

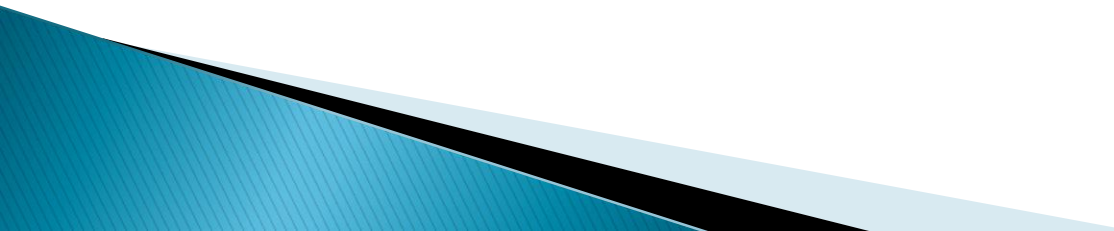


Orientation

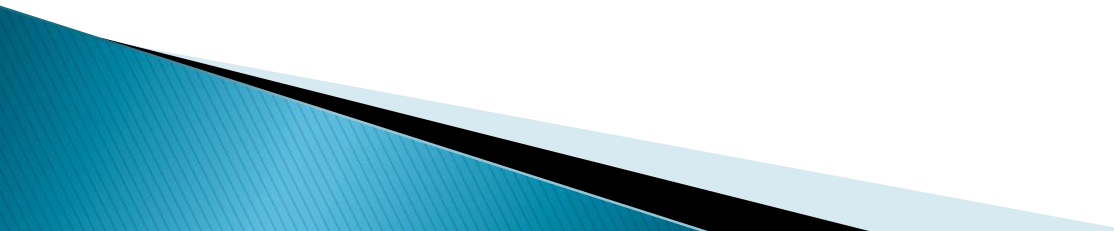
Welcome

To the “DAY” Team

Congratulations on being selected to become a DAY Associate. We look forward to creating a positive working relationship with you. The skills you bring will enhance our team’s success in meeting our client’s needs.



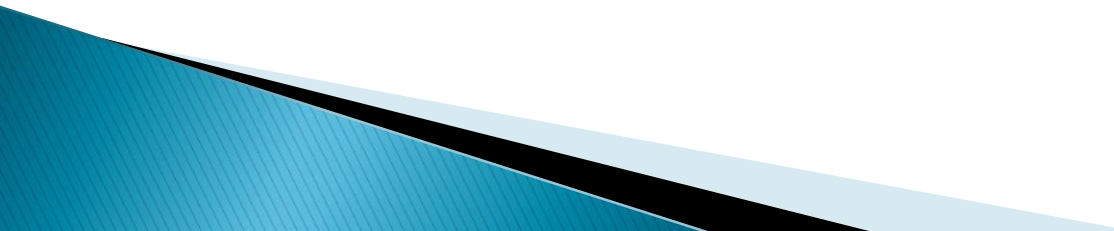
Agenda

- ▶ History of DAY Consultants
 - ▶ Meet the Office Staff
 - ▶ Highlights of the Handbook
 - ▶ Attendance
 - ▶ Payroll
 - ▶ Temporary Assignment
 - ▶ Reporting Structure
 - ▶ Communication
 - ▶ Review of Forms
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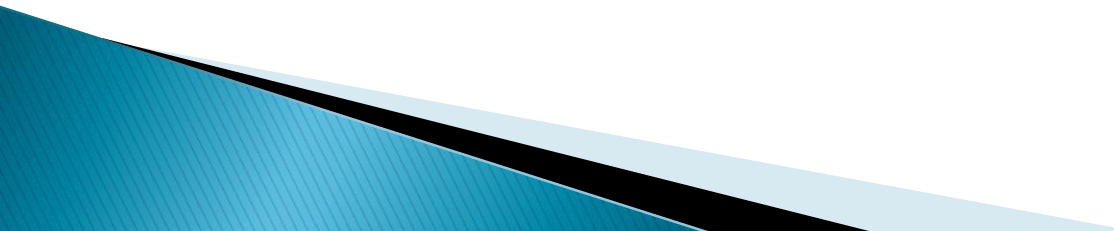
History

DAY Consultants, Inc. is a woman owned firm specializing in Administrative Support, IT Support Services and Staffing Augmentation. The company is dedicated to providing quality services and solutions to our customer's satisfaction. We provide high quality Administrative support and other Specialty support services to meet our client's needs. We are known for providing highly skilled associates that are capable of completing services on time and with in budget.

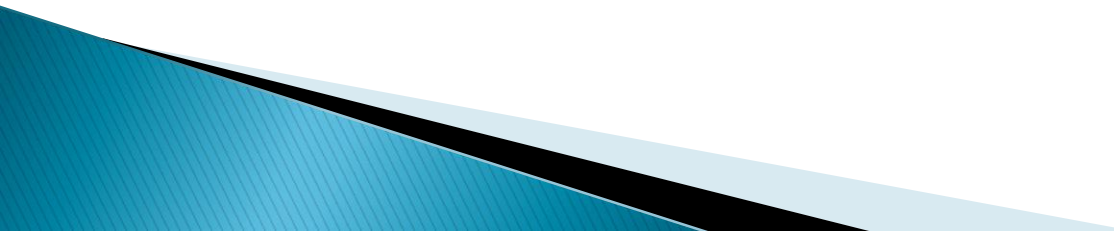
Founded in 1996, we have maintained professional excellence by providing quality Administrative, IT and Staffing support services to commercial and government clients. The company is a certified participant of the Small Business Administration (SBA) and a graduate of the 8 (a) Business Development (BD) program. Additionally, the firm is certified as a woman owned Small Disadvantaged Business (SDB) by the Small Business Administration of South Carolina. The firm is also recognized as a Minority-Owned Business by both the State of Georgia and South Carolina Department of Transportation and certified as a Disadvantage Business Enterprise (DBE) by the Carolina Minority Supplier Development Council. The company is also a member of the Society for Human Resources Services (SHRMS) and the Coastal Carolina Better Business Bureau, an affiliate member of the American Staffing Association (ASA).



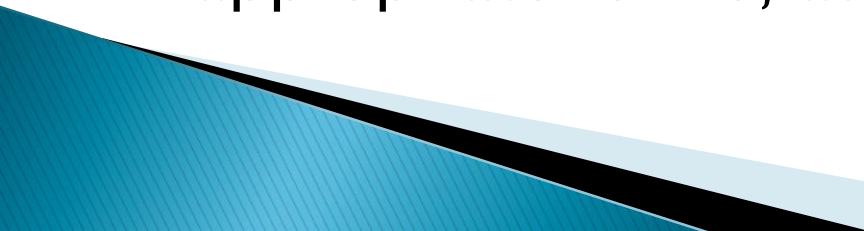
Meet the Staff of DAY Consultants, Inc.

- ▶ President: Deborah Young, CPC, CSP
 - ▶ Administrative Assistant: Michelle Rogers
 - ▶ You: A DAY Associate: a part of an elite professional team of individuals chosen for special projects at our client's sites nationwide.
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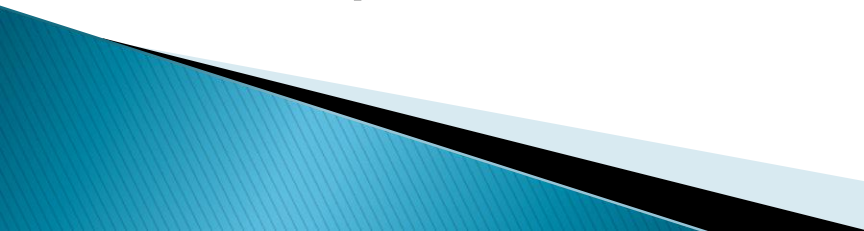
Handbook

- ▶ The handbook is designed to provide you with pertinent information about our company's policies and procedures and is by no means exhaustive.
 - ▶ You are required to read, sign and return a copy to DAY Consultants, Inc.
 - ▶ Please review the contents so you are familiar with procedures. Let's review some of the important policies and procedures...
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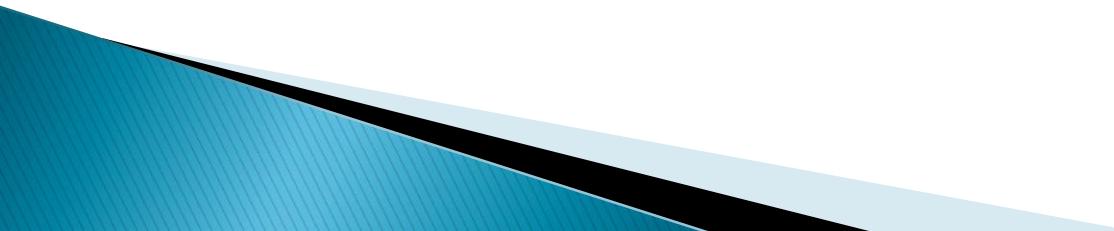
Attendance

- ▶ Your attendance is required each day. This is a temporary position and requires you to be punctual and not to miss any work. You are required to work your scheduled amount of hours each day.
 - ▶ If an emergency should arise that you are unable to make it to work on time you must notify both your on-site supervisor and DAY Consultants at least 2 hours prior to your shift.
 - ▶ Any requests for days off must be done on the appropriate forms, at least one week in advance.
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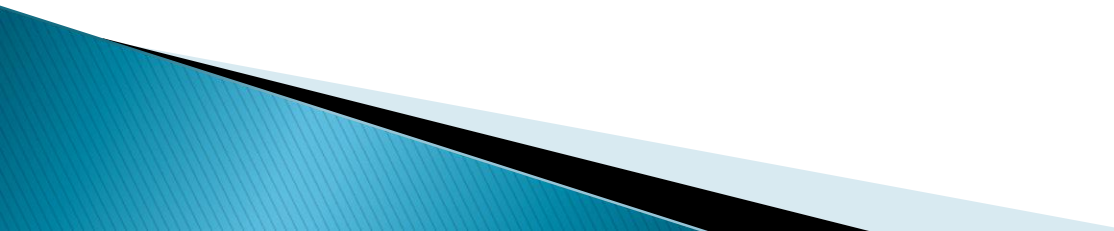
Pay Roll

- ▶ Pay Day is every other Friday, Bi-weekly.
 - ▶ You must submit a time sheet each week on Friday by 5:00pm. Please be sure to verify dates and hours, sign and ask your supervisor to sign and date before you fax to DAY Consultants, Inc. .
 - ▶ We offer direct deposit and encourage everyone to use it.
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Temporary Employment

- ▶ Your employment is “At Will” and as such Employer or Employee can terminate this agreement at any time for any reason or non reason at all with or without prior notice.
 - ▶ At the time of your hire, we will tell you the length of your assignment. If anything changes such as an extension, we will notify you. You may be asked to complete a weekly status report depending on your assignment.
 - ▶ It is our intention to retain DAY Associates of good standing when your assignment ends by keeping an updated resume on file for up coming positions in your area. Therefore, at the end of your assignment, please provide us with an updated resume.
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Reporting Structure

- ▶ On-Site supervisor
 - ▶ DAY Consultants, Inc.
 - ▶ Remember, you report to both parties and must keep both parties informed of any changes or situations that will impact your work schedule.
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Communication

- ▶ Our offices are open 8–5:30 Monday –Friday
 - ▶ Our phone numbers 843–626–6859 or 866–626–6859.
 - ▶ Fax Numbers are 843–650–1482 or 888–640–9090.
 - ▶ Our website www.dayconi.com
 - ▶ Please keep your contact information current with our office.
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Review of Forms

- ▶ Planned Leave
 - ▶ Leave of Absence
 - ▶ Direct Deposit
 - ▶ Vacation (when acquired)
 - ▶ Change of Address
 - ▶ Weekly Work Schedule Change Form
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