

Minnesota Clerical, Inc.
Payroll Outsourcing Specialist



**A step in the
Right direction!**

Employee Handbook

Minnesota Clerical, Inc.

Payroll Specialist

17230 Uplander Street NW

Andover, MN 55304

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Email: mnclericalinc@usfamily.net

Welcome to MN Clerical Inc., a personnel firm that specializes in payroll and benefit management. MN Clerical Inc. will do our part to make your job as enjoyable as possible. Our goal is to provide you with the best benefits and employee services we can offer.

This employee handbook is a source of information about privileges, benefits, procedures, rules, and policies. This handbook supersedes any previous handbooks or statements of company policy.

Provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by MN Clerical Inc. or Client with or without notice.

Future supplements or changes will supersede the applicable provisions of this handbook.

After reviewing this handbook, you are required to sign the Handbook Acknowledgment form at the back and return to Human Resources at MN Clerical Inc.

Any questions or concerns please contact Roxanne Olsen:

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www.mnclericalinc.com

Who is my Employer?

MN Clerical Inc. is a professional employer organization (PEO). In the changing pattern of employee benefits, many successful businesses enlist the services of companies like MN Clerical Inc. to help them administer payroll, provide employee benefits, and conduct their routine personnel functions. MN Clerical Inc. is your employer for personnel purposes, while your client is the on site employer. This is referred to as a “co-employment relationship.” You get the benefit of each company’s expertise. For most legal purposes, you should list MN Clerical Inc. as your employer, because we provide your paychecks, benefits, and insurance coverage's, and we can verify that information with the appropriate party. You will be paid bi-weekly, unless another pay schedule has been arranged between the client and MN Clerical Inc. MN Clerical Inc. strongly encourages all employees to take advantage of direct deposit of their paychecks. There is no fee to participate in direct deposit. Direct Deposit ensures the paycheck amount is available to you immediately, rather than relying upon mail. You will be provided an opportunity to elect direct deposit when completing other new-hire paperwork. If you have any questions about your paycheck, or if it becomes lost or stolen, contact the Payroll Department at MN Clerical Inc. Paychecks not processed through direct deposit that are lost or stolen may take up to 10 business days to replace.

In the Event MN Clerical Inc. Discontinues with an Client

MN Clerical Inc. has a contract with the client that specifies when and why the contract may be terminated. In the event that the contract is terminated, your employment relationship with MN Clerical Inc. will end, and MN Clerical Inc. will not be able to continue to pay or provide benefits to the employees beyond the last day worked with MN Clerical Inc.

Getting Started

Before you can be issued your first paycheck, you will need to complete new hire paperwork and return it to MN Clerical Inc., including a Form W-4, Employment Eligibility Verification (form I-9) (both you and the client must complete parts of this form), Flexible Spending Account Enrollment forms, and insurance election forms.

Pay Schedule

Employees will be paid on biweekly payroll ends on Tuesdays and payroll is issued on Fridays. Monthly payroll pay periods end on the 15th and payable to the employee on the 25th of the month. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

Payroll Deductions

MN Clerical Inc. is required to make certain deductions from the employee earnings on his/her behalf, such as state and federal income taxes. Amounts withheld vary according to how much the employee earns, his/her tax filing status, state and federal regulations, and other factors. In addition, MN Clerical Inc. may also be required by law to recognize certain court orders, liens, and wage assignments. Other deductions may be made from the employee's paycheck with his/her permission, including deductions for the employee's cost of benefits.

Personnel Files

Nothing should be placed in an employee's personnel file unless there is a clear business reason for doing so. Employees may submit in writing requests to see their personnel files according to state law. If an employee disagrees with information contained in the personnel file, (s)he may submit written comments which will be made a part of the file. Information contained in personnel files will only be released to individuals or government clients with a legitimate "need to know," unless the employee consents to other release in writing.

Drug-test results, worker's compensation records, and other sensitive information are kept separate from the personnel file and are only released according to federal or state law or court order.

Workers Compensation

If an employee is injured on the job, (s)he must report that injury to the client **immediately**, so that an “Employer’s First Report of Injury” may be completed and forwarded to MN Clerical Inc.’s worker’s compensation administrator, who may then contact the employee for further information. Medical care will be provided to the employee as required by the applicable worker’s compensation laws. Failure to timely report an accident may affect the employee’s future rights, so any injury, no matter how minor, must be reported. Failure to report an

injury to the client or MN Clerical Inc. within 24 hours may result in disciplinary action. The injured employee should not discuss any accidents with people other than medical professionals, the client, or a representative of MN Clerical Inc. unless instructed by MN Clerical Inc. to do so.

Paid Time Off

If a paid time off (PTO) plan is in place, as determined by the client any employees who have earned PTO may use PTO according to the policy of the client.

Requesting Time Off

Employees requesting any time off, whether paid or unpaid, should ask the client in advance, using the procedure outlined by the client. Time off not requested in advance may not be granted.

Benefit Program

Waiting period and eligibility

Insurance benefits are effective the first of the month following the employee's date of hire. Regular full-time employees are eligible to enroll in all insurance programs. Regular part-time employees are eligible for dental, vision, and short-term disability,

Dental Insurance

All regular full-time and regular part-time employees are eligible to participate in dental insurance. Coverage is provided through Delta Dental. There are no restrictions on the providers the employee may go to, although by seeing a preferred provider, (s)he will receive discounted rates and direct billing to Delta Dental. Eligible employees may cover their spouses and dependent children. You may visit Delta Dental's website at www.DeltaDental.com. Rates are shown in the benefits section of the new employee paperwork.

Vision Insurance

All regular full-time and regular part-time employees are eligible to participate in vision Insurance. Coverage is provided through Delta Vision with the EyeMed provider network. Benefits include an eye exam, complete set of glasses or contact lenses, and additional provider discounts.

Short-Term Disability Insurance

This optional coverage is available to full-time and part-time employees . Employees choose the amount of coverage. Premiums are paid by the employees. Rates are shown...

Standard of Conduct

Honesty and Loyalty

All employees are expected to be loyal and honest. Employees are prohibited from engaging in any activity, while on or off the job, that could detract from the reputation of the client or MN Clerical Inc.

Gossiping about other employees' personal lives or business performance; wasting time, supplies, or merchandise; theft; providing confidential information to unauthorized parties; falsifying or destroying company records; and, any deceptive acts are considered to be disloyal and dishonest. Disloyal or dishonest behavior could result in discipline, up to and including termination.

Telephone Policy

The telephone is provided for the business purposes of the business; Therefore, it is necessary to limit personal calls to a minimum. Personal calls should only be made in cases of necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or meal period. No long distance personal calls should be made on company phones.

Cell Phone Usage

As a general rule, cell phones and personal communication devices are to remain silent and put away during the work day. Employees should not use cell phones or personal communication devices during work time, including for text messaging or emailing. If an employee needs his/her cell phone or other communications device for his/her job, any ringer associated with the device should be kept turned down (or on vibrate) and the device kept on the employee.

Computer Usage Policy

Employees are not to install any software, permanently download any internet files, or add or modify any hardware, without the consent of the Agent. The client reserves the right to access all computers and equipment (s)he owns or that are located on company property. If passwords are used for access to computer programs or files, employees must disclose those passwords to the client upon request. Employees may not intentionally damage, delete information, or misuse company computer equipment and files. Employees are not to use the internet for personal use, unless authorized by the client. Violations of this policy may result in immediate termination.

Confidentiality

Information given by an employee or client may be privileged or confidential information. Employees are expected to maintain strict confidentiality when dealing with such information. This may also be true for proprietary information within the clients. Employees should not discuss such confidential information with anyone outside the clients, except when authorized to do so. An employee who fails to maintain confidentiality may be subject to immediate dismissal. Employees may be required to complete a confidentiality agreement at the time of employment.

Attendance

Employees are expected to be on time and ready to work at their scheduled time and to not leave their work until the scheduled end time. If an employee is unable to report to work on time or will be absent, the employee must inform the client before his/her start time, or as soon as reasonably possible. Attendance is a requirement of the employee's job. If an employee's tardiness or absences are disruptive to the client and/or his/her business, the employee may be disciplined, up to and including termination. The client reserves the right to implement a more specific attendance policy.

Discipline

Misconduct may be disciplined by MN Clerical Inc. and/or the client. When the Client or MN Clerical Inc. deems it appropriate, immediate termination will occur. Other examples of disciplinary actions that may be taken include oral warnings, written warnings, and suspensions with or without pay. These are examples only and are not an exclusive list of possible disciplinary actions.

Termination

If an employee decides to leave, the employee is asked to give at least two weeks notice. Upon termination, whether voluntary or involuntary, all keys and other company property must be returned. Final paychecks will be mailed on the regularly designated payday or as required by state law.

Handbook Acknowledge

I acknowledge receipt of this Handbook. I understand that the provisions of this Handbook do not constitute a guarantee of any rights or continuation of employment. I agree to abide by the policies in this Handbook. The provisions of this Handbook may be modified or eliminated by MN Clerical Inc. at any time, with or without prior notice. I understand that my employment is “at-will” which means it is not guaranteed for any definite period of time and that I, MN Clerical Inc., or the on-site Client, may end my employment at any time for any reason.

Employee’s Signature: _____

Employee’s Printed Name: _____

Employee’s Work Email Address: _____

Date: _____

Sign and return this acknowledgment to MN Clerical Inc.
with your new hire paperwork.