

## Industry Update



## December 2006

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### Award Chocolate Peanut Butter Bon-bons

Bring a batch of these treats to work to sweeten up the workday during this busy time of year. Even on the craziest of workdays, you'll feel like you spent the day eating bon-bons!

#### You will need:

- 1 Cup Puffed Rice Cereal
- 1 Cup Powdered Sugar
- 1 Cup Peanut Butter
- 1 pkg. Chocolate Almond Bark
- 1 roll wax paper

#### Preparation Instructions:

Thoroughly mix cereal, powdered sugar, and peanut butter in a mixing bowl. Roll teaspoons full of mixture into balls and place on waxed paper. Freeze for 30 minutes, or until dough becomes firm to touch. Melt chocolate according to instructions on package. Remove dough balls from freezer. Dip each ball in melted chocolate to coat completely. Return coated bon-bons to wax paper to let chocolate coating harden. Enjoy!

*Season's Greetings! The team at Award Staffing hopes that you are enjoying a joyful and prosperous 2006 Holiday Season!*

*November was a busy month for Award as members of our team attended the 2006 American Staffing World Convention in Las Vegas. Representatives from our Sales, Marketing, Human Resources, and Management Divisions spent four days attending workshops to explore new ways that we can maximize the value Award clients receive from our services. This month's newsletter is dedicated to introducing you to some of the advantages of Award Staffing's membership in the American Staffing Association that are passed on directly to you, our valued clients!*

*Happy Holidays!*

*Sincerely,  
The Award Staffing Team*

## Defining a Great Company: A Code of Ethics Based on Core Values



Many of you have probably noticed the "Member of American Staffing Association" graphic (pictured at left) emblazoned on Award Staffing letterhead, envelopes, brochures, and other Award Staffing materials. Whether you are familiar with the ASA logo or not, it is important to know that if your preferred staffing vendor bears the ASA logo, they are privy to a handful of useful resources that translate into value added benefits that are passed on directly to you, their customer.

Founded in 1966 to ensure the quality of staffing services, the ASA promotes legal, ethical, and professional practices for the staffing industry. Members of the ASA promise to adhere to an established code of ethics and good practices, have regular access to a body of knowledge on labor and employment law, receive regular updates on the latest legislative, regulatory, and judicial developments, and have access to continuing education and certification programs for their employees.

Award Staffing is not only a logo carrying member of the ASA, but also actively practices the standards set forth and participates in the continuing education provided by the ASA. Most recently, four members of the Award Staffing Team attended the 2006 Staffing World Convention for four days of seminars, workshops, and roundtable discussions to increase our knowledge and expertise as a staffing service provider.

*(Code of Ethics continued on page 2...)*

***We speak your language- clear and simple. Performance Counts.***

(...Code of Ethics continued from page 1.)

Staffing World kicked off with a speech made by Jim Collins, the author of *From Good to Great*, who examined companies in the same industry, facing the same market factors, over the same period of time, and pinpointed what set the companies that became truly great (based upon their market performance) apart from the average companies. Mr. Collins discovered that great companies occurred when all business activities were the result of conscious choices and disciplined actions that aligned with the company's explicitly stated core values.

Mr. Collins' message resonated with Award Team Members in attendance because as a member of the American Staffing Association, Award Staffing has agreed to adhere to the set of core values set forth in the ASA's established code of ethics. It is Award Staffing's goal to ensure that all of our business activities meet or exceed the ASA Code of Ethics and Good Practices. This is just one of the value added benefits our membership in the American Staffing Association delivers to our clients!



### ASA Code of Ethics and Good Practices

One of the principle missions of the American Staffing Association is to encourage high standards of ethical conduct in dealings with employees, customers, and competitors. In furtherance of that mission, the ASA board of directors has adopted the following codes of ethics: a general code applicable to all staffing firms, and a separate code covering construction and other types of day labor services.

#### Code of Ethics and Good Practices

As a condition of membership in the American Staffing Association, each member pledges support of, and adherence to, the principles and practices set forth below. ASA members acknowledge that such compliance is in the best interests of the staffing services industry, its customers, and its employees. ASA members agree to always strive:

- To comply with all laws and regulations applicable to their business, and to maintain high standards of ethical conduct in the operation of that business and in dealings with employees, customers, and competitors.
- To treat all applicants and employees with dignity and respect, and to provide equal employment opportunities, based on bona fide job qualifications, without regard to race, color, religion, national origin, sex, age, disability, or any basis prohibited by applicable law.
- To maintain high standards of integrity in all advertising, and to assign the best qualified employees to fill customers' needs.
- To determine the experience and qualifications of applicants and employees as the staffing firm deems appropriate to the circumstances, or as may be required by law.
- To explain to employees prior to assignment their wage rate, applicable benefits, hours of work, and other assignment conditions--and to promptly pay any wages and benefits due in accordance with the terms of their employment and applicable legal requirements.
- To encourage employee efforts to upgrade their skills.
- To satisfy all applicable employer obligations, including payment of the employer's share of Social Security, state and federal unemployment insurance taxes, and worker's compensation--and to explain to employees that the staffing firm is responsible for such obligations.

(Code of Ethics continued on page 3...)

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(...Code of Ethics continued from page 2.)

- To ascertain that employees are assigned to work sites that are safe, that they understand the nature of the work the customer has called for and can perform such work without injury to themselves or others, and that they receive any personal safety training and equipment that may be required.
- To take prompt action to address employee questions, concerns, or complaints regarding unsafe work conditions, discrimination, or any other matter involving the terms and conditions of their employment.
- To confirm their temporary employees' periods of service upon request by a subsequent employer and with the consent of the employee.
- To observe the following guidelines to ensure an orderly transition when taking over an account being serviced by another staffing firm:
  - The outgoing firm and its employees should, whenever feasible, be given reasonable prior notice that the account is being transferred.
  - Assigned employees of the outgoing firm, should, whenever feasible, be allowed to continue working on the payroll of the outgoing firm for some reasonable transition period; thereafter they should be given the choice of accepting an assignment with another customer of the outgoing firm if one is available, or applying to stay on their current assignment with the new staffing firm.

These guidelines are subject to enforceable contracts between staffing firms and their customers, employees, and other parties, and are not intended to prohibit or discourage any other provisions or arrangements, agreeable to the parties, that achieve an orderly transfer of accounts. ASA members are encouraged, whenever feasible, to specifically address the terms and conditions relating to the transfer of accounts in written agreements with their customers.

## Nominate your Outstanding Award Employee to be the 2007 National Staffing Employee of the Year

Is there an Award Staffing Employee working for your organization who sets the bar for exceptional performance? If so, they could be the next ASA National Staffing Employee of the Year!

Each year, the American Staffing Association asks member companies to nominate temporary employees who aim for and achieve excellence in their temporary work assignments. Once all entries are submitted, the ASA narrows its selection down to a handful of finalists and chooses to honor one individual as the National Staffing Employee of the Year.

Cheryl Cook, the winner for 2006, received a free trip to Staffing World 2006 in Las Vegas and a \$1,000 gift card to

spend at her leisure.

Recognize your outstanding Award employee by nominating them to be the next National Staffing Employee of the Year. All you have to do is tell us about their extraordinary performance and we will nominate them for Award Staffing on your behalf!

To nominate your exceptional Award Employee to be honored as the next National Staffing Employee of the year you can either:

**Call Award Staffing at (952)924-9000, and ask to speak with Amy about your outstanding employee, or**

**Send Award Staffing an email at [success@awardstaffing.com](mailto:success@awardstaffing.com). Please write: Attn: Amy in the subject line.**

If you choose tell us about your employee via email, please include your name, a phone number where you may be reached, the name of your company, the name of the employee you are nominating, and a brief description of their excellent performance in your email.

Entries for 2007 are not due until August. However, the Award Staffing Team wants to recognize excellence in our employees all year long! If you have an outstanding Award Employee, please let us know right away so we can reward those individuals who make their performance count!



## Employment Law Quiz: Test Your Labor Law I.Q.

Award Staffing was well represented at the *Legal Jeopardy: An Employment Law Game Show* session at ASA Staffing World 2006. We flexed our employment law brain muscles in a competition of wits regarding relevant legal issues of which every employer should be informed. Take Award's Employment Law Quiz, a sampling of questions from the *Jeopardy* workshop, to find your Employment Law I.Q.

**1. True or False: There is a federal limit to the amount of time a temporary worker can work at an assignment.**

- a.) True. The federal cap is nine months for non-professional employees and one year for professional employees.
- b.) False. There is no federal limit.

**2. In what ways should temporary employees be treated differently from regular full-time employees?**

- a.) The key is to keep the staffing firm as the primary employer by allowing it to interview, hire, set pay rates and benefits, evaluate performance, provide counseling and coaching, and terminate the temporary employees.
- b.) They should be treated no differently to avoid claims of discrimination.

**3. The Basic Pilot Program is:**

- a.) The test program that requires bio-optic eye scans for employment identity verification purposes.
- b.) Is an electronic database for verifying work eligibility.

**4. An employee is allergic to work. Is that a disability under the American with Disabilities Act?**

- a.) Yes.
- b.) No.
- c.) Possibly, if it substantially limits one or more major activities of the employees everyday life.

**5. What should an employer do if an employee refuses to sign an evaluation or written warning?**

- a.) Write it the way the employee wants it and have him/her sign that.
- b.) Give him/her a written warning for refusing to sign the document and ask him/her to sign that.
- c.) Add a statement at the end of the document indicating that the employee disagrees with the contents of the statement and ask him/her to sign that. If he/she refuses, indicate that on the document and then document in your notes what transpired.

*Employment Law Quiz Answers: 1. b, 2. a, 3. b, 4. c, 5. c*

### Quiz Scores

**5-6 Correct-** You are an Employment Law Jeopardy Champ! You know the best way to prevent lawsuits is to always make informed decisions and actions. Always remember that if you don't know what to do in a situation, ask! Consult your attorney if you run into an unfamiliar employment situation to avoid potentially sticky legal situations.

**3-4 Correct-** You are relatively informed about legal issues related to being an employer. Be sure you remember to be consistent, honest, and fair when enforcing company policies. Remember to thoroughly document things like employee identity verification, payroll information, and employee performance evaluations. And, when in doubt call your attorney.

**0-2 Correct-** You could definitely benefit from Employment Law 101. As an employer, it is important for you to learn the proper procedures for handling delicate employment situations. No matter what, it is always smart to err on the side of caution in a delicate situation by asking a legal expert.

**Sources of Information for *Defining a Great Company: A Code of Ethics Based on Core Values* Article:**

Collins, Jim. *From Good to Great: Hit the Jackpot*. Keynote Speaker. Staffing World 2006. The American Staffing Association. 8 November 2006.

ASA *Code of Ethics and Good Practices*. [ASA 2006 Industry Marketing Tool Kit](#). [www.americanstaffing.net](http://www.americanstaffing.net). 26 November 2006.

**Sources of Information for *Employment Law Quiz: Test Your Labor Law I.Q.*:**

Dwyer, Esq., Stephen & Mark Toth, Esq. *Legal Jeopardy: An Employment Law Game Show*. Presenters. Staffing World 2006. Las Vegas, NV. The American Staffing Association. 9 November 2006.

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