

# Graphics On Call Welcomes You to Our Staff

Thank you for selecting Graphics On Call as your primary employment agency. We are committed to represent your skills with your best interests in mind. Our assignments range from print and web design to project management and art direction and commensurate with your professional experience.

We are available to answer any questions you may have regarding your assignment so please don't hesitate to ask. In return, we ask you to perform your assigned job to the best of your ability. You have been chosen because of your accomplishments and we want to help you achieve your future goals.

Graphics On Call is an agency created solely for the purpose of promoting and employing great talent and we care most about the people we represent.

Again, thank you and congratulations for being a part of our talented staff.

Darcy Chatoian  
President

## **Terms of Employment**

Graphics On Call is your employer for the duration of assignments to which you are assigned. Please direct questions regarding your pay, employment, hours, or code of conduct to your staffing branch representative. All employees are employed in an "at will" capacity, which means that either the employee or employer may terminate the relationship at any time with or without cause. It is understood that neither party has an obligation to base a decision to terminate the employment relationship on any reason other than the intent not to continue the relationship.

## **Work Acceptance**

Your Graphics On Call Staffing Agent will contact you when an assignment is available that matches your level of experience. You will be given important information regarding the work hours, assignment duration, hourly pay rate and dress code. If you accept an assignment, please remain until its completion. Unexpected extensions or reduction in the length of your assignment should be relayed to us immediately.

## **Hourly Rate**

Your hourly rate may vary depending on the type of project you are assigned and the skill set needed to perform the job. Your Graphics On Call representative will tell you the exact rate of pay before sending you on an assignment.

## **Getting Paid**

Graphics On Call's pay period ends on Sunday. You must use a separate time card for each new assignment and at the beginning of each new week or the last day of your assignment. New cards can be found in the timesheet download area located on the bottom of the website [www.graphicsoncall.com](http://www.graphicsoncall.com)

Fax a signed timesheet to: **415-358-4700 by 9:00 am Monday** following your assignment. Your paycheck will be mailed to the address specified on your Form W-4 the following Friday. Your timesheet must be signed by your assigned supervisor in order to be processed. **Please make a copy of the timesheet for your supervisor and keep the original for your records.**

## **Payment Policy**

You will be paid overtime (time + one-half) for any hours worked over 8 hours per day or over forty (40) hours per week and for any other overtime or double time hours as required by state law. Overtime hours for alternative work week shifts, holidays, and Sundays will be established with the client assignment. Overtime must be authorized by your assigned supervisor.

### **Codes of Conduct**

Our clients are very important to us and we want them to be completely satisfied with our service. You are expected to represent Graphics On Call in a professional and courteous manner at all times. Always respect the policies of our clients and Conform to their hours, lunch, breaks and clothing standards. If you have any questions regarding the assignment, client expectations, or location, please ask your Graphics On Call Representative.

### **Dress Code**

We do not have a stringent dress code, however we do ask that you conform to the clients standard. Use your good judgment and be dressed and groomed in the manner suitable for business. Inappropriate dress and/or grooming can be grounds for removal from your assignment.

### **Be on Time**

Attendance and punctuality are very important qualifications for our employees. If you know you will be late or are not able to report to an assignment, please inform your Graphics On Call representative. Failure to do so may result in your removal from an assignment. Failure to call in or report to an assignment for 3 (three) days constitutes a “willful termination”.

### **Safety & Equipment**

Your safety is very important to us. If you are asked to perform work that you feel risks your safety, please contact your Graphics On Call representative.

Whenever anything unusual occurs with equipment on an assignment and you fear that your work may be lost, inform your supervisor immediately. Do not attempt diagnostics or repairs without proper authority approval. Use company equipment for company work only. Engage in personal calls during your lunch or personal time off. Do not request or borrow equipment that appears to be unused for your own personal property.

### **Company Information**

Graphics On Call is an equal opportunity employer. We seek, select, employ and promote temporary employees and personnel and to refer applicants for placement based solely on qualifications for the job to be filled. Graphics On Call does not discriminate on the basis of race, color, sex, sexual orientation, national origin, ancestry, age, religion, marital status, nondisqualifying handicap or disability, or veteran’s status with respect to recruitment, placement or any other term or condition of employment. Graphics On Call fully complies with the Americans with Disabilities Act of 1990. There are no explicit or implicit discrimination of any sort based upon physical or mental disability.

### **Harassment/Discrimination Policy**

Graphics On Call was founded on the principle of fair employment free from intimidation and hostility. The law affords employees and employment applicants special protection against harassment based on sex, race, color, religion, national origin, veteran status, or handicap.

Sexual harassment is prohibited and defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such conduct is made explicitly or implicitly a term or condition of employment, is used as a basis for employment decision, or has the purpose or effect of interfering with work performance or creating an otherwise hostile or offensive environment”. Offensive conduct may include such references as making jokes of a sexual nature in general or directed at one person, suggestive comments, unsolicited gifts of a sexual nature and physical contact.

If an employee complains of harassment in the work place by a co-worker or supervisor or if you observe harassing conduct by employees, immediately contact the Office Manager of Graphics On Call. We will investigate the complaint confidentially. We will resolve the problem and offer counsel to the employee. Any employee who violates this anti-harassment policy will be the subject to corrective action up to and including termination.

**Communication is the Key to Success---CALL US---WE HAVE YOUR BEST INTEREST IN MIND.**  
Call us if you are unsure of any of our policies.

<http://www.dfeh.ca.gov/posters/DFEH-185.pdf> Sexual Harassment Laws and Procedures

<http://www.dfeh.ca.gov/posters/DFEH-151.pdf> Discrimination Laws and Procedures

Emergency Phone Numbers---attached. please put in pdf format.

<http://www.dir.ca.gov/IWC/iwcarticle4.pdf> Wage Order For California Professional Workers

<http://www.dir.ca.gov/CHSWC/empknow.pdf> Worker's Compensation

<http://www.edd.ca.gov/fleclaim.htm#ui> Notice to Employees: Unemployment Insurance & Disability Insurance

<http://www.dir.ca.gov/Iwc/Minwage2001.pdf> Minimum Wage for California MW-2001

<http://www.dol.gov/dol/esa/public/regs/compliance/posters/pdf/minwagebwP.pdf> Minimum Wage (Federal)MH Pub 1088

<http://www.dol.gov/dol/esa/public/regs/compliance/posters/pdf/fmlaenbw.pdf> Family Care & Medical Leave Act of 1993

<http://www.dol.gov/dol/esa/public/regs/compliance/posters/pdf/eppabw.pdf> Employee Polygraph Protection Act

<http://www.dol.gov/dol/esa/public/regs/compliance/posters/pdf/eeobw.pdf> Equal Employment Opportunity is the Law

<http://www.osha.gov/oshpubs/poster.html> Occupational Injuries and Illnesses