate protective equipment where required.
- Keep your work area clean and free from hazards.

Safety Checklist:

- Report slippery floors and walkways.
- Ensure that aisles and exits are not blocked.
- Report any equipment running hot or overheating.
- Ensure that safety devices are operating properly.

Employee Relations

Grievance Policy

Employees can raise grievances or concerns by calling their immediate Jobletics Pro Supervisor at 855-967-5422 or sending an email to employment@jobletics.com.

Disciplinary Actions

Disciplinary actions can consist of a verbal warning, written warning, suspension, or discharge. The discipline imposed will depend on the facts and circumstances of each case, decided at the sole discretion of Jobletics Pro Inc.

Zero Tolerance Policy:

- Falsifying employment applications or timecards
- Absenteeism or lateness
- Job abandonment
- Insubordination
- Use of controlled substances or alcohol during work hours
- Sabotage or willful destruction of property
- Possession of weapons on company or client property
- Failure to report accidents or injuries
- Unlawful acts affecting the employee's relationship to the job or fellow employees

Conflict of Interest and Anti-Discrimination Policy

Purpose

The purpose of this policy is to ensure that all employees, including temporary workers, are treated fairly and equitably, and to manage conflicts of interest in a manner that upholds the integrity of our operations while complying with anti-discrimination laws.

Scope

This policy applies to all employees, including full-time, part-time, and temporary workers, as well as contractors and any other individuals engaged with the organization.

Policy Statement

1. Anti-Discrimination

- **Equal Opportunity:** Our organization is committed to providing equal employment opportunities and maintaining a workplace free from discrimination. We do not discriminate against any individual based on past employment history, affiliations, or any other protected characteristic.
- **Fair Treatment:** Decisions related to hiring, promotion, and other employment practices will be based solely on qualifications, skills, performance, and other relevant job-related factors.

2. Conflict of Interest

- **Disclosure:** Employees and temporary workers must disclose any potential conflicts of interest, including but not limited to affiliations with other agencies, clients, or entities that could create a conflict with their role or responsibilities within the organization.
- **Management:** When a potential conflict of interest is disclosed, it will be reviewed by the Human Resources department or relevant management to assess whether it poses a risk to the organization's operations or integrity. Appropriate measures will be taken to manage or mitigate any identified conflicts.
- **Responsibilities:** It is the responsibility of each employee and temporary worker to disclose any conflicts of interest promptly and fully. Failure to disclose conflicts may result in disciplinary action.

3. Procedure for Handling Conflicts of Interest

- **Assessment:** Conflicts of interest will be assessed based on their potential impact on job performance and organizational integrity.
- **Resolution:** If a conflict of interest is identified, the organization will work with the individual to determine an appropriate course of action, which may include role adjustments or other measures to address the conflict.
- **Documentation:** All disclosures and decisions related to conflicts of interest will be documented and maintained in accordance with organizational record-keeping practices.

4. Grievances and Appeals

- **Reporting Issues:** Employees and temporary workers who believe they have been discriminated against or unfairly treated regarding conflicts of interest may report their concerns to their immediate supervisor, Human Resources, or through the designated grievance procedure.
- **Investigation:** All reported concerns will be investigated promptly and thoroughly. Appropriate actions will be taken based on the findings of the investigation.

5. Training and Awareness

- **Training:** All employees and temporary workers will receive training on this policy and on recognizing and managing conflicts of interest. Training will be provided upon hiring and periodically thereafter.
- **Review:** This policy will be reviewed periodically to ensure its effectiveness and to make any necessary updates.

Compliance

Compliance with this policy is mandatory. Failure to adhere to the policy may result in disciplinary action up to and including termination of employment

Confidentiality and Data Protection

Jobletics Pro Inc. is committed to protecting the confidentiality and security of employee and client information. Employees are expected to:

- Keep all confidential information secure and only disclose it to those authorized to receive it.
- Use confidential information solely for job-related purposes.
- Report any breaches of confidentiality or data protection to their supervisor immediately.

Failure to comply with confidentiality and data protection policies may result in disciplinary action, up to and including termination.

Applicable State Laws

Arizona • Minimum Wage: Arizona has a minimum wage that is generally higher than the federal minimum wage. • Workers' Compensation: Employers must provide workers' compensation insurance. • Rest Breaks: Arizona does not require employers to provide breaks or meal periods.	Massachusetts • Minimum Wage: Higher than the federal minimum wage. • Meal Breaks: Employees are entitled to a 30-minute meal break for every 6 hours worked. • Paid Sick Leave: Employers must provide paid sick leave.
California • Minimum Wage and Overtime: California has a higher minimum wage than the federal standard, and strict overtime rules. • Rest and Meal Breaks: Employees are entitled to a 10-minute rest break for every 4 hours worked and a 30-minute meal break for every 5 hours worked. • Paid Sick Leave: Employers must provide paid sick leave.	Michigan • Minimum Wage: Higher than the federal minimum wage. • Meal Breaks: Not required by state law, but minors must be given breaks. • Workers' Compensation: Required for employers.
Colorado • Minimum Wage: Colorado's minimum wage is higher than the federal minimum. • Overtime: Employees must be paid overtime for hours worked over 40 in a week, and 12 in a day. • Rest and Meal Breaks: Employees are entitled to a 30-minute meal break for shifts over 5 hours and a 10-minute rest break for every 4 hours worked.	Missouri • Minimum Wage: Higher than the federal minimum wage. • Workers' Compensation: Required for employers. • Meal Breaks: Not required by state law.
Florida • Minimum Wage: Florida has a state minimum wage that is adjusted annually. • Workers' Compensation: Employers must provide workers' compensation insurance. • Meal Breaks: Not required by state law.	New Jersey • Minimum Wage: Higher than the federal minimum wage. • Rest and Meal Breaks: No state requirement for adult workers; minors are entitled to breaks. • Paid Sick Leave: Employers must provide paid sick leave.
Georgia • Minimum Wage: Follows federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state law requires rest or meal breaks.	New Hampshire • Minimum Wage: Follows the federal minimum wage. • Meal Breaks: Employees must be given a 30-minute meal break after 5 consecutive hours of work. • Workers' Compensation: Required for employers.

Illinois • Minimum Wage: Illinois has a higher minimum wage than the federal minimum. • Rest and Meal Breaks: Employees are entitled to a 20-minute meal break for every 7.5 hours worked. • Workers' Compensation: Employers must provide workers' compensation insurance.	Tennessee • Minimum Wage: Follows the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks
Indiana • Minimum Wage: Matches the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.	New York • Minimum Wage: Higher than the federal minimum wage. • Rest and Meal Breaks: Employees are entitled to a meal break depending on hours worked. • Paid Family Leave: Employers must provide paid family leave.
Kentucky • Minimum Wage: Follows the federal minimum wage. • Meal and Rest Breaks: Employees are entitled to a rest break of at least 10 minutes during each 4-hour period and a 30-minute meal break for 5-7 hour shifts. • Workers' Compensation: Required for employers.	North Carolina • Minimum Wage: Matches the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.
Louisiana • Minimum Wage: Follows the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.	Ohio • Minimum Wage: Higher than the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.
Maryland • Minimum Wage: Higher than the federal minimum wage. • Rest and Meal Breaks: Employees are entitled to a 30-minute break for every 6 hours worked. • Paid Sick Leave: Employers must provide paid sick leave.	Oklahoma • Minimum Wage: Follows the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.

Pennsylvania • Minimum Wage: Matches the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.	Texas • Minimum Wage: Matches the federal minimum wage. • Workers' Compensation: Optional, but must comply with the state regulations if provided. • Breaks: No state requirement for rest or meal breaks.
Rhode Island • Minimum Wage: Higher than the federal minimum wage. • Rest and Meal Breaks: Employees are entitled to a 20-minute meal break during a 6-hour shift. • Paid Sick Leave: Employers must provide paid sick leave.	Virginia • Minimum Wage: Higher than the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.
South Carolina • Minimum Wage: Follows the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks.	Wisconsin • Minimum Wage: Matches the federal minimum wage. • Workers' Compensation: Required for employers. • Breaks: No state requirement for rest or meal breaks, except for minors.

EMPLOYMENT HANDBOOK ACKNOWLEDGMENT FORM

Employee Handbook Acknowledgment:

I, the undersigned employee, acknowledge that I have received a copy of the JobleticsPro Employee Handbook. I understand that it is my responsibility to read and familiarize myself with the policies, procedures, and guidelines outlined in the handbook.

Terms and Conditions:

I agree to abide by the terms and conditions outlined in the Employee Handbook and understand that any violation of these policies may result in disciplinary action, up to and including termination.

Confidentiality and Non-Disclosure Agreement:

I further acknowledge the importance of maintaining the confidentiality of company information and agree not to disclose, share, or misuse any confidential information obtained during my employment.

Code of Conduct:

I understand and agree to comply with the company's code of conduct, which includes but is not limited to, ethical standards, professional behavior, and workplace guidelines.

Employment at-Will:

I acknowledge that my employment with JobleticsPro is at will, meaning that either the employer or I can terminate the employment relationship at any time, with or without cause, and with or without notice.

Acknowledgment:

I acknowledge that I have had the opportunity to ask questions and seek clarification regarding any aspect of the Employee Handbook. By signing below, I confirm my receipt and understanding of the Employee Handbook.

Employee Signature: _____ Date: _____

Authorization For Background Check

By signing below, you acknowledge that: (a) you received the following separate documents, (b) they are clear, conspicuous, and separate from any other documents, (c) you read and understood them, and (d) we may rely on them for one or more background investigations and resulting reports:

- Disclosure About Background Check on You
- Additional Notice About Investigative Consumer Reports
- A Summary of Your Rights Under the Fair Credit Reporting Act
- Additional Notice About Medical Information
- Additional Notices Under State Law (including any other documents it identifies)

By signing below, you (a) authorize and permit us (JobleticsPro) to obtain “consumer reports” and “investigative consumer reports” about ; (b) authorize any consumer reporting agency from whom we request those reports to obtain information about you from any public or private information source; (c) authorize anyone to provide information about you to that consumer reporting agency; (d) authorize and instruct that consumer reporting agency to provide those reports to us; (e) consent to those reports including results of fitness-for-duty assessments, drug tests, and alcohol tests; and (f) authorize us to share those reports with others for legitimate business purposes related to your application or relationship with us.

By signing below, you acknowledge that a fax, image, or copy of this authorization is as valid as the original.

By signing below, you make these acknowledgments and authorizations to be valid for the duration of your application or relationship with us.

Signature: _____

Printed Name: _____

Date: _____

HIPAA Release Form

Please complete all sections of this HIPAA release form. If any sections are left blank, this form will be invalid and it will not be possible for your health information to be shared as requested.

Section I

I, _____, give my permission for _____ to share the information listed in Section II of this document with the person(s) or organization(s) I have specified in Section IV of this document.

Section II – Health Information

I would like to give the above healthcare organization permission to:

Tick as appropriate

- ☐ Disclose my complete health record including, but not limited to, diagnoses, lab test results, treatment, and billing records for all conditions.

Or

- ☐ Disclose my complete health record except for the following information
- ☐ Mental health records
 - ☐ Communicable diseases including, but not limited to, HIV and AIDS
 - ☐ Alcohol/drug abuse treatment records
 - ☐ Genetic information
 - ☐ Other (Specify)

Form of Disclosure:

- ☐ Electronic copy or access via a web-based portal
- ☐ Hard copy

Section III – Reason for Disclosure

Please detail the reasons why information is being shared. If you are initiating the request for sharing information and do not wish to list the reasons for sharing, write 'at my request'.

Section IV – Who Can Receive My Health Information

I give authorization for the health information detailed in section II of this document to be shared with the following individual(s) or organization(s)

Name: _____

Organization: _____

Address: _____

I understand that the person(s)/organization(s) listed above may not be covered by state/federal rules governing privacy and security of data and may be permitted to further share the information that is provided to them.

Section V – Duration of Authorization

This authorization to share my health information is valid:

Tick as appropriate

☐ a) From _____ to _____

Or

☐ b) All past, present, and future periods

Or

☐ c) The date of the signature in section VI until the following event:

I understand that I am permitted to revoke this authorization to share my health data at any time and can do so by submitting a request in writing to:

Name: _____

Organization: _____

Address: _____

I understand that:

- In the event that my information has already been shared by the time my authorization is revoked, it may be too late to cancel permission to share my health data.
- I understand that I do not need to give any further permission for the information detailed in Section II to be shared with the person(s) or organization(s) listed in section IV.

- I understand that the failure to sign/submit this authorization or the cancellation of this authorization will not prevent me from receiving any treatment or benefits I am entitled to receive, provided this information is not required to determine if I am eligible to receive those treatments or benefits or to pay for the services I receive.

Section VI – Signature

Signature: _____ Date: _____

Print your name: _____

If this form is being completed by a person with legal authority to act an individual's behalf, such as a parent or legal guardian of a minor or health care agent, please complete the following information:

Name of person completing this form: _____

Signature of person completing this form: _____

Describe below how this person has legal authority to sign this form:

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FOR EMPLOYEES LOCATED IN TEXAS: [CLICK THIS LINK FOR THE HIPAA Release Form](#)

FOR EMPLOYEES LOCATED IN CALIFORNIA: [CLICK THIS LINK FOR THE HIPAA Release Form](#)