



Employee Benefits Package

A summary of the benefits currently available to employees of Area Temps. For more details on any specific program, please see your Area Temps representative.

Major Medical Insurance

Area Temps offers health insurance to eligible employees, including an affordable major medical plan for those who qualify as full time. As soon as you start your first assignment, you may sign up for a Minimum Essential Coverage plan, which covers wellness and preventative care. You may also opt for a supplemental fixed indemnity plan, which will help pay for doctor visits, hospital bills, prescription drugs and other medical costs. Finally, once an employee qualifies as full-time, based on a 12-month look-back period, you are eligible to enroll in a major medical plan through the Affordable Care Act's Healthcare.gov. Ask us for more information, or call CareBasic Staffing customer service at **1-866-798-0803**.



Workers' Compensation

Area Temps is a **self-insured** Workers' Compensation employer. That means we will handle your claim if you have any on-the-job injuries. Should you have such an injury, follow these steps:

1. Notify your medical facility that your employer is self-insured and provide them with our self-insured identification number. **Area Temps' Self-Insured Employer ID Number is 20004076.**
2. IMMEDIATELY notify your Area Temps representative *and* the Area Temps Workers' Compensation Coordinator, at 216-348-6213. Our coordinator will help expedite your claim.
3. File an accident report within 24 hours of your injury. You may obtain a copy of the necessary form from any Area Temps office.
4. You are also required to submit a drug test. If your medical facility does not issue one, it can be arranged through the Area Temps office that assigned you.

Paid Holidays and Vacations

Area Temps employees who have met the requirements to become a "career temp," (1,300 hours over a 12-month period), will receive one week of paid vacation.

The number of hours you have worked is noted on your e-paystub. When you have reached the required hours, notify your Area Temps representative that you would like to schedule a paid vacation. (If you are on a short-term assignment, you must wait until the assignment has ended before scheduling your vacation.)

You may also choose to take your vacation pay, which is equal to the hourly rate of your last assignment, and continue to work. If that is your preference, simply contact our office via phone or email and a separate paycheck will be issued for your vacation pay. To earn vacation pay, you must be currently on assignment through Area Temps and in good standing.

Paid holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Employees who have completed their first 900 hours and work the week in which a holiday falls will be paid at their current hourly rate.



Computer Skill Training

Once you are registered with Area Temps, you are eligible to train on all the latest computer programs ...for FREE! You may elect to train at our office, or even at home via the internet.

Working at your own pace, using SHL Training Services,[®] you can learn a new program or brush up on your skills in Microsoft Windows, Word, Excel, Power Point, Access, and more.

To schedule a training session in any of these software packages – and increase your value in this competitive job market! – call your Area Temps representative today.



College Tuition Assistance

All employees of Area Temps automatically accumulate free college tuition assistance while on assignment. For each 40 hours worked, you accumulate two tuition credits.

Credits may be applied toward the cost of tuition at any local accredited college or university. Employees receive one dollar in tuition reimbursement for each credit earned. When you are ready to take a class, simply bring your registration forms to our office and we will process your reimbursement, made payable directly to the college or university you have selected.



Performance Bonuses

Employees of Area Temps are eligible to earn cash bonuses for perfect attendance when they work all expected hours on their first assignments. Then, you can also earn weekly bonus points for your outstanding on-the-job performance!

Each week when they approve your time sheet, our customer is asked to rate your **Productivity, Dependability** and the **Quality** of your work. Your score is carefully recorded and prizes are awarded to those who meet our PDQ Performance goals!



\$100 Referral Cash Bonus Program

We strive to make your experience working for Area Temps a positive one and hope you will recommend us to your friends, relatives and co-workers from other services. That's why we offer you the opportunity to earn a \$100 cash bonus for your referral.

To participate, simply call your Area Temps representative with the name(s) of your referral. We'll do the rest! When they have completed their first 80 hours on assignment, you will automatically receive a check for \$100 in the mail.

Employee Credit Union

Employees of Area Temps are automatically eligible to join the Taleris Credit Union, a nationally- recognized financial institution offering a variety of services at substantial savings, including free checking, savings accounts, low cost loans, ATM cards, VISA cards, financial counseling, and much more. For more information, call **1-800-828-6446**.



Child Care Allowance

Area Temps offers "career temps" with children under the age of five a \$10 weekly child care allowance. Once you have the minimum required 1,300 hours, notify your Area Temps representative that you would like to participate in our child care assistance program. You will be required to show proof of your child(ren)'s age. A \$10 bonus will appear on your Area Temps paycheck each week you work a full 40 hours.

