



Albion Staffing Solutions, Inc.

“We’re **BIG** on Quality!”

Temp • Temp-to-Hire • Permanent • Recruiting • Consulting
ISO 9001 and Equal Opportunity Certified

At Albion Staffing Solutions Inc., our objective is to attract and retain great employees like you. In order to do so, we offer a comprehensive package of benefits:

Never a Fee

When you work with Albion Staffing, you are never responsible for any service charges or fees. Albion’s Clients pay all of our service fees.

Pay

All Temps are paid weekly, one week in arrears. Hours worked thru Sunday night are eligible for payment.

To save our employees on expensive check cashing fees, and to allow immediate access to funds without waiting for checks to clear, Albion offers two payment options:

Direct Deposit: Your paycheck will be automatically deposited into your bank account at no charge to you.

Debit Card: You will receive a Direct Debit Card. You can use this card to withdraw cash at any bank or use it to purchase goods wherever direct debit cards are accepted.

In each case, your pay stub will be mailed to you – saving you the inconvenience of coming to our office to pick up your check.

Vacation Benefits

You can qualify for 40 hours of vacation pay after working 1,500 unbroken hours in an annual period (excluding overtime). Time is recorded from the date you actually started working until the anniversary of that date. Accrued vacation time must be used during the year that it was earned. Albion and our customer must both approve all vacation requests. Any break of service of 30 calendar days disqualifies vacation time previously accrued.

Employee Referral Bonuses

Referrals are our best source of new talent. In order to be eligible the following must apply, all referrals must be new employees and all referrals must work a minimum of 40 hours.

Referral amount is **\$25.00** and will be paid along with your regular wages.

Client Referral Bonuses

If you refer a Client to Albion and they use 40 hours of billable services, Albion will pay you a **\$100.00** bonus.

Holiday Benefits

Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day and New Year’s Day. You can qualify for holiday pay for any of these days if you have worked 1,500 hours in prior 12 months and 24 hours in holiday week preceding the holiday. Also, you must work both the day before and the day after the holiday.

Time Cards

Time Cards **MUST** be received by Monday 11 am in order to be processed. If the authorized timesheets are not received by the deadline, they will be processed in the following week.

Temp of the Month

Each month an Albion Temp Employee is recognized as “*Temp of the Month*”. Our Client Companies participate in this program by nominating employees who have shown outstanding work performance. The recognized employee is awarded a Gift Certificate and an Award Certificate.

Clerical – Warehouse – Accounting/Finance – Call Center – Logistics – Healthcare – Crewing

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|-------------------------------------|------------------------|---|----------------------------|----------------------------|
| <input checked="" type="checkbox"/> | DORAL: | 2520 N.W. 97 TH Ave, #110, Miami, FL 33172 | TEL: (305) 406-1000 | FAX: (305) 406-1010 |
| <input type="checkbox"/> | PEMBROKE PINES: | 1749 N University Drive, Pembroke Pines, FL 33324 | TEL: (954) 965-2334 | FAX: (954) 965-2337 |
| <input type="checkbox"/> | CORAL SPRINGS: | 10162 W Sample Road, Coral Springs, FL 33065 | TEL: (954) 796-3336 | FAX: (954) 796-5155 |
| <input type="checkbox"/> | NEW YORK: | 40 Railroad Ave, Valley Stream, NY 11580 | TEL: (516) 561-1919 | FAX: (516) 561-6262 |
| <input type="checkbox"/> | HEALTHCARE: | 3850 SW 87th Ave; #305, Miami, FL 33165 | TEL: (305) 225-6772 | FAX: (305) 225-6959 |