



# PROSEARCH

## IT Contractors Employee Handbook

### Frequently Asked Questions

## Welcome!

It is our goal to provide our client companies with qualified, reliable contract 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 contract 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.

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

## Workplace Injuries

All injuries, no matter how minor, must be immediately reported to us (This includes incidents that do not, in all employee's personal option require any medical treatment, first aid physician). If you need immediate medical assistance, please call 911. Please call our office at 207.775.7600 immediately to report any work-related injury.

For a Preferred Provider in ME, NH, VT, MA, CT or NY, go to [www.memic.com/employers/find-a-medical-provider](http://www.memic.com/employers/find-a-medical-provider).



## Bonus Pay Policy

If you have accrued 2000 hours during a 12-month period (targeted around your anniversary date) you will be eligible for one week's bonus pay based on the average number of hours work during the previous 6 months.

## 401K Policy

When you have worked a consecutive 12-month period AND accrued 1000 hours, you will 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 ProSearch 401K plan is a safe harbor plan, meaning that the company contributes 3% of an employee's compensation. This contribution is automatic and does not require the employee to contribute to the plan.

## ProSearch

PO Box 7489; Portland, Maine 04112  
207.775.7600



# PROSEARCH

## IT Contractors Employee Handbook

### Frequently Asked Questions

#### Health Insurance

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

#### Feedback

We are proud to be locally owned and managed. Your feedback is important to us! Our President/Founder, Ed McKersie can be reached at [ed@prosearchmaine.com](mailto:ed@prosearchmaine.com) or 207.775.7600 ext. 104.

#### 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 you 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 cannot be answered to your satisfaction by our client, please contact us immediately.

#### Timesheets and Payroll Procedures

Hours are due no later than 9AM each Monday. Paychecks are available on Wednesdays each week. Your paycheck, if not setup with direct deposit, will be mailed by the end of that day, unless you make other arrangements.

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

#### Attendance

If you are going to be late or need to call in sick, please **call us as soon as possible**. If you have to call after, 5PM or before 8AM, please leave a message on our voicemail system at 207.775.7600. Please **leave your name and phone number** so we can call you back. If you need time off or if you will be unable to finish an assignment for any reason, please give us as much advance notice as possible (10 business days is considered reasonable), so we can work with our client to make sure that their business needs are met.

#### Sexual Harassment Policy

ProSearch and its clients have strict policies prohibiting sexual harassment. Every reasonable step will be taken to prevent harassment from occurring. Sexual Harassment is defined as: unwanted sexual



**PROSEARCH**  
**IT Contractors Employee Handbook**  
**Frequently Asked Questions**

advances, or visual, verbal, or physical conduct of a sexual nature.

If you feel you have been unlawfully harassed, tell the harasser to stop immediately. We urge you to report the incident to ProSearch 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 file a written complaint with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04330 or by calling 207.624.6050

### **Referral Program**

We know good people know good people! When you refer a friend to us and they are hired for a contract position we will give you a bonus after they work 40 hours!