

Temporary Associate Handbook



corporate staffing and placement

This employee handbook contains an overview of policies and practices of importance to all employees. It supersedes any previous employee handbook which may have been issued by The McIntyre Group or its affiliates or subsidiaries (“McIntyre”). Neither the text of this handbook, nor any other policy or procedure statement of McIntyre is intended to, nor should they be construed to, create an employee contract between you and McIntyre, express or implied. Personnel policies, practices, and procedures are subject to change at any time without notice. It is the objective of McIntyre to consider the abilities of all qualified persons when making decisions pertaining to employment, promotion, demotion, transfer, lay-off, termination, training, rates of pay, benefits, and all other personnel related decisions.

McIntyre is an equal opportunity employer. We will not tolerate harassment or sexual harassment in the workplace by any of our employees. We do not discriminate on the basis of race, color, religion, age, sex, sexual orientation, marital status, veteran status, national origin, or disabilities covered under the Americans with Disabilities Act. McIntyre is committed to adhering to all federal, state and local anti-discrimination laws.

Need to reach us?

The McIntyre Group office hours are Monday through Friday from 8am to 5:30pm. We gladly accept early morning and evening appointments for your convenience and are accessible 24/7.

There are many different ways to reach us:

Your Temporary Division Contact:

Phone _____ ext. _____

E-Mail _____

Your Permanent Division Contact:

Phone _____ ext. _____

E-Mail _____

For early morning or evening emergencies use our
Emergency Message Center :

Norwalk: 203-750-1111, Option 6

Shelton: 203-944-0777, Option 6

Payroll Fax Number: 203-849-1116

Corporate Headquarters

63 Glover Avenue, Norwalk, CT 06850
T (203) 750-1111 . F (203) 750-1119

Shelton Office

Two Corporate Drive, Shelton, CT 06484
T (203) 944-0777 . F (203) 944-0778

Company Website:  www.themcintyregroup.com

Company Email Address: mcintyre@themcintyregroup.com

Letter from the Founder



Thank you for choosing The McIntyre Group as your recruitment partner and career advisor. We value your trust in us, and pledge to provide you with superior career assistance. Twenty-four years ago, when I opened the doors of our firm, I vowed to offer unique and valued-added services while never compromising our integrity or lowering our standards. I pledged to select and work with the very best internal team to provide you with an extremely knowledgeable and passionate group of individuals willing to work with dedicated persistence to find you the career opportunities of your dreams. Through this commitment, we have successfully established ourselves as the leader in recruitment for Connecticut and New York. We are proud of our community involvement in numerous local charities, events and fundraisers, and are pleased to have received many prestigious awards, including our ranking as “#1 Best Places to Work in Connecticut.”

Our goal is to present you with superior career choices at the most prestigious and renowned companies in the marketplace. In addition, our Consulting Services Divisions can open doors and immediate opportunities for you, ultimately allowing you to meet more hiring authorities face-to-face while gaining valuable exposure to additional career opportunities.

Please enjoy all of the exceptional services and opportunities that The McIntyre Group has available to you and remember to always “Follow Your Passion!”

Leslie McIntyre-Tavella
President/Founder

Welcome!

Congratulations on becoming a “McIntyre Associate”!

When you join our consulting team, you become a member of an elite group of valued, talented and respected “Associates” representing our firm. McIntyre’s superior achievements are built on the principle of simultaneously achieving success and satisfaction for our clients’ needs and for your career needs. It is for this reason that you will find your relationship with McIntyre to be a rewarding one.

As part of our team, you must uphold and maintain the values and ethics that we have worked over twenty-four years to preserve. Our reputation, built on over two decades of successful staffing partnerships, allows McIntyre to offer employment experiences at Connecticut’s most sought after firms.

McIntyre offers superior compensation, the highest paying referral program in Connecticut through “[Connecting Passions](#)” and many other diverse benefits specifically designed to offer you security and convenience. Our Staffing and Recruiting teams are tenured professionals who take a personal interest in your career aspirations and goals. Your relationship with your Staffing Manager will be based on mutual respect and trust.

The information contained in this handbook summarizes aspects of our relationship, including McIntyre’s payroll procedures, benefits, and general policies. Please read this handbook thoroughly, as you will find the answers to most of your questions here.

We have high expectations for you as part of our select staffing team, and expect you to understand and follow our policies and regulations. Should you ever have a question or concern, please be sure to contact your Staffing Manager.

We look forward to a mutually rewarding relationship and are confident that your career aspirations will be fulfilled here!

The McIntyre Group

What's expected of you?

The McIntyre Group is one of the most prestigious staffing firms in Connecticut and has extremely high expectations. Our expectations are reciprocal and you may expect the same level of service from us.

Our job is to ensure that you have a seamless transition when starting a new consulting opportunity. We will provide you with all pertinent information prior to the start of a new position.

Our relationship with you is based on trust and superior communications. The McIntyre Group adheres to the two strike theory – should you violate our expectations, policies or procedures, you will be given one additional opportunity. Should an additional violation occur, our relationship will end.

Our expectations:

- 1) McIntyre has provided numerous ways for you to contact us. If you cannot arrive to an assignment on time, we expect you to phone us directly. If an emergency occurs, please use our Emergency Message Center for early morning or evening problems.
- 2) Should you have job interviews or personal obligations, we ask that you make these appointments either early morning or as late in the day as possible. Please speak to your McIntyre Staffing Manager so they are aware of your schedule and can contact your direct supervisor at our client.
- 3) We ask that you maintain regular contact with McIntyre so we can fully understand how your assignment is progressing and to help us better serve you. Please contact us with your direct phone number on assignment and call us at least bi-weekly with updates.
- 4) Please remove your iPhone/iPod, cell phone/PDA, or any other technology device while at your consulting assignment. You should not be receiving personal calls, answering text messages, or surfing the Internet while at work.
- 5) Each consulting assignment may require different business attire. We will apprise you of any dress code requirements prior to the start of your consulting opportunity. However, The McIntyre Group expects professional dress attire at all times. We recommend that you dress more professionally than expected initially.
- 6) We have high expectations for our consulting team. When you commit to an assignment, we and our clients expect that you will fulfill your obligations and remain on your assignment until it is complete. Should an emergency situation occur, speak to your Staffing Manager immediately. Should you find a permanent position elsewhere, we expect that you, as a professional, will provide suitable notice to us and to the client, in order for a replacement candidate to be provided.

The McIntyre Group is personally invested in providing you with the best experience possible. It is our mission to find you your dream job. We hope that you will always communicate with us honestly and let us know if there is anything that we can do to assist you.



How do I get paid?

The McIntyre Group hopes to make “Getting Paid” a seamless transaction for you each week. The following process will ensure the effortless receipt of your weekly paycheck.

- 1) You must fill out a McIntyre timesheet weekly by either filling out a paper copy or downloading one from our website.
- 2) Complete all of the information on the timesheet.
- 3) The time you worked each day must exclude lunch or any breaks, time-off or tardiness that occurred for that week.
- 4) Round your total time to the **nearest** quarter hour.
- 5) Have your supervisor sign your timesheet. We will not accept or issue any paychecks without a signature.
- 6) Please let us know immediately if your assignment is coming to an end.

Be certain your timesheet is received by our Payroll Department in Norwalk no later than Monday at 5pm You may:

- Mail it and call to make sure we received it by Monday at 5pm.
- Fax your timesheet to our Norwalk office and retain your fax confirmation. Call to make sure we received your fax.
- Drop off your timesheet in person to our Front Desk Administrator.

Friday is our payday. You will always be paid for all hours worked through the previous Sunday.

Effective January 2010, The McIntyre Group has moved to “**Mandatory Direct Deposit**” as our only form of payment for our temporary associates. The McIntyre Group has taken this action due to reissuing of checks due to postal error, and lost or misplaced checks. In addition, it is the most efficient and fastest way for you to get your pay. If you do not wish to participate in Direct Deposit, we will hold your paycheck for pick up at our office.

If you do not have a bank account, The McIntyre Group is pleased to refer you to Webster Bank. Please contact John Lindgren at (203) 299-5680 to start a relationship with them.



How do I prevent payroll problems?

We make every effort to make our payroll process a seamless function. However, there are some circumstances which may prevent you from receiving your paycheck on time.

- 1) Unsigned Timesheet – You and your direct supervisor must sign **your** timesheet. It is your responsibility to have your timesheet signed by an authorized representative of the company at which you worked.
- 2) Untimely Timesheets – Timesheets are due by Monday at 5pm. Timesheets received after this time will not be processed by our payroll department until the following week.
- 3) Timesheets Not Submitted – If you neglect to submit your timesheet or submit it incorrectly, we will be unable to process your paycheck and will only be able to release a paycheck once you have submitted a properly completed timesheet.
- 4) Timesheets Not Received – Because of the volume of timesheets processed by our Payroll Department weekly, we are unable to call you if an expected timesheet was not received. Therefore, we urge you to call to verify our receipt of your timesheet.

How do I access my payroll information and weekly paystub?

Go online!

- 1) For Administrative Services visit www.downloadmyform.com/KAS
For Professional Services visit www.downloadmyform.com/KPS
For Accounting/Finance & Financial Services visit www.downloadmyform.com/KFS
For Creative Services visit www.downloadmyform.com/KCS
For Information Technology visit www.downloadmyform.com/KIT
- 2) If you haven't been here before, click "first time here?" to get your password and follow the onscreen directions.
- 3) Log in with your Last Name and Password.
- 4) Your most recent check stub or direct deposit statement will be automatically loaded.
- 5) Use the list on the left side to look at a previous payroll.
- 6) If you wish to receive a text message or email when your new statement is ready, click on "Options" and fill in the required information.

The McIntyre Group does not mail weekly paystubs to you. Therefore, you are responsible to check your weekly paystub at the website address listed above.

Are benefits available?

This handbook contains only a brief description of the various benefit plans available to our eligible temporary associates. For actual explanations of the benefits, reference should be made to the individual benefit plans. Where benefit plans are governed by a formal plan document or master policy, the exact terms of that plan or policy will govern. While it is the intention of McIntyre to continue all benefit plans and policies, we reserve the right to change, amend, or discontinue at any time any plan or policy presently in effect.

401(k)

McIntyre is pleased to offer a 401(k) plan to our eligible temporary associates. Eligible participants may choose from a variety of investments offered from such financial institutions as ING and Janus. Funds range from fixed returns to growth-oriented and international funds. Once you are eligible for the plan, a full description and enrollment kit for the plan will be available to you.

Eligibility for the 401(k) plan requires working for McIntyre for one year and one thousand hours. Once these requirements have been met, the plan offers two available sign-up dates per year on July 1 or January 1. You must have met the eligibility requirements before the sign-up date in order to enroll in the plan.

A 401(k) is a qualified retirement plan that allows you to contribute a percentage of your weekly paycheck to your 401(k) account on a pre-tax basis. Information regarding federal guidelines and regulations for 401(k) plans is included in the enrollment kit.

Medical Insurance

McIntyre currently offers health insurance options to temporary associates interested in obtaining coverage. McIntyre temporary associates must meet the eligibility requirements as set forth by the individual health carrier and plan administrator.

Temporary associates are able to enroll in the insurance plans immediately. The plans allow you to choose deductibles and will issue coverage for several months. Additional information is available under the “[Benefits](#)” section of our website.



How can I sharpen my skills?

Computer Training – Please visit our ten station computer training center featuring training and skill assessment programs on current software packages. Training and assessment programs are available on Outlook, Word, Excel, PowerPoint, and many others. Our training center is updated regularly, ensuring we remain competitive so you can keep your skills current.

Our computer training center is available to you by appointment and during normal business hours only. Call your Staffing Manager directly to discuss setting up an appointment. Once you have spent three training sessions on a specific software package, we will recommend that you take a test to gauge your improvement.

This training is free of charge. We encourage you to take advantage of this tremendous benefit. In addition, some great opportunities might become available while you're training with us!

Associate of the Month

McIntyre's Associate of the Month is awarded to those working temporary associates who best represent the customer service, dedication and professionalism of The McIntyre Group.

McIntyre's Associate of the Month success stories exemplify why millions of people choose to work as temporary and contract employees for U.S. staffing firms: choice of assignments, valuable training, scheduling flexibility, and the opportunity to work at top tier firms.

Each month, McIntyre Staffing Managers nominate their pick of the candidate who has excelled in his/her duties while on assignment. McIntyre receives feedback from the client company regarding the performance of the temporary associate, as well as determines those associates who prioritize their positions, remain flexible about assignments, show commitment, punctuality and other quality attributes. Please click on the month to view photos from their surprise presentation of a \$100 gift card. At the end of the year, a McIntyre Associate of the Year will be announced!

Make sure to check the [Associate of the Month](#) section on our website monthly for updates. Congratulations to all of our temporary associates!



Want to be notified about upcoming jobs?

Exclusive to The McIntyre Group is our “Job Notification Program”, an automatic program which assures you that every position we get in, you’ll know about immediately. To get started, create a job search profile. Then create up to three “Job Agents” based on your own specific job criteria and get The McIntyre Group working for you immediately with up to the moment new job opportunities.

Go to our website and follow these simple steps:

Step 1

Go to our “Search Jobs” section and click on “Profile”.



Step 2

You may either sign in with your existing login information or create a new profile by going to “New Users”.

A screenshot of a web form titled "PROFILE". Below the title is the instruction "Enter your information below." There are two sections: "Current users:" and "New users:". Each section contains an "Email" input field, a password field (represented by dots), and a "SUBMIT »" button. A link for "Forgot your password?" is located between the two sections.

Step 3

At the bottom of the edit profile screen you will find the “Job Agent” section. Check off the Job Agent you would like to use.

A Job Agent allows you to define criteria that meet your job search interests. Once created, you will receive automated emails alerting you to any new opportunities posted by The McIntyre Group that fall within the filters you designate below. To disable a Job Agent, simply uncheck the box next to it.

A screenshot of a form for configuring Job Agents. It features two sections, "Job Agent #1" and "Job Agent #2". Each section has a checkbox (checked for #1, unchecked for #2), a "Keywords:" text input field, a "Job Type:" dropdown menu (set to "All Job Types"), and a "Location:" dropdown menu (set to "All Locations").

“Connecting Passions” Referral Program!

McIntyre understands that our people are our most important asset and believe that creating the most generous referral program will attract the best candidates available. In addition, we want you to be extraordinarily rewarded for your efforts.

Our “[Connecting Passions](#)” Program pays you referral bonuses for referring your friends, family, colleague or associate for a position. Our referrals range from \$200.00 to \$2,500.00 depending upon the Practice Group and level of the opportunity being offered.

Terms and Conditions are as follows:

- Referral bonuses will vary depending upon the position and Practice Group of position.
- If you refer a candidate that doesn't match the original referred position, either our standard minimum referral bonus will apply (see below) or the referral bonus of the job in which we ultimately place the candidate in will apply.
- Should a candidate be submitted more than once as a referral, McIntyre will honor the first referring party only.
- A person will be paid only one referral bonus per candidate referred to McIntyre. However, there is no limit to the number of referrals a person can make; we encourage you to refer as many candidates as you prefer to us.
- Temporary/consulting referrals must work a minimum 80 hours to qualify for the referral bonus.
- For permanent placements, “Connecting Passions” referrals will be paid after the guarantee period of the placement has been met.
- Minimum referral bonus for temporary associates/consultants and permanent placements that aren't matched to a specific job posting will be paid as follows: Corporate Administrative Group - \$200.00, Accounting & Finance - \$250.00, Information Technology - \$300.00, and Client Referrals - \$500.00.

Kenzie and Co., d.b.a The McIntyre Group reserves the right to change, modify, or terminate this plan at any time.



Conclusion

The McIntyre Group believes that your experience with us will be a most rewarding one. With over two decades of staffing expertise, we believe that we can provide you with the most challenging assignments at the most prestigious firms in the marketplace. We will challenge you with exciting and stimulating consulting opportunities, improve your abilities, and offer you superior compensation, benefits, and perks. You will find that the programs we offer are outstanding and superior to many of our competitors.

We hope that you find your work with us to be fulfilling, refreshing, and a significant step towards your journey to a satisfying and successful career.

Best wishes for continued success and following your passion,



Administrative



Corporate Accounting & Finance



Financial Services



Information Technology



Creative