

ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, FIREARMS AND WEAPONS POLICY

It is our company policy to maintain a work environment that is safe for all employees and conducive to attaining high work standards. As part of this policy, no illegal drugs, related drug paraphernalia, intoxicating beverages, firearms, or weapons are allowed in vehicles, any office or other work locations of the company. In addition, no employee shall report to work under the influence of any illegal drug or alcohol.

It is Advantage Personnel's policy to drug test employees who receive treatment for a job-related injury. If you should fail the post-injury drug test, all Workers' compensation benefits will cease at that point, and no further medical bills will be paid, except for the initial visit and examination. As a further precaution, a Client Company may require a Pre-Entry Designated Position and/or Area or Work drug screen or alcohol screen prior to employee's placement in such an assignment. If you fail either the Pre-Entry Designated Position and/or Area or Work/drug or alcohol screen, you will be immediately terminated. In addition, Client Companies to whom you may be assigned may require a random drug and/or alcohol screen on occasion. If you fail this random screen you will be immediately terminated.

The manufacture, distribution, dispensation, presence, or use of controlled substances on or in company property, which includes any company vehicles or employee vehicles used in whole or part in the course of an employee's employment by the company, is prohibited. Employees violating this policy will be disciplined. Discipline shall include termination and may be subject to criminal investigation or prosecution. As a further precaution, entry into or upon any vehicle, office or other work location of the company is conditioned upon the company's right to search the person and personal effects of any entrant for illegal drugs, intoxicating beverages, firearms or weapons. No part of this policy is intended to affect the company's right to manage its workplace or establish terms and conditions of employment. The company reserves the right to alter or amend this policy, including the institution of a drug or alcohol testing program, at any time at its sole discretion. Violations of this policy, or refusal to submit to a search, will be cause for disciplinary action up to and including immediate discharge.


ADVANTAGE PERSONNEL, INC. SEXUAL HARASSMENT POLICY

It is improper and against the policies of our company for any temporary employee, male or female, to sexually harass another employee or temporary employee by: (a) making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, or; (b) creating an intimidating, hostile, or offensive working environment by such conduct.

Any temporary employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately (within 48 hours after the alleged harassment occurs) directly to API Management. An investigation of all complaints will be undertaken immediately.

API recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a harassment effect requires a factual determination based on all facts in the matter. Given the nature of this type of allegation, API recognizes also that false accusations of sexual harassment can have serious effects on innocent women and men. API trusts that all temporary employees will continue to act responsibly to establish a pleasant working environment free of harassment.

ADVANTAGE PERSONNEL, INC. TIME SHEET EXAMPLE



11224 BOARDWALK, SUITE E1-1
BATON ROUGE, LOUISIANA 70816-8345
TEL.: 504-273-8900 FAX: 504-273-8909

TO OUR TEMPORARY:
This time sheet must be in our office no later than 12:00 noon Monday, following week worked, so you can be paid Wednesday.

INSTRUCTIONS:
1. Bring white copy to our office.
2. Pink copy is for customer records, the yellow copy is for employee's records.

TO OUR CUSTOMER:
We sincerely thank you for using Advantage Personnel, Inc. and request that you:
1. Confirm the total regular and overtime hours entered on the time sheet by legibly signing your name and date.
2. Remember, we invoice weekly on the basis of hours worked times hourly rate. Fractions of hours are converted to decimals. There is a four (4) hour minimum show-up time charge per assignment.

CUSTOMER AGREEMENT:
It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours are correct and that the work was performed satisfactorily.
This will confirm Advantage Personnel Inc.'s temporary placement policy with client company or affiliates, directly or indirectly, should you hire through our efforts.
Client agrees that no insurance is afforded by Advantage Personnel for physical loss or damage to client's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody or control of Advantage Personnel, its agents or employees. Also, client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of an Advantage Personnel employee driving such vehicles.
Client will not entrust Advantage Personnel employees with the care, custody, or control of cash, negotiables, valuables, or other similar property. It is understood and agreed that claims made under Commercial Blanket Bond must be reported in writing to Advantage Personnel within ten (10) days after discovery of the occurrence.
Client agrees that utilization of the employee named on this time sheet on either a temporary or permanent basis within one year from date on time sheet will be through Advantage Personnel. Hiring this person on a permanent basis, if no existing contract agreement is in force, requires client to notify Advantage Personnel of its intention. Starting at date of notification, employee is carried on Advantage Personnel's payroll for 520 hours, after which he/she becomes client's employee. Client may choose to pay Advantage Personnel a liquidation charge according to Advantage Personnel's schedule of charges, in lieu of the 520 hours workout.

*Once Again - Thank You For Calling
Advantage Personnel, Inc.*

EMPLOYEE'S NAME _____

Soc. Sec. # _____ Wk. Ending _____

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	DAILY TOTAL
	Mon.				
	Tues.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				
	Sun.				
TOTAL HOURS		O.T. HOURS		REG. HOURS	

ASSIGNMENT STATUS: CONTINUING COMPLETED

Client Company Name: _____ Date _____

Client Company Authorized Signature

1. Print your name.
2. Print your social security number.
3. Fill in the date next to the day of the week you worked.
4. Next to the day of the week you worked, fill in the time you worked, time you left work, and the amount of time you took for lunch,.
5. Have your Client Company contact person sign and date the time sheet, verifying the time you worked.
6. Fax your completed time sheet to our office at (225) 273-8909, by 12:00 noon on Monday following the week you worked.
7. You are responsible for time sheet being received by Advantage Personnel, Inc. on Monday by noon.
8. If you work at different jobsites/companies you must fill out separate time sheet.
9. Checks are distributed at our main office **from 7:00 A.M. to 5:00 P.M. on Friday. Any check not picked up on Friday will be held until picked up.**

Some exceptions exist and will be explained by your counselor.

10. Avoid lower back strain while seated by adjusting chair height and/or using a footrest to maintain a ninety-degree relationship between the back and upper leg.
11. Avoid constant or repeated contact with sharply angled surfaces, such as the sides of tables or workbenches.
12. Avoid constant bending.
13. Keep ears, shoulders and hips in a straight line when bending.
14. Push objects; do not pull. Pushing allows you to use your entire weight instead of just your back.
15. Get close to an object before reaching for it.
16. When reaching, turn your body slowly instead of twisting.
17. Position any monitor at eye level and an arm's length away.
18. Get up and walk for a couple of minutes every hour. This can energize your mind and body.
19. Extend your legs and wiggle your toes to increase circulation while sitting.
20. Close file and desk drawers before moving away.
21. Use power strips to avoid tangled extension cords.
22. Clean up spills as soon as they occur.
23. Avoid shortcuts. Use a stepstool or ladder with someone in attendance when reaching for overhead objects.
24. Keep walkways clear and make sure walkways are well lighted.
25. When operating or riding in Client Company vehicles, or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
26. Attend and participate in Safety Meetings as may be required by API or Client Company to whom you are assigned.
27. Use proper lifting procedures for heavy objects.
28. See 24 Re: personal times at work.

EMPLOYEE RESPONSIBILITY & GENERAL SAFETY RULES II

Safety in the office work environment is as important as safety on any other work assignment. Work-related accidents can and do happen in the office. As a temporary employee assigned to an office work assignment, you are made aware of, but not limited to, the following safety requirements:

1. Temporary employees are to immediately report a job-related injury to API Safety Coordinator and/or Client Company job supervisor. (Temporary employee will be instructed which API approved medical facility to report to for examination and treatment of injury, and a post-accident drug/alcohol screen). Temporary employee is required to remain at the medical facility until examination and drug/alcohol screen are completed. Failure to comply will result in temporary employee's immediate termination, and no further Workers' compensation benefits.
2. Temporary employee is to report any observed unsafe condition to API Safety Coordinator and the Client Company contact.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on any job assignment, or on API or Client Company premises. Any employee discovered under the influence of alcohol or drugs will not be permitted to continue on job assignment and may be terminated.
5. If you do not have current First Aid Training, do not move or treat an injured person, unless there is an immediate peril such as profuse bleeding or stoppage of breathing.
6. Walk; do not run, down hallways and aisles.
7. Avoid prolonged, awkward positions, such as bending wrists forward or backward, or turning wrist(s) out continually (e.g. when using the number keypad on a standard keyboard).
8. Avoid prolonged, awkward neck posture such as keeping head tilted forward, backward, or to one side.
9. Avoid prolonged, awkward elbow positioning; let them hang comfortably or rest on a surface free of sharp corners, and low enough to prevent constant upward pressure.

CHANGE IN EMPLOYEE'S STATUS

In order for API payroll records to be accurate, it is important that API has your correct address, telephone number, and your tax filing status. This information is not only important for your paycheck and tax withholding purposes, but also in case of an emergency. You are to notify API of any changes in the following:

- Change of home address and telephone number
- Change in marital status
- Legal change of name
- Change of citizenship status
- Telephone number of emergency contact

It is **POLICY** that every temporary employee be entitled to a safe place in which to work. API will make every reasonable effort to ensure temporary employee safety while on assignment.

PAY PROCEDURES

API's "payroll week" is from Monday through Sunday. All temporary employee time sheets are due in API's payroll office by 12 noon on Monday following the "payroll week" just completed. Paychecks are available for pick up each Friday, 7:00 a.m. to 5:00 p.m., at the Main Office. It is your responsibility to verify the spelling of your name, address, and social security number for accuracy. Paychecks/direct deposits are released on Friday the following payroll week you work. If the timesheet is not in payroll's office by 12:00 noon on Monday following the "payroll week", your check may be withheld until the following payroll week.

An example of how to properly complete an API time sheet is included on the previous page.

GARNISHMENTS

API may be required by law to recognize certain judgments, court orders, liens, and wage assignments. API receives the necessary documentation by certified mail from the agency or court requesting the garnishment. This information is entered into API payroll records, and the proper deduction is taken out beginning on the next payroll week.

HOLIDAYS/VACATIONS

API does NOT offer paid holidays for our temporary employees. The only exception would be if the Client Company to whom you are assigned agrees to be billed for a holiday, while you are working for them API can then pay you for that holiday.

Employees needing time off are to notify their API staffing counselor in advance so arrangement can be made to cover their position. Failure to comply, and leaving a job assignment with no notification, will result in employees' immediate dismissal.

SICK DAYS

If you are unable to report to your work assignment due to illness, **you must contact your API staffing counselor at least one hour prior to start of your work day** so your position can be covered. It is your responsibility to keep your API counselor up to date on your condition and when you can report back to work. Three or more days of absence from work due to illness requires a doctor's excuse. Days of work missed due to illness will be unpaid.

PRE-EMPLOYMENT SCREENING

Advantage Personnel may be required to perform pre-employment drug screening. If for any reason you leave the assignment before 90 days, the drug testing fee(s) will be deducted from your last pay check. This includes any criminal background checks as well. If you have any questions regarding this policy, please contact your counselor.

HOLD ON PAYCHECKS

Payroll will place a hold on a paycheck for any of the following reasons: Incorrect or incomplete forms of ID's, Medical History Questionnaire not completed, I-9 not completed, L-4 not completed, W-4 not completed, Timesheet Policy Form not completed, Part-time Acknowledgement Form not completed, Second Injury Questionnaire Form not completed, Form 8850 not completed, Tax Credit Questionnaire not completed, and possession of any Client Company or API property. Holds will be released when appropriate paperwork is received by the payroll office at API. Once a paycheck is released, the employee may pick it up at the payroll office.

- 13 Learn where fire extinguishers and first aid kits are located.
- 14 Maintain a general condition of good housekeeping in all work areas at all times.
- 15 Obey all traffic regulations when operating vehicles on public highways.
- 16 When operating or riding in Client Company vehicles, or using your personal vehicle for business purposes, the vehicle's seat belt shall be worn.
- 17 Be alert to hazards that could affect you and your fellow employees.
- 18 Obey safety signs and tags.
- 19 Always perform your tasks in a safe and proper manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules are leading causes of employee injury.
- 20 Earrings, or other piercing apparel, are NOT to be worn on the job assignment, or while performing your specific job.
- 21 Wallet chains, or other dangling clothing accessories, are NOT to be worn on job assignment or while performing your specific job.
- 22 Attend and participate in Safety Meetings as may be required by API or Client Company to whom you are assigned.
- 23 Use proper lifting procedures for heavy objects.
- 24 If employee becomes ill while on duty, he/she must report directly to the Client Company on-site supervisor.
- 25 Any Additional requirements for dress code required by Client Company/OSHA (including, but not limited to: long sleeve shirts with collars, long hair, facial hair) will be followed.

EMPLOYEE RESPONSIBILITY & GENERAL SAFETY RULES

1. Temporary employees are to immediately report a job-related injury to API Safety Coordinator and/or Client Company job supervisor. Temporary employee will be instructed which API-approved medical facility to report to for examination and treatment of injury, and a post-accident drug/alcohol screen. Temporary employee is required to remain at the medical facility until examination and drug/alcohol screens are completed. Failure to comply will result in temporary employee's immediate termination, and no further Workers compensation benefits.
2. Temporary employee is to report any observed unsafe condition to API Safety Coordinator and the Client Company job supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on any job assignment, or on API or Client Company premises. Any employee discovered under the influence of alcohol or drugs will not be permitted to continue on job assignment, and may be terminated.
5. If you do not have current First Aid Training, do not move or treat an injured person, unless there is an immediate peril such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job assignment at all times.
7. Where there exists the hazard of falling objects, an approved hard hat must be worn.
8. Do not perform any task unless you are properly trained to do so and are aware of the hazards associated with that risk. You will be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
9. Learn safe work practices. When in doubt about performing a task safely, contact your Client Company job supervisor for instruction and training.
10. The riding of a hoist hood, or on other equipment not designed for such purposes, is prohibited at all times.
11. Never remove or by-pass safety devices.
12. Do not approach operating machinery from the blind side; let the operator see you.

ON THE JOB INJURIES

If a temporary employee is injured on the job, the employee must immediately report the injury to API Safety Coordinator and Client Company job supervisor. If treatment is required for the injury, API will instruct the employee where to go for treatment.

As part of the post-accident treatment, API requires the temporary employee to be tested for drugs and alcohol. The temporary is to remain at the treatment facility and cooperate fully with the medical staff in providing a test sample.

If a temporary employee refuses the drug test, or leaves the treatment facility prior to the drug test being completed, the temporary employee will be immediately terminated.

JOB SAFETY ANALYSIS

API's client companies may be required to complete Job Safety Analysis (JSA) on jobs that have produced an injury requiring medical treatment or disability.

As a temporary employee assigned to such a job for the Client Company, the employee is responsible to cooperate fully in the completion of the JSA. The job supervisor, or Client Company contact, will give the temporary employee the proper instruction.

APPLICATION FOR OSHA AND TWIC CARD

Apply at the following Safety Council Locations:

8180 Siegen Lane
Baton Rouge LA 70810

7640 LA Hwy 1 S
Addis LA 70710

2612 South Ruby St
Gonzales LA 70737

PUBLIC ACCIDENT/INCIDENT REPORTING PROCEDURE

API client companies may be required to complete a Public Accident/Incident Report on accidents/incidents involving the public. If a temporary employee is a witness to such an occurrence, the employee is to cooperate fully with those in the Client Company assigned to investigate the occurrence.

DRIVER SAFETY/VEHICLE ACCIDENT INVESTIGATION

API, from time to time, assists client companies with assigned employees to fill driving positions.

A temporary employee assigned to a driving position is responsible for, but not limited to, the following, and failure to do so may result in disciplinary action:

1. A valid driver's license for class of vehicle to be operated with no more than one ticket for a moving violation (i.e., speeding, failure to yield, etc.) on the temporary employee's motor vehicle driving record.
2. Must report revocation of driver's license to API immediately.
3. Reporting any incident involving the temporary employee and a Client Company vehicle as soon as possible to API Safety Coordinator and the job supervisor or Client Company contact.
4. Cooperating fully in the investigation of any accident involving the temporary employee and a Client Company vehicle.
5. The temporary employee must have a current, valid auto liability insurance policy in effect to accept a driving position. The temporary employee must show a current auto insurance ID card with name, address, and phone number of agent, for verification by API counselor.
6. The temporary employee must understand that their personal auto liability insurance is responsible for reimbursement of damages caused by the temporary employee to Client Company vehicle while assigned to a driving position with Client Company.
22. Sexual harassment – this may include verbal, written, or physical advances, including e-mails and pictures on or off company time, with co-workers/supervisors on that particular assignment.
23. Failure to produce proper ID's within three (3) days per tax laws.
24. Refusal to take a drug test.
25. Theft of property belonging to the client or anyone at the Client Company's job site.
26. The possession of drugs and/or alcoholic beverages on your person or on the Client Company's site or company vehicle(s).
27. Refusing to accept suitable work assignments

GROUNDS FOR DISMISSAL

- 1 Smoking or eating in other than specified areas while on assignment with Client Company.
- 2 Insubordination - not carrying out reasonable requests of supervisory personnel.
- 3 Unsatisfactory work performance - either deliberate or incapability.
- 4 Secondary employment - unless cleared through proper management personnel.
- 5 Lack of proper interest in application to one's work.
- 6 Personal phone calls - either outgoing or incoming - except in case of extreme emergency.
- 7 Spreading malicious rumors or gossip.
- 8 Unauthorized release of information regarding agency, employees, guests, customers, pay rate, etc.
- 9 Falsification of employment application, payroll timesheets, or any other agency records.
- 10 Inexcusable absence or tardiness.
- 11 Failure to report daily by scheduled work time or to communicate that you will be absent or tardy prior to scheduled work time.
- 12 Violation of health or safety rules.
- 13 Fighting and/or any attempt to injure another person.
- 14 Willful destruction of agency property, or property of customers.
- 15 Any equipment belonging to Client Company or API must be returned to the Client Company or API at the end of assignment, or at any time when requested by either Client Company or API.
- 16 Lack of courtesy to guest, customers, or other employees.
- 17 Leaving workstation without legitimate reason, (except for allowable breaks), permission of supervisor, or proper relief during absence.
- 18 Leaving jobsite without checking with Client Company contact to see if there is other work to be done.
- 19 Solicitation for donations, etc., unless cleared through proper management personnel, is prohibited.
- 20 **DO NOT** contact Client Company concerning your paycheck, raises, and hours worked, etc. unless told to do so by your API counselor or other authorized representatives of API.
- 21 Refusing to accept suitable work assignments.

EMERGENCY PREPAREDNESS PLAN

A temporary employee of API will be working with a variety of clients in various industries. Some of these clients may be required to have an Emergency Preparedness Program in place and operational.

Emergency preparedness requires a system for the prompt recognition of a serious situation, the availability of a well-publicized, flexible and tested plan and clear delineation of the responsibilities of employees.

The purpose of an Emergency Preparedness Program is to insure a plan for the safe evacuation of all persons in the affected area and the rapid control hazards during the situation.

All temporary employees are responsible for observing the rules and regulations of the client's Emergency Preparedness Program. A supervisor or client contact will give the temporary employee the necessary information to be aware of the program.

TRAINING

All temporary employees have the responsibility to attend all training sessions initiated by client companies. Receiving proper training is an effective method in developing a safe attitude.

SAFETY MEETINGS

All temporary employees have the responsibility to attend and participate in safety meetings. A job supervisor or Client Company contact will inform you about the time and place of the safety meetings.

CONTRACT HOURS

In a temp-to-hire job situation, an API employee works offsite for a Client Company for 520 hours. This hourly total is 13 weeks or roughly 3 months for someone working a 40-hour work week. At the end of a 3 month period, it is not to be assumed that you will automatically roll over to the Client Company's payroll. There are other circumstances that will affect this hourly number. Buyouts – A Client may buy out an API employee from the contract and be put on the Client's payroll before the 520 hours are met. Also, there may be a time/budget issue to roll someone over to their payroll, but does not necessarily mean anything is wrong with the employee. Sometimes an API employee will go over 520 hours and be hired on permanently at a later date. Contractual hours do not carry over to different assignments. Each assignment's contract hours start over at zero.

ACCIDENT INVESTIGATIONS

API may, on occasion find, it necessary to investigate an accident or injury, depending on the severity of the accident or injury. API will conduct this investigation in a timely manner and will maintain the proper logs on all reportable cases.

SAFETY AUDITS

API client companies may be required to conduct safety audits to check compliance with existing statutes and safety programs. All temporary employees are responsible for giving full cooperation during these audits and adhering to the Client Company safety rules and regulation

- Follow up with Client Company concerning safety problems reported by temporary employees assigned with said Client Company.
- Inspect work facilities of client companies to whom temporary employees are assigned on an as needed basis.
- Complete First Report of Accident form as required by Louisiana Workers' Compensation law on all reported work-related injuries, and notify the proper agencies as severity of injury may require.

FIRST AID

A supervisor or Client Company contact will inform the temporary employee about the location and procedures to follow for first aid. All injuries, no matter how slight, are to be reported to API or a Client Company contact.

DISCIPLINARY ACTIONS

As previously mentioned in this manual, API and its client companies have established rules and regulations designed to provide a safe work environment. All temporary employees will comply with and give full support to these rules and regulations, or disciplinary action may result.

AWARDS

All temporary employees are responsible to be safety conscious on all assigned jobs. Temporary employees who continuously perform assigned jobs safely may receive appropriate recognition. API management will determine types of awards, frequency and award criteria.

MANAGEMENT RESPONSIBILITY

The management and Safety Coordinator of API seek to prevent work site accidents, when possible, before they happen. To accomplish this purpose, API management and Safety Coordinator will:

- Provide temporary employee with safety orientation, if required by Client Company to whom they are assigned.
- Complete OSHA 200 reporting logs on work-related injuries coming under the OSHA reporting guidelines.
- Provide medical treatment facilities where injured temporary employees may be taken to receive initial treatment for the injury and a drug/alcohol screening.
- Provide safety equipment required for temporary employees' job assignment at temporary employees' expense, through payroll deduction.

PERSONNEL FILES/EMPLOYEE INFORMATION

The information contained on a temporary employee's application is confidential. If a verification of employment is needed, API requests that a signed authorization, by the temporary employee, be submitted to its payroll department.

MEDICAL INSURANCE

Advantage offers a medical insurance policy for an applicant on an individual basis. You can request information before or after employment is obtained. There are several different options. Please ask the Receptionist for details.

We also offer supplemental insurance policies for cancer and disability.

**ADVANTAGE PERSONNEL, INC.
TEMPORARY EMPLOYEE SAFETY POLICY**

WELCOME

The management and staff of **Advantage Personnel, Inc. (API)** welcome you as a member of our temporary staffing services. All of us wish you the best, and pray that God will use this opportunity in your life to know Him personally and open doors for you.

HISTORY

Owners, Larry and Suzette Freeman, opened the doors of Advantage Personnel, Inc. in 1985. They have more than 38 years experience in the employment industry. API works with a variety of client companies in Louisiana. We have job assignments in the professional, medical, legal, clerical and industrial fields. Our staffing counselors strive to make the best possible match with applicant and Client Company needs.

PURPOSE OF HANDBOOK

This Temporary Employee Safety Book/Drug Policy is intended to provide information regarding Advantage Personnel's employment practices, safety and drug policies. The standards in this manual are to be considered minimum requirements and will not cover all situations. The omission of any safety practice from these rules does not alter the individual responsibility to use good judgment and common sense. The Advantage Personnel, Inc. (API) Safety Policy is vital to API temporary employees and fellow workers. These guidelines are established for everyone's protection and are subject to change at any time, without notice, at Advantage Personnel's sole discretion. This handbook does not constitute a contract or obligation on the part of Advantage Personnel and does not guarantee employment for any specific duration.

Larry Freeman	Owner/Safety Coordinator
Suzette Freeman	President/Owner
Carrie Harper	Office Manager/ Employment Consultant
Austin Towles	PC Tech/Trainer
Kimberly Fabre	Accounting/Payroll Supervisor
Bertha “Sis” Hite	Payroll Assistant
Rebekah Gafner	Industrial Consultant
Cynthia Shelmire	Industrial Consultant
Hope Reyes	Clerical Consultant
Carol Batey	Administrative Assistant
Tammy Cloud	Clerical Support
Joanie LeBlanc	Receptionist/Administrative Assistant

This handbook has been prepared for the exclusive use of temporary employees of Advantage Personnel, Inc.

No part of this book may be modified or copied for any purpose without the written consent of

ADVANTAGE PERSONNEL INC ©

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1985-2010