

DGS Dollars for Referrals

Refer friends, relatives and neighbors to DGS Staffing and receive a bonus after they have worked 40 hours!

You can earn unlimited bonuses for your referrals – just be sure to complete this form for each referral who completes 40 hours

DALGlobal Services

A wholly owned subsidiary of Delta Air Lines, Inc.

1007 Virginia Avenue, Suite 100
Atlanta, Georgia 30354-1325
(404) 715-4300 – Airport
(770) 690-9777 – Cumberland
(404) 715-4002 – Fax

Benefits

INSURANCE BENEFITS: DGS Staffing offers employees an excellent and very comprehensive medical and dental program through CIGNA. Details of the plan, coverage and the costs are contained in your application. The cost of coverage is a pre-tax deduction from employee's weekly paycheck.

Newly hired DGS Staffing employees who work at least 20 hours weekly are eligible to sign up for CIGNA comprehensive medical/dental coverage after 30 days on assignment and will have a 30 day window to sign up after the initial 30 day waiting period. Your DGS Staffing representative can provide information about medical benefits.

Short Term Disability is available through AFLAC for DGS Staffing employees who work at least 32 hours weekly.

Underwritten by MetLife, life insurance is available to employees who work at least 32 hours weekly. Deductions for Short Term Disability and life insurance are made through payroll deduction post tax. Just ask your DGS Staffing representative for the enrollment information.

Worker's Compensation coverage for on-the-job injuries is provided to all DGS Staffing employees at no cost to our employees.

FLIGHT PRIVILEGE: After 30 days from date of employment with DGS Staffing, you and all eligible family members may travel anywhere in the world on Delta Air Lines.

CASH BONUS: After completion of 1500 regular hours of work, you will receive a cash bonus equal to two percent (2%) of your base hourly rate (**straight time only**).

REFERRAL BONUS: For each person you refer who completes 40 hours, DGS Staffing will pay you up to \$25.00 based on job description.

PAID HOLIDAYS: DGS Staffing offers the benefit of 7 paid holidays. These holidays include New Year's Day, MLK, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. In order to qualify for these holidays, you must have completed 1500 hours, and you must also work the scheduled day before and the scheduled day following the holiday. (**\$100 maximum**).

401K: We do offer 401K to our employees upon employment. You are immediately eligible to participate in this plan.

DIRECT DEPOSIT: Direct deposit is available to you immediately and you can pick up forms in our office. Join DECU. Visit www.decu.com for additional information.



Welcome

Benefits

Assignments

Guidelines

Time Sheets and Payment

Important Reminders

SOFTWARE SKILLS TUTORIALS: DGS Staffing is now cross-training on many different software packages. If you are proficient on at least one system or need to upgrade and/or update your skills, DGS Staffing may be able to offer you free tutorials.

EMPLOYEE-OF-THE-MONTH/YEAR AWARDS:

DGS Staffing is proud to recognize our outstanding employees. Your DGS Staffing representative will be happy to explain how the program works and how you may qualify.

Time Sheets and Payments

DGS Staffing's work week is Monday through Sunday. If you start an assignment in the middle of the week, fill out a time sheet for days worked through Sunday, even though you will be continuing the assignment. The following week, starting on Monday, begin a separate time sheet for successive days worked. Please remember, if you work for different clients, you must fill out separate time sheets for each one. Hours worked which are recorded on a document other than a DGS Staffing's Time Sheet may delay payment.

The following Time Sheet Checklist is a great way to insure proper payment.

Time Sheet Checklist:

1. Your name and social security number.
2. Client's name, department name and/or number.
3. Date of assignment, each day worked.
4. Hours: Each day, fill in the start time, finish time, and the amount of time for lunch. Subtract lunch time. Total the hours worked each day. Total the hours worked for the week (based on quarter hour increments).
5. Enter Sunday week ending date.
6. Check whether assignment was completed.
7. Obtain the client's signature (**must** have this for payment) and then sign Time Sheet. Your signature is your acknowledgment that the time sheet represents hours actually worked.
8. Send white and yellow copies to DGS Staffing. Keep pink copy for your records. Give goldenrod (last) copy to client.

Payment:

Your salary is paid by DGS Staffing, and payment is only made for hours worked. We take only those deductions required by law, including taxes and social security, or deductions that you have personally authorized (such as insurance premiums). DGS Staffing's payroll is processed on Mondays only. We must have your time sheet no later than 9am Monday so that your check will be available by the following Friday, unless Monday is a holiday. No faxed time sheets are accepted, and all time sheets must be put in our drop box by the deadline.

If you are unable to deliver your time sheet directly to our office, it is your responsibility to mail your time sheet copies to DGS Staffing for prompt payment. A drop box is available during weekend hours for your convenience. Please remember, mailing a time sheet could cause delay in processing.

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Welcome

Welcome to DGS Staffing, Inc., an Equal Opportunity Employer. We are a wholly owned subsidiary of Delta Air Lines, Inc., headquartered in Atlanta. DGS Staffing services businesses who require supplemental staffing needs and offers employment to individuals who seek flexible jobs in the workplace.

We provide solutions for companies with supplemental personnel needs. We review the skills of our applicants and employees carefully and find the best match for each job. Once you are selected as a DGS Staffing employee, we expect you to represent DGS Staffing in a professional manner. When you accept an assignment, we follow your performance on the job. This allows us to give you an overall evaluation of your performance on each individual assignment, and ensures the customer is receiving the expected level of service.

We'd like to thank you for choosing DGS Staffing and we will do our best to work with you for a mutually satisfying working relationship.

As you read through this brochure, you will find important information that will assist you in doing the best job possible during your employment with DGS Staffing.

We look forward to working with you,
Donna Jo Schroeder
GM, DGS Staffing

Assignments

DGS Staffing, Inc. is your employer. You are not an employee of any client of DGS Staffing or any parent or subsidiary corporation of DGS Staffing. You are paid by DGS Staffing, and become our representative to the client.

Assignment length may vary, and end dates are subject to change at any time. Clients call DGS Staffing with a description of the job they need filled, and we choose the most qualified person. When we call you for an assignment, we will tell you about the client, the job, the length, and the rate of pay. (Rates vary with each assignment and are determined by the skill level needed to perform the assignment.) Your acceptance of an assignment is your verbal agreement to complete the assignment in its entirety, while adhering to all DGS Staffing Guidelines (See **Employee Guidelines** Below.). You are under no obligation to accept any assignments; however, your flexibility to accept assignments when called will increase your opportunities with DGS Staffing. We would prefer you not accept an assignment rather than accept one you cannot complete.

If you are not immediately placed on an assignment but wish to work, please call DGS Staffing at 404-715-3784, leave your name, social security number, telephone number and dates of availability. The availability line is checked on a daily basis.

When you are placed on an assignment, please make a note of all important details such as the client's name, location, appropriate dress, directions, start date/time, the report to person, parking details, and when necessary, the department number.

Please remember, it is very important to report early on your first day so that you find your work site and are ready to immediately begin work on time.

Employee Guidelines

As a DGS Staffing employee you are expected to:

- Report to work at your regularly scheduled time every day. Failure to report for and remain at work as scheduled (including late arrival, leaving early, and all time lost from the job, whether approved, excused, or unexcused) may result in disciplinary action up to and including termination from DGS Staffing.
- Contact DGS Staffing as soon as possible (day or night) if, for any unexpected reason such as an emergency or illness, you cannot make it to work or will be late.
- Demonstrate a professional and courteous demeanor at all times. Failure to maintain a professional demeanor will result in disciplinary action up to and including dismissal from DGS Staffing.
- Present a doctor's excuse to DGS Staffing for any absence of two days or more.

- Turn off all personal cell phones, pagers, hand-held e-mail devices, etc. while at work. These devices may be used during lunch or break times only.
- Follow the client's policies on breaks, lunch, etc.
- Abstain from using client equipment such as copiers, fax machines, e-mail, office equipment/supplies, and company stationery for personal needs.
- Use your flight privileges responsibly. Missed, delayed, or canceled flights are not acceptable excuses for absence.
- Maintain the security of confidential client company information.
- Abstain from possessing, selling, using, or being under the influence of alcoholic beverages and/or illegal/illicit drugs or substances on work time or on a client's premises. Violation of this policy is prohibited and will result in dismissal from DGS Staffing.
- Maintain a professional image at all times. Visible tattoos, body piercings (other than ears), tight-fitting/revealing clothing, mini skirts, and extreme hair colors/styles are not acceptable.
- Maintain personal hygiene and proper grooming.

Important Reminders

When to call your DGS Staffing's representative:

- If you are going to arrive late or cannot make an assignment.
- If you need to leave work early.
- When you finish an assignment or the length of the assignment is altered.
- If you encounter a problem with the client.
- If the client requires far more advanced skills or a much heavier workload than explained in your job description.
- If the client asks you to work overtime and you are unable to work.
- If you are injured or disabled during an assignment.
- If you are unsure of DGS Staffing's procedures.
- If the client offers you a full-time position.

Also:

- Always report a change of name, address, or telephone number in writing.
- Always call when you become available for assignment after taking time off.

Important: In order to be considered available for assignments, you must contact our office when an assignment is completed and at least once weekly while you are awaiting a new assignment.

DALGlobal Services believes that a work environment free of discrimination, intimidation and harassment is essential for a productive and efficient work force. Any employee who believes that he/she has been subjected to sexual harassment should contact their staffing coordinator or the DGS Corporate Human Resources department.

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Your Name _____
Your Address _____
City State Zip _____
Your SS# _____
DSS Office Name _____

Referral Name _____
Referral Address _____
City State Zip _____
Referral SS# _____
Dept. Name/# _____

Award for Referring a Temporary Employee Who Has Completed 40 Hours

