

Associate Handbook



www.jobstorestaffing.com

Office Locations

DENVER

7555 E Hampden Ave, Suite 300
Denver, CO 80231
Call or Text (303) 757-7686 or
(303) 755-6449
denver@jobstorestaffing.com

BROOMFIELD

2095 W 6th Ave, Suite 110
Broomfield, CO 80020
Call or Text (303) 940-9252
broomfield@jobstorestaffing.com

COLORADO SPRINGS

5390 North Academy Blvd, Suite 100
Colorado Springs, CO 80919
Call or Text (719) 574-4200
cosprings@jobstorestaffing.com

Office Hours:

Monday - Friday 8:00 a.m. - 5:00 p.m.

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Thank you for applying to work with Job Store Staffing. We are happy you are here.

Job Store Staffing is a Colorado woman-owned business established in 1974. We are proud to celebrate over 50 years of helping people across Colorado find meaningful work. We know you have many staffing services to choose from, and we truly appreciate the opportunity to partner with you in your job search.

Our recruiters have an average tenure of six years at Job Store Staffing, so you'll be working with professionals who deeply understand the Colorado market and our clients. We also pride ourselves on being responsive and respectful of your time, because we know how valuable it is.

Our Core Purpose is Connecting People and Building Opportunity. This is why we come to work each day, and it drives everything we do. We are dedicated to creating success stories, one person and one placement at a time.

We look forward to supporting your journey.

Julie DeGolier, President

IMPORTANT NOTICE

THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT] IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE COMPANY AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH JOB STORE STAFFING IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF JOB STORE STAFFING, OTHER THAN THE [PRESIDENT/OWNER/EXECUTIVE DIRECTOR OR THEIR AUTHORIZED REPRESENTATIVE], HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE [PRESIDENT/OWNER/EXECUTIVE DIRECTOR OR THEIR AUTHORIZED REPRESENTATIVE] AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT]. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

Equal Employment Opportunity

We are dedicated to the principles of equal employment opportunity in all our employment practices, including selecting, hiring, placement, transfer, and compensation to all qualified associates. We prohibit unlawful discrimination against applicants or employees on the basis of age (over 40), race, (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, disability, military status, genetic information, creed, marital status, or any other status protected by applicable state or local law. The objective of Job Store's hiring procedures is to select the most qualified individual for the assignment as they become available. All associates are encouraged to provide Job Store with information that will demonstrate their qualifications to perform the duties of these assignments. Job Store will afford reasonable accommodations, when they do not cause undue hardship, to qualified associates. It is the associate's responsibility to inform Job Store of these.

ADA and Religious Accommodation

Job Store will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Job Store or Client Company or cause a direct threat to health or safety. The Company will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Company of the Client Company.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, Job Store will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Company or Client Company's business operations.

Job Store may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Recruiter.

Job Store will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

Job Store strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable

individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms.

Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the Job Store believes it warrants separate emphasis. Job Store strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If an Associate believes there has been a violation of the Equal Employment Opportunity (EEO) policy or harassment based on a protected class, including sexual harassment, the following complaint procedure should be used. The Company has established a program designed to prevent harassment, deter future harassers, and protect Associates from harassment. Job Store takes prompt action to work with the client company to investigate and/or address alleged discriminatory or unfair employment practices. Job Store, along with the client company, also takes prompt remedial action, when warranted, in response to complaints of discriminatory or unfair employment practices. Job Store expects Associates to make timely complaints to enable the Company to investigate and correct any behavior that may be in violation of this policy.

Associates should report incidents to their Recruiter, who will work with the client company to investigate the matter and take appropriate corrective action. Complaints will be kept as confidential as practicable. A written statement may be requested. If an Associate prefers not to report a complaint to their Recruiter, the incident should be reported to the VP of Operations.

The Company prohibits retaliation against any Associate for filing a complaint under this policy or for assisting in a complaint investigation. Any Associate who believes retaliation has occurred for making a complaint or participating in an investigation should follow the complaint procedure outlined above. All such situations will be investigated.

If the Company determines that an Associate's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

Open Door Policy

Job Store is committed to maintaining a positive and professional work environment. Associates are encouraged to raise questions, concerns, or complaints as soon as possible so they can be addressed promptly and fairly.

In most cases, associates should begin by contacting their assigned Recruiter. If the concern involves the Recruiter, or if the issue is not resolved to the associate's satisfaction, the associate may contact the Recruiting Manager. Associates may also request to speak directly with the Vice President of Operations or the President of Job Store at any time, particularly if they are uncomfortable following the usual reporting steps.

Associates are encouraged to speak openly without fear of retaliation. Job Store takes concerns seriously and will make reasonable efforts to review and resolve issues in a timely manner and in the best interest of all parties involved.

Benefits

Job Store offers a benefits package to associates who work for Job Store for an extended period of time. Some benefits are determined by hours worked, employment status, and plan terms. Available benefits include:

- **Insurance:** Job Store makes available affordable medical, dental, and vision insurance for eligible associates. Eligibility begins after 90 days of full-time employment. A Job Store representative will contact the associate once eligibility is met.
- **Life Insurance:** Job Store offers a \$10,000 life insurance policy to associates who have worked continuously for six months and at least 1,000 hours. Associates are automatically enrolled at the six-month mark, and a beneficiary form will be provided. All insurance plans are governed by plan documents, not Job Store.
- **Holiday Pay:** Holiday pay is available to associates who have worked 3,000 or more hours with continuous employment. To qualify, associates must be available for work the scheduled workday immediately before and after the holiday. If there is a thirty (30) day lapse in employment, hours will begin accruing again from zero. Job Store observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- **Bonus Pay:** A \$200 bonus is available to associates who have worked 2,000 hours within a 12-month period. Eligible associates should notify their Recruiter. The bonus will be paid once eligibility is confirmed.
- **Refer-A-Friend Bonus:** Associates may earn a referral bonus by referring an individual who works at least 80 hours for Job Store. Referral information must be indicated on the application at the time of hire. In some cases, both the referring associate and the referred associate may be eligible to receive a bonus. Once the required 80 hours have been worked, the associate should notify their Recruiter to initiate bonus processing.

Job Store reserves the right to change, modify, or discontinue benefits at any time without notice.

Paid Sick Time - Healthy Families Workplace Act (HFWA)

All Colorado employees accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Paid sick leave may only be used if an employee:

- 1) has a mental or physical illness, injury, or health condition that prevents them from working
- 2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- 3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- 4) or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- 5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.
- 6) need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- 7) needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member
- 8) need to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Associates begin accruing sick time upon hire. It is the associate's responsibility to notify the Recruiter each day **before the start of the scheduled shift** when unable to report to work due to illness, injury, medical care, domestic violence, care for a family member whose school has been closed, evacuation of residence, or bereavement. When possible, associates should make a reasonable effort to schedule the use of paid sick leave in a manner that does not unduly disrupt the Client Company's operations.

If an associate is absent for more than three consecutive days, medical or legal certification is required. The certification must indicate that the associate was unable to work due to medical or domestic violence reasons and the duration of the restriction.

If an associate has an extended illness, accumulated sick time may provide pay during the absence from work. Unused sick hours carry over from year to year, up to a maximum accrual of 48 hours. No more than 48 hours of paid sick leave may be used in a benefits year.

Paid sick leave must be used in one-hour increments. Sick leave is not automatically paid when an associate is absent. Associates must notify the Recruiter of the intent to use paid sick leave. This request must be made by **8:00 a.m. Monday** for the prior workweek, or payment of sick leave may be delayed. Notification may be made by text, email, or verbally. Paid sick leave is paid at the associate's current regular hourly rate and is not paid at an overtime rate.

Paid sick time may be accumulated for use when an associate is personally ill or injured; however, unused sick time does not result in additional pay or additional time off. Paid sick leave is not included in the calculation of overtime. Associates are not paid for unused sick time upon separation from Job Store. If an associate is rehired within six (6) months, previously accrued unused paid sick leave will be reinstated and available for immediate use. Paid sick leave may not be paid concurrently with compensation received for a work-related injury.

Associates will not be retaliated against for requesting or using paid sick leave. Any associate who believes paid sick leave has been improperly denied for a qualifying reason should contact the Recruiting Manager or VP of Operations for an individualized review.

Additional rules may apply during a public health emergency.

Leaves of Absence

Jury Duty

Associates required to report to jury duty will be treated in accordance with applicable requirements of state and federal law. Current Colorado law requires associates to be paid regular wages up to a maximum of \$50/day for the first three days of work missed due to jury duty. Once jury duty has been completed, Job Store requires proof of service from the respective court.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

Military Leave

Military duties will be treated in accordance with applicable state and federal law. Associates are expected to notify Job Store of upcoming military duty by providing them with a copy of orders as soon as possible.

Family and Medical Leave (FMLA)

Job Store grants up to 12 weeks of unpaid leave to an eligible associate who is the spouse, son, daughter, parent or next of kin of a covered service member to care for that person while he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. For eligible associates, Job Store grants up to 12 weeks of unpaid leave for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

To be eligible for family and/or medical leave (FMLA Leave), an associate must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of leave. In addition, associates must work at a work site of 50 or more associates within a 75-mile radius to be eligible.

Whenever possible, associates must notify their Job Store supervisor at least 30 days prior to the leave, so Job Store can arrange for the necessary approval and find someone to perform

their work during their absence. When 30 days' notice is not possible, the associate must provide notice as soon as practicable and generally must comply with Job Store's normal call-in procedures. Requests for leaves should be made in writing to the associate's immediate supervisor, stating the reason for the leave, the starting date, and the planned date for return to work. If the leave is foreseeable based on a planned medical leave the associate must make a reasonable effort to schedule treatment so as not to unduly disrupt company operations. Appropriate certification for any serious health conditions is also required. Job Store may require a second medical opinion at Job Store's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with Job Store's attendance guideline.

Job Store will inform associates requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Company will provide a reason for the ineligibility.

Associates on leave must contact their Job Store supervisor at least two days before their first day of return. If the leave is for an associate's own serious health condition, the associate must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave may result in termination of employment.

During FMLA leave, Job Store will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Company for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

The maximum time allowed for FMLA leave is 12 weeks in the 12-month period as defined by the Job Store. The Job Store uses the 12-month period measured forward from the first day of an employee's leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Client Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Associates taking intermittent leave or reduced schedules based on planned medical treatment may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

FAMLI Family and Medical Leave Insurance Program

FAMLI is a Colorado state-run program that provides income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason. However, Job Store has elected and been approved to provide a private family and medical leave plan in lieu of the state-run FAMLI plan. Our plan provides at least the same benefits and protections available under FAMLI. This includes partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy complications and childbirth. For a total amount not to exceed 16 weeks per Application or Benefit Year. Employees seeking to take FAMLI leave should notify their Recruiter at least 30 days before beginning leave or as soon as practicable.

Contributions to the FAMLI fund are a shared responsibility between the employer and the employee. All Job Store employees will see a deduction on their paychecks that will go toward the FAMLI private premium plan.

About Associate Pay

Job Store is the employer, not the client company where the associate has been assigned. To help ensure timely and accurate payroll, please follow the guidelines below.

Timecards

Timecards are due by 4:00 p.m. Monday. Client-approved timecards must be submitted by 4:00 p.m. each Monday. Late timecards may result in payment being delayed until the following week. Associates are responsible for submitting timecards on time.

The Recruiter will explain the timecard process during orientation. If an associate has questions or is unsure how to submit a timecard, the associate should contact their Recruiter.

Pay Period & Paydays

The pay period runs Monday through Sunday, unless otherwise noted. Associates are paid weekly on Thursday for the prior week's work. If a holiday falls on Thursday, payday will be Wednesday.

Direct Deposit & Pay Cards

Job Store pays wages electronically only.

The full amount of an associate's paycheck will be deposited on payday. Split deposits are not permitted. Pay stubs are available online through the employee portal.

If direct deposit is not established before the first paycheck, the associate will automatically receive a pay card. Associates who are reactivated must confirm banking information with their Recruiter. Associates must notify their Recruiter immediately of any account changes.

Timecard Submission

Do not hold or accumulate timecards. Timecards must be submitted at the end of each workweek.

Overtime

Hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

Associates working multiple assignments may not exceed 40 total hours per week across all assignments.

Meal and Break Periods

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees should take a compensated 10-minute rest period for every four hours of work. The chart below indicates what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

Associate Fee Structure

Job Store prides itself on offering positions to qualified associates free of charge. However, certain situations may result in fees being billed directly to an associate.

- **Badge Fee:** If a badge is issued, a fee may apply. The fee will be refunded when the assignment is completed and the badge is returned.
- **Shirt Fee:** Some client companies require a specific shirt provided by Job Store. In these cases, a shirt fee may apply. Associates are given the option to accept assignments where such fees are required.
- **Client Property:** If specific client property is issued, such as tools or a laptop, a client agreement will be presented for signature. Associates are responsible for the care and return of issued property. If client property is not returned or is damaged, wages may be reduced, but not below minimum wage.
- **Payroll Error:** In the event of a payroll error, Job Store will act promptly to ensure payment for hours worked. If an associate is underpaid or overpaid, the associate must contact a Job Store Recruiter immediately to arrange a corrected paycheck or repayment.

Communication Systems

The Client Company's computer network and Internet, email, and voicemail systems are business tools intended for employees and/or associates to use in performing their job duties. Therefore, all documents and files are the property of the Client Company. All information regarding access to the Client Company's computer resources, such as user identifications,

modem phone numbers, access codes, and passwords, are confidential Client Company information and may not be disclosed to non-Company personnel.

All computer files, documents, and software created or stored on the Client Company's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Client Company systems, whether password-protected or not. Associates should not assume that any such information is confidential, including email either sent or received.

Computer equipment should not be removed from the Client Company premises without written approval from a department head. Upon separation of employment, all communication tools must be returned to the Client Company.

Personal Use of the Internet

Use of the Internet is for business purposes only. The Client Company prohibits the display, transmittal, or downloading of material that is in violation of Client Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The Client Company fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Client Company facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of email messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Company communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

Email

Email is to be used for business purposes only during working times. Non-business and unauthorized use of computer resources is prohibited. The Client Company prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of email or by other means on Client Company premises during working times. Management may monitor email from time to time.

Voicemail

The Client Company voicemail system is intended for transmitting business-related information. Although the Client Company may not monitor voice messages as a routine matter, the Client Company reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgement and discretion in their personal use of voicemail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business only. Employees should use their break or lunch period for personal phone calls and any cell phone usage. Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Client Company guidelines, such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access systems is prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Client Company action. Employees authorized to access Client Company systems and information using a personal device must immediately inform the Client Company if the device is lost or stolen.

Confidential Information

Associates may have access to confidential information of the Client Company and/or their clients. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the Client Company and must be returned upon separation or at any time upon demand.

Data Disposal Policy

During the course of your employment, the Company will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials
- Username(s) and password(s)
- Social Security number
- Driver license or other identification card number
- Medical documentation
- Biometric data
- And more

The Company may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Company will either destroy the records or arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Safety/Reporting of Injury

Job Store is committed to a safe work environment for employees. Associates should report any unsafe practices or conditions to their supervisor. If Associates are asked to drive a vehicle, climb a tall ladder or asked to perform any other duties outside of the original description, Job Store must be informed immediately.

If an associate is injured on the job, no matter how minor, it must be reported to their Recruiter immediately and in writing and as soon as possible within 10 days. There is an after-hour service for work related injuries.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Job Store's designated physicians. If not, the employee may be responsible for the cost of medical

treatment. Only in the event of a “life threatening injury” seek emergency medical attention at the nearest emergency care center. A drug screen may be administered for a work-related injury/accident.

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol or a controlled substance or the abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Client Company is prohibited.

Associates may be required to submit to drug screens, blood alcohol tests, Breathalyzer tests, and medical examinations under the following circumstances:

- when an associate is suspected of working or reporting to work with intoxicants or mind-altering substances in their system; or
- when an associate suffers an on-the-job injury or is involved in an accident while at work; or
- on a periodic or random basis; or
- when required by Client Company for pre-employment purposes

Supporting Your Success on Assignment

The following sections are intended to help Associates succeed on assignment and understand day-to-day expectations while working through Job Store Staffing. These guidelines are designed to promote clear communication, workplace safety, and positive experiences for both Associates and client companies.

When to Call Job Store Staffing

We want you to be successful on every assignment. The situations below outline when it is important to contact your Recruiter. This list is not all-inclusive. If you have questions or are unsure how to handle a situation, it is always best to contact your Recruiter. Job Store is here to support you and help you grow your career.

Please contact Job Store in the following situations:

- **Availability-** Contact Job Store at least once per week to report your availability. You must also notify us if you are no longer available to accept assignments.
- **Assignment Completion-** Contact Job Store when your current assignment ends or when you know it will be ending. Keeping us informed allows us to coordinate future work opportunities. Failure to contact Job Store within 24 hours of completing an assignment will be considered a voluntary resignation, and your application will be deactivated and marked as a “Voluntary Quit.”
- **Job Offers-** Notify Job Store immediately if a client offers you a regular full-time position so that we can properly coordinate your separation from Job Store.
- **Absences or Tardiness-** Call, text, or email Job Store if you will be absent or late for work for any reason. Notice must be given at least two hours before your shift begins. If you have a known appointment, please provide at least 24 hours’ notice when possible. Excessive absenteeism or tardiness places an unnecessary burden on fellow Associates and may result in disciplinary action, up to and including termination.

- **Leaving an Assignment Early-** If you intend to end an assignment early, Job Store requests a minimum of two working days' notice whenever possible.
- **Changes in Job Duties-** Contact Job Store if job duties differ from those originally described, if you are asked to work a different shift or department, or if you are asked to perform duties not approved by Job Store.
You must notify your Recruiter immediately if you are asked to lift outside the job description, operate machinery, climb ladders over six feet, drive a vehicle, or handle cash.
- **Work Location Changes-** Notify Job Store if you are asked to work at a different job site, work remotely, or work out of state.
- **Safety or Injuries-** Contact Job Store immediately if you are injured on the job or asked to work in unsafe conditions. If you are unable to make contact, ask a co-worker or supervisor to notify Job Store on your behalf.
- **Contact Information Updates-** Job Store must have your current phone number, email address, and mailing address. Notify us promptly of any changes.

Job Store offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. After hours, you may text, email, or leave a voicemail. An after-hours option is available for work-related injury emergencies.

Failure to contact Job Store when required may result in disciplinary action, up to and including termination. When in doubt, it is always better to contact your Recruiter.

How to Make the Most of Every Assignment

Job Store wants you to succeed on every assignment—whether it is a short-term project or an opportunity that could lead to regular employment. The following guidelines can help you perform at your best:

- Accept assignments only if you can meet the requirements as explained by your Recruiter.
- Be on time every day. Arrive early on your first day of each new assignment.
- Dress appropriately for the job. A neat, professional appearance matters. Your Recruiter will review dress code expectations for each assignment.
- Follow Client Company policies regarding hours, breaks, smoking, food, beverages, and workplace conduct.
- Maintain a positive, responsible, and flexible attitude. Your work ethic is one of your strongest selling skills and may lead to future assignments or regular employment.
- Ask questions to fully understand your responsibilities.
- Accept feedback and direction as opportunities to improve.
- Take initiative when appropriate. If you complete your work, ask if there is additional work you can assist with.
- Review your work carefully and correct errors when possible.
- Respect the confidentiality of Client Company and Job Store information.
- Job Store and the Client Company are not responsible for personal items left at the work site.
- Always contact Job Store within 24 hours of completing an assignment to discuss next steps. Failure to do so may result in your application being marked inactive and recorded as a voluntary quit.

Rules of Conduct

Associates are expected to conduct themselves in a professional, respectful, and safe manner while on assignment. This includes following reasonable directions from supervisors and complying with Job Store and Client Company policies. Disciplinary action, up to and including

termination, may be imposed for conduct that threatens the safety, health, well-being, or productivity of the Client Company, fellow Associates, or Job Store.

The following behaviors, while on assignment, are considered serious misconduct and may result in disciplinary action up to and including termination of employment:

- Theft, dishonesty, or fraud
- Falsification, misrepresentation, or omission of information on an employment application
- Falsifying, tampering with, or forging time records or other documents
- Failure to follow Job Store or Client Company policies or procedures
- Reporting to work under the influence of alcohol or illegal drugs, including THC
- Failing or refusing a required drug or alcohol screening
- Fighting, threats, intimidation, or possession of weapons on Job Store or client company property
- Deliberate or repeated violations of safety rules, including horseplay
- Harassment of any kind, including physical, verbal, or sexual harassment
- Unauthorized use, disclosure, or misuse of proprietary, trade secret, or confidential information
- Willful, negligent, or unauthorized use of equipment or damage to property
- Insubordination, including refusal to follow instructions from a supervisor or Job Store representative
- Rudeness, bullying, or the use of profane, abusive, or threatening language
- Disorderly, unprofessional, or gross misconduct
- Hostile or disruptive behavior
- Sleeping or inattention while on the job
- Personal visits by friends or relatives during work hours
- Unauthorized solicitation or distribution
- Poor job performance

Associates are expected to comply with all rules and policies established by the Client Company where they are assigned. This list is not all-inclusive, and other conduct may result in disciplinary action, up to and including termination.

General Safety Rules

Job Store is committed to maintaining a safe work environment for all Associates. The following general safety rules apply to all assignments. Associates are expected to read, understand, and follow these rules, along with any additional safety requirements specific to their assignment.

- Report any work-related injury to your Recruiter immediately.
- Report unsafe conditions or hazards to your Recruiter as soon as they are observed.
- Open-toed shoes, excessively loose clothing, and dangling jewelry may be prohibited in certain work environments for safety reasons.
- Do not perform any task unless properly trained and authorized to do so.
- Use all required safety equipment and personal protective equipment (PPE) provided for the assignment, including but not limited to hard hats, gloves, safety glasses, and hearing protection.
- Follow safe work practices at all times. If unsure how to perform a task safely, contact a supervisor or Recruiter for guidance.
- Never remove, bypass, or disable safety guards or devices.
- Do not approach operating machinery from blind spots. Ensure the operator can see you at all times.
- Familiarize yourself with emergency exits, fire extinguishers, and first-aid kits at each work site.

- Maintain good housekeeping practices in all work areas.
- Remain alert to hazards that could affect you or others.
- Obey all posted safety signs, warnings, and instructions.
- Driving a personal or company vehicle during work time is strictly prohibited. Notify your Recruiter if asked to do so.
- Do not climb ladders higher than six feet unless properly secured with required safety equipment.
- Walk at all times; running is prohibited. Use handrails when using stairs.
- Be aware of slip, trip, and fall hazards, which are a leading cause of workplace injuries.
- When lifting, use proper technique by bending at the knees and lifting with the legs. Know your limits and request assistance for heavy loads.
- Perform assigned duties safely and correctly at all times. Shortcuts and failure to follow safety rules are a leading cause of workplace injuries and are not permitted.

Expectations for Associates

The success of Job Store Staffing depends on reliable communication, professionalism, and mutual trust. When you accept an assignment, the following expectations apply:

1. **Assignment Commitment-** When you accept an assignment, you are expected to report to work as scheduled. Each assignment represents a commitment to the client, and accepting a position removes the opportunity for another candidate.
2. **Completing Scheduled Shifts-** You are expected to remain on site and work your full scheduled shift unless otherwise approved. Clients rely on consistent staffing, and failure to complete a shift may impact future placement opportunities.
3. **Timeliness and Communication-** If you anticipate being late, you must contact Job Store immediately. If Job Store contacts the client to confirm arrival and the you are not there, the assignment may be considered abandoned.
4. **Honesty and Transparency-** You are expected to be honest and forthcoming with Job Store. Open communication allows us to better support your needs and place you in assignments that align with your expectations.
5. **Flexibility-** You are encouraged to remain open-minded when offered assignments. Job Store strives to match each role with the most qualified candidate based on skills, availability, and client needs.
6. **Understanding the Assignment-** You are responsible for understanding the assignment before accepting it. Ask questions, take notes, and ensure you know the location, reporting instructions, and supervisor contact information.
7. **Changes or Issues on Assignment-** Notify Job Store immediately if job duties change, or if you are asked to drive, climb ladders, work at a different location, or perform tasks outside the original job description. Prompt communication allows Job Store to assist and address concerns appropriately.
8. **Follow-Through and Trust-** Reliability and follow-through are essential to a successful working relationship. Job Store values mutual trust and accountability, and consistent dependability supports continued work opportunities for everyone involved.

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: **The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice**

Effective 1/1/2026
Use new version released by each December

Colorado Minimum Wage: \$15.16 per hour in 2026, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable: [ColoradoLaborLaw.gov](https://coloradolaborlaw.gov) lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed to do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105, not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks — but not just off-duty time on premises
- Travel for employer benefit — but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site — but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$57,784 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ½ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)

For all laws, guidance, & complaints: coloradolaborlaw.gov

Spanish guidance & complaints: leyes.laborales.DeColorado.gov

This notice in other languages: cdle.colorado.gov/LaborStandardsPosters