

We consider the employees of Landmark Staffing to be one of its most valuable resources, and we look forward to helping you with your job search. Please keep this sheet handy as a guide for a successful working relationship.



Working for Landmark Staffing

- ❖ As a Landmark employee, you are not directly employed with any of our clients unless they decide to convert you to their payroll. Upon completion of a temp to hire period, you may then be converted to the client's payroll.
- ❖ We will work to find you a suitable position and if one is found we will notify you via phone, text or email. You will be given the complete details of the position and the job requirements. You will be given a reasonable amount of time to accept or decline an offer, based on the urgency of the position to be filled.
- ❖ Landmark Staffing is not the only option for employment and we encourage you to continue your job search outside of our office.

Job Openings

- ❖ Open jobs are updated on the website weekly. We often send out updates via email and text with the current job openings. Please call the office for more details
- ❖ Please call in weekly to **update your availability**. If you are no longer looking for work and would like to be removed from the contact list, let us know.

Pre-Employment Screening

- ❖ It is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. All offers of employment are conditioned on receipt of a background check that is acceptable for the position being offered. Additional checks, such as a driving record or drug testing may be made on applicants for particular job categories, if appropriate and job related.

Attendance Policy

- ❖ If you are going to be absent or tardy from a job assignment you must contact our office immediately. If you were provided with contact info for the client you need to call them as well. **Failure to report your absence will be considered a no call/no show and may result in termination of employment**

Payroll and Timecards

- ❖ Our work week is Monday thru Sunday. Payday is on Friday for the previous work week. We do not cut checks. Please provide an account for direct deposit or we will issue you a pay card.
- ❖ **Timecards:** You must complete a timecard and have a supervisor sign it in order to be paid. Timesheets from the previous week must be **turned in No Later Than 5:00pm on Monday**. This is your responsibility, not that of a client. If a timesheet is not turned in by the deadline, you will not be paid until the following week.
- ❖ Timecards can be left in the timesheet drop box on the outside of the building or emailed to payroll@landmarkstaff.com

Insurance

- ❖ Landmark Staffing offers insurance to all of our employees. You have 30-days from the date of your first paycheck to update plan coverage. If you need to cancel existing coverage please contact Essential StaffCare customer service (1-866-798-0803).

Employee Website Portal

- ❖ **Landmark Staffing offers our employees easy access to confidential payroll information.** This allows you to view and print weekly paystubs and year end W-2's. The portal also includes additional resources and your employee handbook. You can log in using the same credentials created when applying on-line on the Landmark Staffing website. Please contact our office if you need assistance.



Work Related Injury

❖ **If you are injured while on the job**, contact our office right away (970-985-7000). Follow up care will be provided by one of the following designated providers.

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| St Mary's Occupational Medicine | 2686 Patterson Rd, Grand Junction, CO 81506 – 970-244-2001; Mon-Fri 8:00 AM – 5:00 PM |
| Work Partners | 2646 Patterson Rd, Suite A, Grand Junction, CO 81506 – (970) 241-5585; Mon-Fri 8:00 AM – 5:00 PM |
| Western Valley Family Practice - Fruita | 281 N Plum Street, Fruita, CO 81521 – (970) 858-9894; Mon-Thurs 8:00 AM – 5:00 PM & Friday 8:00 AM – 12:00 PM |
| Grand Valley Occ Medicine | 2004 North 12 th Street, Grand Junction, CO 81501 – (970) 644-3700; Mon-Fri 7:00 AM – 5:00 PM |