



Fireside Staffing, Inc.
17 Gaudet Lane, Pelham, NH 03076
Tel: 1-800-481-6056 - Fax: 603-635-1641
www.firesidestaffing.com

WELCOME TO FIRESIDE STAFFING, INC.

As a Fireside Staffing, Inc. Temporary employee, you are brought together with some of the finest facilities in the surrounding areas. In order to help us make your working experience more enjoyable and financially secure, please take a moment to read the following information.

AS YOUR EMPLOYER

We are committed to offering equal employment opportunity to all qualified persons without regards to race, creed, sex, age or marital status.

We offer monthly in-services to all medical personnel. Weekly orientation classes are held to introduce you to Fireside Staffing, Inc.

PAYROLL

Please complete one time slip per assignment, per week. The time slip must be completed entirely and must include both your signature and the signature of your assigned facility and/or client.

Time slips are due in the office no later than 3:00 p.m. on every Monday. Payday is on Friday after 1:00 p.m.

HOLIDAY PAY

Holiday pay is time and a half if you work on that holiday.

The Covered holidays are as follows:

NEW YEARS EVE
PRESIDENTS DAY
LABOR DAY
THANKSGIVING DAY

NEW YEARS DAY
MEMORIAL DAY
COLUMBUS DAY
CHRISTMAS EVE

MARTIN LUTHER KING *
INDEPENDENCE DAY
VETERAN'S DAY *
CHRISTMAS DAY *

* Check with your coordinator on these holidays because some facilities do NOT pay holiday time, therefore we cannot pay holiday time either.

HELPFUL HINTS

Communications is the key to temping! Please check in with us every day or so for assignments.

Fireside staffing, Inc., is your employer. Therefore, all communications such as sick calls, late calls, problems and concerns, must go through us. After hours and weekends, please call the following number.

(800) 481-6056

The on-call supervisor will return your telephone call.

Punctuality as well as professionalism is very important when on a job. Please try to be both conscientious and flexible.

We hope to make your employment with Fireside Staffing, Inc. a mutually satisfying commitment.