



Associate Handbook



Contract · Direct Hire · Contract-to-Hire
Office · Industrial · Professional

Benefits

To keep the best people, Manpower offers a comprehensive benefits program.

Paid Holidays. Manpower associates may be eligible to be paid for any of the following holidays at their current hourly rate: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. To qualify for each paid holiday, you must have worked 1800 actual work hours during the 12 months preceding the holiday. You must also work the week of the holiday, and the week prior to the holiday.

Please do not enter any hours for holiday pay on your time slip or into eConnect. Manpower processes holiday pay for eligible associates separately, **two weeks after the holiday.**

Vacation Pay. You can qualify for 40 hours of vacation pay when you accumulate the required approved and processed hours during a single year. Hours accrued do not carry over to a new calendar year for purposes of vacation pay. Vacation pay is issued automatically to you as a separate payment after your 1,500 hours are approved and processed.

Health Insurance. All Manpower associates are eligible for health insurance after 15 days from the start of your first assignment and must enroll within 30 days of qualifying for coverage. We offer coverage options that include associate only, associate plus spouse, associate plus one child, associate plus children or family coverage. This provides different price options and flexibility for our associates. Further information is provided upon qualifying eligibility.

Hospital & Survivor Insurance. If you are injured in an accident that is not work-related and requires inpatient hospitalization, Manpower will pay you \$100 per day for each day of such hospitalization, up to \$2,500 in any one calendar year. If you should die as a result of an accident, which is not compensable under workers' compensation, Manpower will pay \$2,500 to your estate. To qualify, you must have worked a minimum of 300 hours for Manpower during the three-month period immediately preceding hospitalization or death.

Smart Saving Program. As a Manpower associate, this online discount marketplace program gives you access to discounts and quality products from nationally recognized retailers, such as Barnes and Noble, 1-800 Flowers, Target, Sears and more. Smart Savings is one of the largest and most successful online employee discount marketplaces in the United States. For more information, log onto Manpower's Smart Saving Discount Marketplace at <https://smartsavings.motivano.com>. Username: manpower / Password: marketplace

\$50 Referral Bonus

Manpower is always looking for talented people like you. You can earn extra money by helping us find them. To become a Manpower Talent Scout:

1. As an active Manpower associate (either on assignment or available for work through Manpower), tell your friends about Manpower.
2. The individual being referred must present their Staffing Specialist with a completed referral certificate while completing the application or at the time of the interview.
3. When the individual you referred to Manpower successfully works 80 hours on assignment, you get \$50.00.
4. It's that easy, so start referring your friends and earning extra money today!!!

Career Development: Enabling Success Through Training

Manpower's Training & Development Center (TDC) provides more than 4,000 **free** training opportunities in many languages to help our associates enhance their skills and marketability, and move forward in their careers.

- More than 5,000 hours of e-learning in end-user software applications, professional development skills, business skills, information technology, and telecommunications.
- Assessments and certification testing preparation.
- Mentoring programs promote networking in a particular field of expertise.
- On-the-job performance support tool.
- 24 hours a day, 7 days a week.

www.manpowertdc.com

Your Job Satisfaction. Your feedback, during & after an assignment, is also very important to us. From time to time, you'll be asked to complete an Associate Job Satisfaction Review that asks you to rate your current and/or past assignments, job duties, work environment and Manpower's service delivery. Your candid response helps us make sure we're doing everything we can to meet your employment needs.

*** All benefits are not applicable to "Wagemaster" personnel. Manpower, as employer, reserves the right to amend or withdraw this benefits program in whole, or part, at any time and at its sole discretion. Manpower will follow individual state laws governing vacation pay if applicable.*