



## Temporary & IT Contractors Employee Handbook

### Welcome!

It is our goal to provide our client companies with qualified, reliable temporary and 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 temporary or contract assignment including dress code, company culture, specific job duties, and estimated duration of the assignment and working hours so that you will have a rewarding experience.

In effort to answer some frequently asked questions, the following are some basic guidelines:

Our Locations	Our Hours & Website
<p><b>Portland, Maine Office:</b> 70 Center Street, 3<sup>rd</sup> floor Portland, ME 04101 Phone: 207-775-7600</p> <p><b>Portsmouth, New Hampshire Office:</b> 155 Fleet Street Portsmouth, NH 03801 Phone: 603-766-4999</p>	<p><b>Monday – Thursday</b> 8:00am – 4:00pm</p> <p><b>Friday</b> 8:00am – 3:00pm</p> <p><b>Website:</b> <a href="http://www.prosearchmaine.com">www.prosearchmaine.com</a></p>

### Communication & Attendance

We believe that pro-active communication is important. We will check in with you during your first few days on assignment to make sure 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, Ed McKersie can be reached at 207-775-7600, extension 104 or by email at [ed@prosearchmaine.com](mailto:ed@prosearchmaine.com).

If you are going to be late or need to call in sick, **please call and email the [recruiter](#) you are working with as soon as possible**. Please include your name and phone number so that we may call you back. If you need time off, or if you're 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 clients to make sure that their business needs are met.



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### Timesheet & Payroll Procedures

Hours are due no later than 9:00am each Monday. Paychecks are available on Wednesday's each week. Your paycheck, if not set up 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](#).

### Paystub Access

In lieu of paystubs, ProSearch utilizes an employee portal offered through [Complete Payroll Solutions](#). 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 active your account please locate the welcome email from [noreply@completepayrollsolutions.com](mailto:noreply@completepayrollsolutions.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@prosearchmaine.com](mailto:payroll@prosearchmaine.com).

### Sexual Harassment Policy

ProSearch 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 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 also file a written complaint with the Maine Human Rights Commission at: State House, Station 51, August, Maine 04333 or by calling 207-624-6050.

### Workplace Injuries

All injuries – no matter how minor must be reported to us. Please call your [recruiter](#) or our main line at 207-775-7600 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. Please go to the closest quick care center.



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### 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.

### 401 K Plan

When you have completed twelve (12) months of employment, and at least one thousand (1,000) hours during that period, you become eligible for our 401 K Plan. The plan has two (2) entry dates each year – January 1<sup>st</sup> and July 1<sup>st</sup>. Once you are eligible, you can enter and begin participating in the plan on the next entry date. Once eligible, you will be provided instructions on how to enroll in the plan, which is optional.

ProSearch provides an employer match contribution of 100% up to 3% and 50% up to 5% of an employee's contribution, resulting in a 4% employer match if the employee contributes 5% or more.

### ESOP (Employee Stock Ownership Plan)

ProSearch is proud to be an Employee-Owned company. Our temporary and contractor communities are eligible for participation in this plan, and details will be provided after your eligibility date (*similar to our 401k plan*).

### Referral Program

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

### Equipment Return Agreement

As part of this engagement, you may be provided with equipment (*i.e., laptop, tablet, related hardware, etc.*) for the performance of responsibilities. If so, you agree to promptly return all equipment upon the completion or termination of the contract. You will be provided with shipping material and instructions for the return of equipment. Package of equipment being returned must be delivered to shipping provider within three (3) business days of receipt of shipping material and instructions. You must provide ProSearch with a related tracking number.

ProSearch may withhold a portion of the final payment owed to you until all equipment has been returned to provider in the same condition as it was received, subject to reasonable wear and tear.



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### Maine Earned Paid Time Off

Effective January 1, 2021, W2 temporary and contract employees working in the State of Maine will accrue 1 hour of paid time off for every forty (40) hours worked (*up to 40 hours per calendar year*). This time can be utilized after 120 calendar days of being on the ProSearch payroll.

Below you will find the specifics regarding this policy, as well as the protocol for utilizing time. Please reach out to the [recruiter](#) at ProSearch you work with, with any specific questions.

- Effective on January 1st, 2021
- Employees accrue 1 hour of Earned Paid Leave for every 40 hours worked, up to 40 hours in a calendar year (January 1-December 31)
- Unused accrued PTO will rollover into the following year
- Employees can use their accrued Earned Paid Leave for any reason such as an emergency, illness, sudden necessity, planned vacation, etc.
- Employees can use the time in as little as 1-hour increments
- Employees can use up to 40 hours of leave in any defined year
- Includes all Maine-based employees: full-time, part-time, per diem
- Employees can carry over up to 40 hours from one calendar year to the next
- Employees will be required to give 4 weeks' advance notice to use earned paid leave for any reason other than an emergency, illness, or sudden necessity
- Employees are required to notify ProSearch as soon as practical if the use of Earned Paid Leave is for an emergency, illness, or sudden necessity
- ProSearch has applied a 120-day wait period before employees can use their accrued Earned Paid Leave
- At the separation of employment, any accrued Earned Paid Leave time will be paid out one week after the final paycheck
- The new PTO policy is taking the place of the tenure bonus (2,000 hours)
- To request use of accrued Earned Paid Leave, please email [payroll@prosearchmaine.com](mailto:payroll@prosearchmaine.com) and copy your [recruiter](#) at ProSearch