

# Santa Fe College

## EMPLOYEE BENEFITS

TempForce has developed a customized benefits package to ensure both part-time and full-time talent has an opportunity to qualify for all available benefits. The success of TempForce depends on the quality of talent we attract and retain. Through TempForce, you receive individual attention, career development opportunities and recognition as a valued employee which gives us one of the highest retention rates in the industry.

This benefit package is administered by the local TempForce of Gainesville office. Please direct all inquiries regarding qualifying for any listed benefit, including total hours worked, to the Gainesville office at 352-378-2300 or by emailing your TempForce contact.

TempForce recognizes your importance by offering the following benefits:

- **Service Bonus**

Talent will qualify for a Service Bonus after completing 975 working hours consecutively\* within a twelve (12) month period beginning at their most recent date of hire<sup>†</sup>, re-hire<sup>‡</sup> or re-activation<sup>§</sup>. The Service Bonus benefit is available to the talent only once per anniversary year. At the anniversary of the talent's date of hire<sup>†</sup>, re-hire<sup>‡</sup> or re-activation<sup>§</sup>, whichever occurs latest, the talent's qualifying hours will zero out and begin re-accruing toward their next Service Bonus. Talent will continue eligibility for the Service Bonus provided they meet the qualifying hours each anniversary year and that there is not a termination of employment or break in actively\*\* working an assignment of thirty (30) days or more with TempForce. The amount of the Service Bonus will be calculated based on the average number of hours worked per week for the qualifying period in which the required 975 hours were reached and will be paid at the talent's current hourly pay rate at the time of qualifying. TempForce will process payment of the Service Bonus benefit automatically within forty-five (45) days from the pay period the talent reaches their qualifying hours. This Benefit will be paid according to this schedule and will not be available by request. The talent will be notified by email once their Service Bonus has been processed. To ensure TempForce has a correct email address on file, talent may access their Self-Service account at [www.selfservice.us.randstad.com](http://www.selfservice.us.randstad.com) or contact our office at (352) 378-2300.

- **Paid Holidays**

Talent will qualify for three (3) Paid Holidays after completing 975 working hours consecutively\* within a twelve (12) month period beginning at their most recent date of hire<sup>†</sup>, re-hire<sup>‡</sup> or re-activation<sup>§</sup>. The three (3) Paid Holidays must be used within the talent's anniversary year. Talent will continue eligibility for three (3) Paid Holidays each anniversary year provided that there is not a termination of employment or break in actively\*\* working an assignment of thirty (30) days or more with TempForce. The choice of holidays must be made from the following: *Martin Luther King Day, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Veteran's Day and Thanksgiving Day*. The amount paid for each holiday will be calculated based on the average number of hours worked per day within the qualifying period or previous twelve (12) month period, whichever applies, and will be paid at the talent's current hourly pay rate at the time of the requested holiday. Talent must work the last scheduled work day before and next scheduled work day after the requested holiday in order to qualify. Qualified requests for paid holiday leave must be submitted no later than two (2) weeks after the requested holiday occurs and may take a period of up to two (2) weeks to process for payment.

*NOTE: All paid leave requests must be submitted on a TempForce Santa Fe College PTO Request Form*

- **Paid Sick Leave**

Talent will qualify for two (2) days of Paid Sick Leave after completing 975 working hours consecutively\* within a twelve (12) month period beginning at their most recent date of hire<sup>†</sup>, re-hire<sup>‡</sup> or re-activation<sup>§</sup>. The two (2) days of Paid Sick Leave must be used within the talent's anniversary year. Talent will continue eligibility for two (2) days of Paid Sick Leave each anniversary year provided that there is not a termination of employment or break in actively\*\* working an assignment of thirty (30) days or more with TempForce. The amount paid for each day of Sick Leave will be calculated based on the average number of hours worked per day within the qualifying period or previous twelve (12) month period, whichever occurs latest, and will be paid at the talent's current hourly pay rate at the time of the requested Sick Leave day. **To be eligible for Sick Leave, the talent must make contact with TempForce requesting to be out of work prior to or the day of the requested Sick Leave day by calling 352-378-2300 or by emailing their TempForce contact and a PTO Request Form must be signed by the talent's Santa Fe supervisor to verify the day of absence was requested for a regularly scheduled workday and due to illness.** Eligible requests for Paid Sick Leave must be submitted no later than two (2) weeks after the date being requested and may take a period of up to two (2) weeks to process for payment.

*NOTE: All paid leave requests must be submitted on a TempForce Santa Fe College PTO Request Form*

• **Medical, Dental, Vision Care, Short-term Disability & Term Life Insurance**

Upon hire, talent receives a detailed information packet for the plan available through TempForce. All new talent qualify to enroll after completing 40 hours of work and must do so within the first 30 days of employment for coverage with no waiting period. Talent may also enroll during Open Enrollment beginning each November with coverage effective at the beginning of the next calendar year.

A detailed copy of our insurance information packet is included.

• **401K Retirement Savings Plan**

Talent becomes eligible to participate in our 401K Retirement Plan after completing 1000 hours of employment. If interested, talent may contact our office to request information.

• **Direct Deposit**

Direct Deposit is offered to our talent allowing their payroll to be directly delivered to either their checking or savings account weekly. Our Direct Deposit program is a practical way to receive funds with proven reliability.

• **Paycard**

Paycard functions as a VISA debit card that is linked to a personalized account. Weekly payroll funds are automatically deposited into the account for easy access at millions of ATMs, point of sale transactions and any bank teller that accepts VISA. It's safe, convenient, has fewer fees and all of the flexibility of a VISA debit card.

• **Self-Service ePay and eProfile**

This online application enables talent to view and update personal pay and profile information 24 hours a day, seven days a week, from any computer with Internet access. They can change their home or mailing address, change contact information (phone, e-mail, etc.), update emergency contact information, view and print pay statements online, reprint prior year W-2s, update federal W-4 information, change direct deposit information and much more.

**If you terminate your employment with TempForce or if there is a break in actively\*\* working an assignment of 30 days or more with TempForce, upon re-hire‡ or re-activation§, your qualifying hours towards paid time off (PTO – Holidays & Sick Leave) and the Service Bonus will zero out and start over and you will be required to re-accrue the qualifying hours. Any hours worked during your previous assignments or employment with TempForce will not carry over after re-hire‡ or re-activation§. If employment with TempForce is terminated for any reason, qualification for Paid Holidays, Sick Leave and the Service Bonus is terminated and will no longer be available to the talent.**

By signing below, I confirm that I have read, understand and received a copy of the TempForce Employee Benefits for my records.

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Employee Full Name (Printed) Signature Date

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TempForce Representative Name (Printed) Signature Date

\* Consecutively – referring to working the required hours to receive a benefit – to **not** have a break in employment or actively\*\* working an assignment for a period of 30 days or more

† Date of Hire – initial (first time) hire date with TempForce

‡ Re-hire – a secondary or subsequent hire process with TempForce after a previous voluntary or involuntary termination of employment

§ Re-activation – a process TempForce completes to update essential information on file and processes with a talent who has not actively\*\* worked an assignment for a period of 30 days or more, who has not been inactive for a period of six (6) months or greater and whose employment has not been terminated

\*\* Actively – referring to “actively working an assignment” – working hours for a TempForce assignment on a weekly basis or as required by the assignment so long as the assignment required schedule does not allow for a break in hours worked of a period of 30 days or more