

JOEL PAYNE ASSOCIATES

EMPLOYEE HANDBOOK

THE CONTENT WITHIN IS THE FOUNDATION FOR YOUR SUCCESS AT
JOEL PAYNE ASSOCIATES.

ENTER

TABLE OF CONTENTS

Click a Topic

[Confidentiality](#)

[Books and Records](#)

[General Rules of Conduct](#)

[General Rules of Conduct \(continued\)](#)

[Drug and Alcohol Abuse](#)

[Drug and Alcohol Abuse \(continued\)](#)

[Duties and Responsibilities](#)

[Phone calls](#)

[Change of Address](#)

[Name Change](#)

[Payday](#)

[Bonus](#)

[Vacations](#)

[Personal Time Off](#)

[Attendance](#)

[Dress Code](#)

[Wage Attachments](#)

[Sexual Harassment](#)

[Disclaimer](#)

CONFIDENTIALITY

Our business is highly confidential and the sharing of information regarding an employer or candidate with anyone outside of the company is prohibited. The removal of resumes, company information, or any documentation considered to be of a confidential nature must be approved by management and this information must be safeguarded and returned to the company.

Books and Records

Employee's of Joel Payne Associates are paid a salary for their work and in the course of their work it is expected that an employee will add to our database in various ways including but not limited to new candidate names, resumes, data sheets, personal information, job orders, job contacts, inside information, training techniques and sources, software access passwords goodwill, etc. These are all considered the property of Joel Payne Associates and may not be used or shared with anyone outside of the company, nor may it be used by any employee who leaves JPA. We will vigorously protect all of our assets.

GENERAL RULES OF CONDUCT

To promote the efficiency and welfare of our employees and certain rules of conduct have been established. Generally, these rules conform to the standards of conduct in our society, and management and staff must comply with them at all times.

Please read these general rules and become familiar with them. Any serious violations shall include, but not be limited to the following:

1. Knowingly making false statements or material omissions on personnel, company or company records.
2. Failure to report to work as scheduled without prior authorization and/or sufficient cause, including no call -no show.
3. Excessive absenteeism, habitual tardiness in reporting to work or returning from breaks without prior authorization.
4. Refusal or failure to follow instructions or perform work as assigned or countermanding supervisor's orders without authorization, insubordination.
5. Disregard or violation of a posted, known, written, verbal company rule, procedure or policy.
6. Creating or contributing to unsanitary, hazardous, or poor housekeeping conditions.
7. Reporting to work while under the influence of alcohol or illegal drugs, drinking alcohol, having the odor of alcohol on your breath, or using illegal drugs while at work.
8. Any unauthorized possession, removal or attempted removal from the premises of any company property or property of another employee. (Including Resumes, Company Forms, any information that is a direct result of the corporation).
9. Willfully or negligently misusing, damaging, threatening to damage, or destroying any company property or property of another employee.
10. Threatening, intimidating, coercing, or interfering with other employees.

GENERAL RULES OF CONDUCT CON'T

11. Use of profane or abusive language, or engaging in lewd, obscene, or other inappropriate conduct.
12. Behaving in any manner that could be construed as discriminating or harassing or otherwise in conflict with federal or state laws relating to individual civil rights.
13. Unauthorized posting, distribution, sale, or circulation of any written materials in working areas or unauthorized sale of anything while on premises. soliciting, procuring, or engaging in any immoral acts on the premises.
14. Making false, vicious, profane, or malicious statements to or about another employee or the company.
15. Smoking or use of tobacco products inside the building and must be on breaks only.
16. Violation of appearance standards. (Detailed in section titled Dress Code)
17. Unauthorized removal or sharing of privileged company information.
18. Failure to maintain a pattern of behavior that reflects a positive attitude relating to the company, management personnel, co-workers and clients.
20. Failure to return to work as scheduled after an approved Leave of Absence.
21. Failure to attend mandatory general meetings, special meetings or training sessions without the approval of your supervisor.
22. Only Joel Payne Associates business may be conducted on our premises, regardless if it's outside our normal business hours.

Failure to adhere to the above rules of conduct will result in termination.

Drug and Alcohol Abuse Policy

It is the policy of Joel Payne Associates that drug and alcohol use ("substance abuse") in the workplace will not be tolerated or condoned. Joel Payne Associates will maintain a workplace free from substance abuse and its effects.

It is the policy of Joel Payne Associates that no employee will be permitted to engage in the sale, use, possession or transfer of controlled substances.

Purpose

The purpose of this Policy is to ensure a safe working environment for all employees of Joel Payne Associates and to promote productivity.

Procedure

In order to promote this Policy, Joel Payne Associates will establish rules and regulations to be followed by employees.

Company may conduct pre-employment screenings for drug use, and will refuse employment to any candidate who is found to have unacceptable drugs in their system or who refuses to participate in such screening.

Joel Payne Associates will conduct screenings for drug or alcohol use after accidents that occur on the job in order to determine whether such use contributed to the factors causing the accident.

Employees who refuse to participate in such screenings may be terminated.

Company will conduct screenings where reasonable suspicion exists related to an employee's behavior and the belief that his or her performance is impaired.

Reasonable suspicion includes the following:

- a. The odor of alcohol or drugs.
- b. Slurred speech or other decreased motor functions.
- c. Significant changes in job performance or personality

The provisions above will be conducted via urinalyses testing and results will be evaluated based on measurements dictated by federal and state government standards.

Drug and Alcohol Abuse Policy continued

Screenings for alcohol intoxication under the provisions above will be conducted via breath testing.

In order to ensure a high degree of accuracy and reliability, all testing shall be conducted by independent laboratory facilities.

Joel Payne Associates will hold all drug screenings in confidence and will conduct such screenings in accordance with appropriate state and federal regulation, including the Americans with Disabilities Act ("ADA").

Where a screening is underway, employee will be immediately removed from duty and placed on leave until the results of the screening are available.

Joel Payne Associates will cooperate with law enforcement agencies in reporting confirmed drug abuse or the sale or possession of illegal drugs in the workplace.

Back

Initial _____ Date _____

JOEL PAYNE ASSOCIATES

Account Executive (AE)

Duties and Responsibilities

The AE will work closely with client firms to replace, in the event of an opening, or add lateral partners. The AE will source qualified lateral partners or other attorneys to fill openings in client firms.

In addition the AE will assist an attorney, who is looking for an opportunity that is more compatible with his current career goals. In addition the AE's duties require the following:

- Make 80 plus calls per day
- 15 full presentations per day
- one new candidate daily
- one new job order daily
- one submittal per day
- three send outs per week
- negotiate contracts
- research
- e-mail
- have a new target planner every day
- meet with senior recruiter
- counsel candidates
- counsel clients
- complete candidate data sheet
- complete client data sheets
- prepare candidate profiles
- introduce candidates to clients
- arrange interviews
- the brief candidates and clients
- arrange travel
- close transactions
- collect receivables enter companies and clients into database
- enter activities on all communications with clients and candidates into database
- and other duties not listed

Signature: _____

DATE: _____

PHONE CALLS/MAIL

Personal phone calls are to be limited to breaks and lunch only. Personal long distance calls will not be tolerated. Personal mail is not to be sent to employees at work (via e-mail or regular mail).

Occasionally your business phone calls will be monitored for quality assurance, adherence to company policy, procedures and training.

CHANGE OF ADDRESS/NAME CHANGE

It is essential that you personally notify us as soon as possible for change of addresses or phone numbers. This information must be kept current so that you may be notified of emergencies and to receive your yearly I.R.S. W-2 Form.

PAYDAY

Payday is twice a month, on the 15th and the last working day of the month.

BONUS

In order to qualify for a bonus the following criteria must be met:

1. Qualifier must be reached.
2. Must be an active employee
3. The Fee must be received, in full, while you are actively employed.
4. Guarantee period must be satisfied

All of the above must be satisfied to qualify for the bonus.

The bonus program was established to enhance your total earning potential but, is not guaranteed. The program criteria is subject to change without notice.

Back

Initial _____ Date _____

VACATIONS

All regular full time employees are entitled to vacations as follows:

One full year of continuous employment= 1 week of vacation

Two full years of continuous employment= 2 weeks of vacation

Three + years of continuous employment= 3 weeks of vacation

Vacation requests by employees must be made at least 30 days prior to the starting date and must be approved by the Manager, with preference for vacation time given according to seniority by date of hire. Only one person per department can be on vacation at the same time. Vacations must be taken during the 12 months immediately following completion of each year of continuous employment. Vacation time may not be accumulated from year to year and JPA does not give pay in lieu of unused vacation. The purpose of a vacation is for you to rest and get away from your work environment therefore, we encourage you to use your earned vacation time.

PERSONAL TIME OFF

JPA provides Three (3) sick days per year effective on January 1st following 90 days of employment.

The following paid Holidays are observed:

New Year's Day.

Memorial Day.

July 4th.

Labor Day. Thanksgiving
Day.

The Day after Thanksgiving. Christmas
Day.

In the event you exceed your sick day entitlement you may use any unused vacation time. If you don't have vacation time coming or you choose not to use it, your pay will be reduced on your next check.

We have closed the office from December 24th until the first working day in January. This practice may continue. It is highly recommended you manage your vacation Time to insure you will receive a pay check during this period.

initial _____ Date _____

Back

ATTENDANCE

Our hours of operation are Monday thru Friday from 8-5. Our lunch hour runs from 12 noon-1

P.M. Punctuality and regular attendance are expected. Whenever you are unable to attend work, it is Your responsibility to call in and talk to Management, and it is not permissible to leave a message on the company voice mail about your absence. In the event you are absent due to illness for three consecutive work days, you must submit proof of illness in a form acceptable to Management. Management reserves the right to verify an employee's reason for absence and at its discretion may require a physician's statement or other proof of the reason for absence.

Frequent or unexplained absences or tardiness causes inconvenience to your fellow workers and seriously impairs the value of your service to us. It is of the utmost importance that your absences be necessary and that you keep Management informed. Absence without notice or frequent tardiness will be cause for termination.

Back

Initial_____Date_____

DRESS CODE/APPEARANCE

Clothing should be neat and clean. Hair styles and cosmetics should be selected carefully and in good taste. Extreme styles should be avoided during working hours. Sideburns, mustaches, and beards should be clean and neatly trimmed.

Our dress is casual business attire with the exception to meetings with clients then it shall be business attire. On days when casual wear is authorized, if jeans are preferred they must be in good repair. Shirts must be ironed and in good repair. No shorts.

INTERNET USAGE

Our internet is to be used for business purposes only and any personal use is prohibited. The following list includes but not limited to websites not to be visited on the Joel Payne Associate's system.

- Pornographic Sites
- Sporting Sites
- Travel Sites
- Auto Dealerships
- News Sites (CNN,MSN,MSNBC ETC.)
- Gaming Sites

This is obviously not an all-inclusive list and the rule to apply is if it is not business related do not go there, PERIOD.

Email has the same restrictions, only email of a business nature may be sent, including personal email from email services such as Yahoo or Hotmail

ANY WEBSITES OF A PERSONAL NATURE OR EMAIL NOT RELATED TO OUR BUSINESS MUST BE DONE ON YOUR PERSONAL HOME COMPUTER.

WE RESERVE THE RIGHT TO MONITOR YOU INTERNET AND EMAIL USAGE WHICH WE CAN MONITOR REMOTELY AND BY THE USE OF KEYLOGGERS AND TRACKING SOFTWARE.

Initial _____ Date _____

Back

WAGE ATTACHMENTS

The attachment of an employee's wage by a creditor is a serious matter. Employees should make necessary arrangements to protect their credit standing and make the necessary arrangements to pay their obligation voluntarily. Management **MUST** honor wage attachments ordered by courts of law, the I.R.S., and the State of Washington or any other legal entity having jurisdiction under Washington law.

The administrative cost of processing wage attachments is very high and fees can be deducted from your wages to off-set these costs. You should make every effort possible to eliminate such wage claims against your salary.

SEXUAL HARASSMENT

Employees shall not use their job position or authority to solicit or imply solicitation of sexual favors of any nature, or subject any other employee to adverse work conditions for failure or refusal to comply with any solicitations implied or otherwise, nor shall any employee falsely accuse another employee of sexual harassment. Employees believing they are or have been sexually harassed should immediately contact Management. The allegations will be investigated, and whether they are confirmed or found to be false or unwarranted, management will take appropriate disciplinary action, up to and including termination.

Back

Initial _____

Date _____

This handbook is for information purposes only, it is not a contract and nothing contained herein shall give any employee any contractual rights. Any of the policies and benefits contained in this handbook may be changed at any time hereafter without notice. You are expected to conform to the company's policies, procedures, rules and regulations.

Initial _____

Date _____

Back