

## **Receipt of The A List at Ashby Staffing Welcome Information**

I have received a copy of The A List at Ashby Staffing's employee policies and procedures and they have been explained to me and I have had the opportunity to ask questions regarding those policies.

I understand that I must contact The A List at Ashby Staffing within 24 hours after the end of an assignment to be considered available for employment, and that when I am between assignments, I must call The A List at Ashby daily to be considered available for employment.

It is understood that any time I quit my assignment without proper notice, my pay for that week will be reduced to minimum wage.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

## **WAGE OVERPAYMENT / UNDERPAYMENT POLICY**

MACT Staffing LP dba The A List Staffing (the Company) takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the General Manager or Payroll Manager so that corrections can be made as quickly as possible. If the employee has been underpaid, the Company will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to the Company as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

I understand this policy and agree to its terms. \_\_\_\_\_

We ask that employees realize that pay errors are not intentional and that employees be understanding if such an event should occur.