



CONTRACTOR REGULATIONS & GUIDELINES

Upon accepting a new temporary work assignment through Santa Cruz Staffing, please review and follow the guidelines listed below:

REST AND MEAL BREAKS

- If you work over six hours in a day, you are legally required to take one 30-minute unpaid meal break within the first five hours worked. For example, if you work from 8am – 4:30 pm, you must take a meal break before 1pm, if possible.
- If you work over **12** hours in a day, you are required to take an additional 30-minute unpaid meal break.
- You are also required to take a 10-minute paid rest break for every four hours worked.
- If you do not comply with this rest/meal-break policy, it could be grounds for termination.

CALLING IN SICK / TAKING A SICK DAY

If you or an immediate family member is ill, and you need to take a sick day, please notify your manager at your work site first **AT LEAST ONE HOUR PRIOR** to the start of your shift. After you have notified your manager, please call/email Santa Cruz Staffing: 831-423-8888 ext. 206 | (gretchen@santacruzstaffing.com).

HURT OR INJURED ON THE JOB

If you are hurt or injured on the job, please call Santa Cruz Staffing immediately. We will give you the necessary instructions for your medical care/treatment.

TIMESHEETS

Please fill out your Santa Cruz Staffing timesheet every day. At the end of the day on Friday, or no later than Monday at 12:00 PM, please get your timesheet approved by your manager.

- If you are completing a manual timecard, please return the signed and authorized timesheet every **MONDAY BY NOON** - either fax it to us, scan/email it to us or take a photo and email it to us
- If you are completing the online timecard entry via ADP, please clock in/clock out daily and kindly remind your manager to approve your timesheet by the end of the week

PAYCHECKS

If we get your signed and approved timesheet by Monday at noon, you will get paid by the end of the week on Friday.

LEGAL HOLIDAYS/OFFICE CLOSURES

Working as a contractor, you only get paid for the hours you work. If the office where you work is closed, and you are not asked to work that day, you will not get paid for those hours. If you are asked to work on a holiday, you will be paid for straight time only; there is no "holiday" pay.

OTHER IMPORTANT INFORMATION

Other important information regarding Santa Cruz Staffing and your role as a contractor can be found at www.santacruzstaffing.com. The Employee Handbook can be found there, as well as additional information regarding timecards, direct deposit, W-4 form and Paid Sick Leave.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the above regulations and guidelines, and I will adhere to them.

SIGNATURE

PRINT NAME