
Hire Up Staffing & Healthcare Services
(A Kirkman Beck, LLC Company)
Policies Agreement • OCTOBER 8, 2025 REVISION

Professional Expectations

Professional Expectations and General Conduct

The success of your career and our staffing agency depends on your commitment to professionalism. Your compliance with the following expectations is required for all employment opportunities.

1. General Professionalism

- Performance and Attitude: Always take pride in your work and provide your best effort. Be polite, courteous, and contribute to a pleasant work environment.
- Prohibited Conduct: Rudeness, profanity, abusive conduct, horseplay, and any other inappropriate behavior are strictly prohibited.
- Appearance: Always report to your assignment appropriately dressed and groomed.
- Confidentiality: You may be exposed to confidential client information. This information must never be used in an unauthorized or inappropriate way.
- Substance Abuse and Weapons: Showing up to an assignment in possession of or under the influence of alcohol or illegal drugs, or in possession of any weapon, is never tolerated and will result in immediate termination.
- Discrimination and Harassment: Discrimination, sexual harassment, and violence are strictly prohibited.

2. Communication and Reporting

- Communication with Hire Up: Hire Up is your employer of record. All communication with Hire Up staff must be conducted professionally. Unprofessional communication may result in a recommendation for termination of your assignment.
- Assignment/Interview Absence or Tardy: If you must miss an assignment or interview, or if you will be late, you must notify both your Hire Up representative and the Client Supervisor by phone as far in advance as possible and before your scheduled start time.
 - Verbal Contact Required: You must make verbal contact with a Hire Up staff member. We have a 24/7 emergency line; call the local office and press option 2.
 - Follow-Up: If you leave a message after business hours, you must follow up by calling again between 8:00 a.m. and 5:00 p.m., Monday through Friday, until you speak with someone directly.
 - Email: Emails may only be sent after you have attempted to reach us by phone. You may email your direct representative and/or HR@hireupss.com.

3. Personal Electronics and Property

- Client Devices: Never use the client's telephones, electronic devices, or other property for personal use.
- Personal Cell Phones: Do not use personal cell phones during work time unless specifically authorized by your supervisor for a work-related task.
- Personal Property: Any personal property taken to a work location is done at your own risk and liability and is not recommended.

Assignment and Employment Logistics

1. Job Commitment and Resignation

- Temporary Assignment Completion: If you accept a temporary assignment, you are expected to complete the full duration as described when offered.
- Early Resignation/Termination: Resigning or "backing out" of a position without providing at least two weeks' written notice may hinder Hire Up's ability to place you in future opportunities and could result in disqualification from all services.

2. Honesty and Job Requirements

- Honesty is Required: False or misleading information provided to Hire Up or a client will result in instant disqualification or termination.
- Resume Verification: While a Hire Up representative may assist you with your resume, it is always your responsibility to verify that all information is accurate and a true representation of your skills and experience.
- Job Capability: By accepting a job, you confirm you have thoroughly reviewed the job description and are capable of performing the tasks and duties listed. If at any point you realize you are not capable or lack the prior knowledge to perform a required task, you must notify Hire Up in writing immediately. Otherwise, it will be assumed that your resume is a complete and accurate representation of your capabilities.

3. Client Company Property

- If provided with any company property, you are responsible for returning it within 24 hours of the assignment ending or immediately upon request by the client. Failure to return company property may result in disqualification from services.

4. Vehicle and Machinery Operation

- If you are asked to drive your own vehicle for work, ride with another employee, or operate any machinery, a vehicle waiver must be completed.
- Operation of any machinery also requires a current drug test before you will be permitted to use any tools or equipment.

5. Post-Assignment Communication

- Once a job assignment ends, all direct communication with that client must cease. You are not to contact the company, drop off items, or return to their location without prior approval from Hire Up. Failure to adhere to this policy may interfere with Hire Up's ability to place you again.

Pay, Benefits, and Time Off

1. Timesheets and Payroll

- Timesheet Deadline: Completed timecards must be submitted to Hire Up by 12:00 p.m. (noon) on the Monday following your work week to ensure a paycheck is processed for that upcoming Friday.
- Late Submissions: Timecards not received by the Monday 12:00 p.m. deadline may not be processed until the following payroll cycle.
- Paycheck Pickup: Paychecks not picked up by 4:00 p.m. on Friday afternoon will generally be mailed to the home address on record.
- Authorized Pickup: If you send someone to pick up your check, they must have either:
 - A note with your original signature authorizing the release.
 - Verbal authorization from you (called in advance to Hire Up) and a valid photo ID.
- Employment Inquiries: Any questions or concerns about salary, payment, time off, or other employment issues must be directed to a Hire Up manager. Do not discuss these matters with client staff.

2. Absences and Return to Work

- Extended Illness: Employees who miss more than three consecutive scheduled days due to illness or to care for an ill family member may be required to present a healthcare provider's release to their immediate supervisor before being allowed to return to work.

3. Make-Up Time

- With a manager's approval and consistent with the Hire Up Make-Up Time Policy, an employee may request in writing to work extra time in a day as Make-Up Time. All make-up time must be worked in the same workweek as the time taken off.

4. Benefits

- As an employee, you are eligible for medical insurance benefits and a 401(k) retirement plan when the qualifying criteria are met.
- An offer detailing your options will be emailed to you when you qualify. Failure to respond to this offer will be assumed as an automatic decline of coverage.
- Please inquire with your local office about when you will qualify for benefits.

Reassignment and At-Will Status

1. Reassignment After Assignment Ends

- When your assignment ends, you must immediately notify your local Hire Up representative and request reassignment.
- Unemployment: Failure to notify Hire Up within three days of the job ending will be noted on any state unemployment claim and may interfere with your qualification for benefits, as we will state that you did not contact us for reassignment.
- Reassignment is Not Guaranteed: If you have performed positively on your last placement, Hire Up will do its best to provide new opportunities, but employment assignments are never guaranteed. You are required to check in as directed, and we will work hard to find a suitable position.

2. At-Will Employment

- You are an at-will employee. Your job can end at any time, for any reason, with or without notice.
- Employment is temporary and subject to Hire Up policies and procedures, which are subject to change without notice.

Social Media Policy

- When using social media, you must adhere to Hire Up's Social Media Policy and Guidelines.
- All online communications must be respectful and on-topic. No spam, off-topic, or offensive remarks are permitted.
- All comments must be in keeping with Hire Up's Policy Prohibiting Unlawful Discrimination, Harassment, and Retaliation.