

# CONTRACTOR REGULATIONS & GUIDELINES



Upon accepting a new temporary work assignment through Santa Cruz Staffing, please review the guidelines listed below, sign and return with your Wage Form and Physical Demands Acknowledgement Form:

## 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](mailto:gretchen@santacruzstaffing.com)).

## WORKPLACE SAFETY

Santa Cruz Staffing is committed to providing a work environment that is safe and conducive to your health. Please contact us immediately if you are hurt or injured on the job. Also, avoid potential hazards by:

- Keeping pathways clear by ensuring there are no electrical cords or debris on the floor
- Not lifting anything over 30 lbs., such as a box of copy paper or a 5-gallon water jug
- Taking rest breaks if you are doing repetitive motions for a long period of time, such as typing or using a mouse extensively

## REST AND MEAL BREAKS

- If you work over six consecutive hours in a day, even just 15 minutes over, you are legally required to take a minimum of 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 you work over 12 hours in a day, you are required to take an additional minimum 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.

## 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

You are responsible for coordinating the submission of your timesheets weekly. Please contact us immediately if you are experiencing any issues with your supervisor authorizing your timesheet.

## 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.

## ACKNOWLEDGEMENT

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

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SIGNATURE

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PRINT NAME