



CERS HANDBOOK



WELCOME
Thank You for Choosing Us



Allow me to start by congratulating you for making a fantastic decision!

By selecting CERS, you have positioned yourself to explore a fulfilling and exciting career path. You'll have the pleasure and experience of working with successful professionals and great companies.

CERS was founded with one simple objective in mind. Our vision is to combine Cutting Edge technology with proven processes in order to create the best experience for our associates and clients. If you are looking to expand both your professional and career goals, you have come to the right place!

You can count on CERS to provide you with a nurturing yet professional environment in which you will grow, learn and prosper.

This booklet contains information on policies and procedures that all CERS Associates must know. Please take a few moments to read this important material.

Again, welcome to CERS, and much success to you in your new career!

ASSIGNMENT

Contract and/or Temporary assignments are selected based on your specific skills, ability, aptitude, interests, and availability. Our Recruiters will match your qualifications with the needs of our clients.

Companies constantly call throughout the day with various assignment requests. Your Recruiter needs to know if you are available for work, so please keep in touch.

Here's How

Call your Recruiter when your assignment is ending so that your Recruiter can work to arrange another assignment without delay.

If you aren't working, call or update your status in our Web Center or with a text message to notify our Recruiters of your availability. As you might expect, we have a lot of associates contacting us with their availability, so ask your Recruiter what frequency and times of day would work best for them if calling is your preferred method.

Your Recruiter is available to help you anytime you need assistance. ***Please DO NOT call your assigned company for any work-related questions.*** Make sure you have your Recruiter's number in case of an emergency or related questions.

Important to Call Your Recruiter:

1. Immediately following any and all interviews.
2. When you complete an assignment or learn that you have an expected completion date.
3. If there are any problems with or while on the assignment.
4. If you are going to be unavoidably late or cannot make an assignment for any reason.
5. If you sustain a work-related injury.
6. If you change your name, phone number, marital status, number of dependents.
7. If you want your paycheck or paystub sent to a different address.

This information is also accessible via your secure log on to our Web Center.

SAFETY

Below you will find several tips to ensure your work experience is safe and enjoyable:

Immediately Report The Following:

1. If you incur a work-related injury or illness, please call us at once! Injuries or illness outside the workplace MUST also be reported to CERS immediately in case it will require any scheduling adjustments.
2. If you become aware of a workplace hazard.
3. If you are uncomfortable with your assignment. This includes physical as well as emotional discomfort.

When Arriving at the Work Site:

1. Use only designated work or walk areas.
2. Avoid walking through lawns, flowerbeds, or landscaping.
3. Be careful to avoid hazards in the parking lot.
4. Park only in designated areas.
5. Unless appropriate, do not park in spaces reserved for guests or the handicapped.

At the Work Site:

1. Take a few minutes to adjust your workstation to fit you.
2. If you are stationed at a computer, give your eyes a break every 15 minutes to prevent fatigue.
3. Use keyboard and numeric pads to support your wrists.

Important Safety Rules:

1. DO NOT perform duties that are different from your initial assignment.
2. DO NOT operate machinery, automotive, or truck equipment.
3. DO NOT handle cash, negotiable instruments, or other valuables.
4. DO NOT perform a job assignment that causes you undue physical or mental discomfort.

PAYCHECK

Cutting Edge Recruiting Solutions (CERS) is your employer, and your pay is based on the number of hours you work for us while on assignment.

You will be paid overtime according to the statutory requirements of the state in which you are employed. All overtime must be approved by your Recruiter and the report to person of your assignment.

For more information regarding overtime, please consult your Recruiter.

Required taxes are deducted from your paycheck based on the information you supply on your Form W4 during your career consultation.

Changes are processed upon request and CERS staff cannot make recommendations as it relates to taxation. Please consult your CPA for questions that relate to deductions and additional withholdings.

CERS pays on a weekly basis, one week in arrears. Upon completion of your work week, or the completion of your assignment (whichever comes first), complete and submit your online timecard for approval and payment.

Paychecks For Pick-up

Paychecks will be ready for pick-up each Friday. Only you, and persons designated by you with proper authority, may pick up your paycheck.

For more details regarding special circumstances please, consult your Recruiter.

Mailed Paychecks

All paychecks not picked up by close of business on payday (Friday's, at 5:00 p.m.) will be mailed to your designated address.

All individuals or creditors requesting an employment verification should send written requests to: Cutting Edge Recruiting Solutions Attn: Employment Verifications 301 Yamato Rd, Ste 3191 Boca Raton, FL 33431 Or you can email background@cersnow.com

Written requests should include name, last 4-digits of your social security number (preferred), address and contact number if we have questions. All information is requested for timely turnaround.

CERS will require the signature of the individual whose employment is being verified for processing. Verifications can take up to 5 - 7 business days however, are generally returned within 3 business days. Please allow sufficient time for processing.

HARASSMENT GUIDELINES

At CERS, our goal is to provide a safe environment free of unlawful harassment and retaliation for our employees.

Examples of conduct which may constitute sexual harassment include unwelcome sexual advances, request for sexual favors or other visual, verbal or physical conduct of a sexual nature which is related to a term or condition of employment.

It is also unlawful to retaliate or take reprisals against an employee who has articulated a good faith concern about sexual harassment or discrimination.

Sexual harassment is unlawful and hurts other employees. Employees engaging in that conduct should be and will be made to bear the full responsibility for that unlawful conduct.

Consistent with our goal, CERS will not tolerate unlawful harassment or retaliation. Examples of sexual harassment and retaliation, which are not all-inclusive, include:

1. Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request.
2. Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome.
3. Displaying, storing, or transmitting pornographic or sexually oriented materials using EMPLOYER/CLIENT equipment or facilities.
4. Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with sexually-oriented requests.
5. Denying, directly or indirectly, an employee an employment related opportunity, if the employee refuses to comply with a sexually oriented request.
6. Engaging in indecent exposure.
7. Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.
8. Making or threatening reprisals after a negative response to sexual advances or after a good faith complaint of harassment or discrimination.

Anyone who has a harassment complaint should contact CERS immediately. An investigation will be conducted under strict confidentiality and prompt, appropriate action will be taken. For further details about Sexual Harassment, contact CERS.

POLICIES

Drugs In The Workplace

It is the intent and obligation of CERS to provide a drug and alcohol-free, and safe work environment for all its employees. We require all Associates to report to work on time, and in an appropriate mental and physical condition.

Equal Employment Opportunity

CERS strictly adheres to all Equal Employment Opportunity Laws. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We will not engage in unlawful discrimination on any basis prohibited by Local, State, or Federal law. If you find discrimination in your workplace, or feel you have been discriminated against, call CERS immediately.

Americans With Disabilities Act

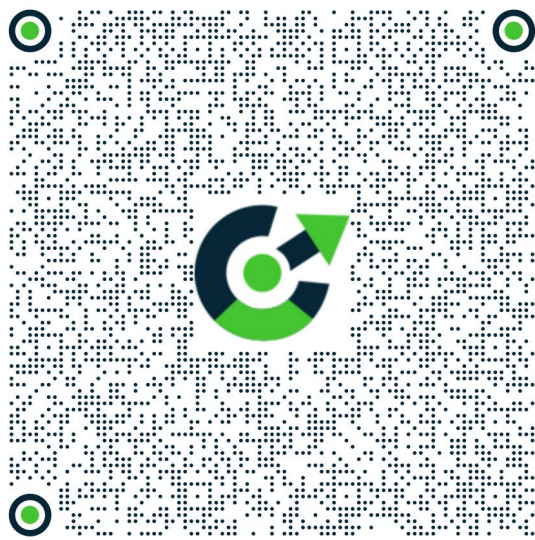
CERS does not unlawfully discriminate against any qualified individual with a disability in regard to: (1) job application procedures; (2) hiring or discharge; (3) employee compensation; (4) employee advancement; (5) job training; or (6) any other terms, conditions or privileges of employment. CERS's policy is to hire qualified individuals for every position. A qualified person is someone who satisfies the requisite skills, experience and education for a particular job and can perform the essential functions of the position, with or without reasonable accommodation.

For more information about CERS's policies, please call CERS.

PREPARING YOURSELF FOR SUCCESS!

You will enhance your image as a business professional and remain active on CERS's availability list by adhering to the following:

1. Be punctual. Arrive on time ready to work, complete all assignments, and do your best! Call CERS prior to the time your assignment is scheduled to begin if you can't make it to an assignment.
2. Make a good first impression - be professional and look your best. **Be honest at all times.**
3. Limit personal phone calls to genuine emergencies while on assignment. We also advise you to leave personal belongings at home since they are your responsibility. Cell phones must be set to vibrate and can only be used outside during breaks and lunches.
4. If you're not sure... ASK! Proofread and double-check your work. It's always better to find your own mistakes.
5. While on assignment, you may be exposed to confidential and proprietary information belonging to the client or CERS. This information is not to be used for non-business-related purposes and often will require a non-disclosure document to be signed.
6. Horseplay, violence, weapons, or any other illegal activity reflects negatively on everyone and are prohibited in the workplace. Additionally, you should never show up for an assignment in possession of, or under the influence of, any illegal drugs or alcohol.
7. Never perform a task if you feel that you could be injured. Ask for help lifting heavy objects. Do not climb shelving.
8. If the client approaches you about a job opportunity, please work through CERS in accordance with your application agreement.
9. Be polite and courteous at all times. Statistics show that clients prefer and tend to request skilled people who contribute to a pleasant workplace.
10. If you feel you are a victim of unwanted harassment or discrimination, contact CERS immediately! Harassment and discrimination are not tolerated.
11. You must take a lunch break when assigned. Associates are not authorized to work through designated lunch breaks without prior authorization from CERS.
12. You are an at-will employee which means you or CERS can end the work relationship at any time with or without cause.
13. Although CERS can't guarantee job assignments, always prepare yourself for success to help you stand out from the crowd.



SCAN TO
Connect with CERS