



ASSOCIATE OVERVIEW

Employee ID: _____

Branch Phone #: _____

Timesheet Fax # _____

Your E-mail Address: _____

Your User Name: _____

Password: _____

PIN: _____

Recruiter: _____

To access our Associate Service Center
Visit www.kimco.com

WELCOME

Welcome to the Kimco team! We are pleased that you have selected Kimco as your employer of choice. Kimco is one of the fastest growing staffing companies in California. Founded in 1986 by Kim Megonigal, Kimco has been built on a foundation of integrity, innovation, service excellence, and a genuine concern for people. As well, we rely on you, our associate, to represent us in our client's environment. This orientation guide high-lights expectations and important information concerning your employment with Kimco. Please review this information thoroughly and talk with your Recruiter if you have any questions or concerns!

We look forward to helping you achieve your career goals!

Again, welcome to Kimco.

Warm regards,

Lisa Pierson
President

We invite you to visit our website at www.kimco.com for more information, the latest job opportunities available, and helpful articles to assist you in your career search.

PERFORMANCE GUIDELINES

We ask that you follow these performance guidelines on each and every assignment:

- Be on time.
- Dress appropriately and conduct yourself in a professional manner.
- Follow instructions and ask questions when in doubt.
- Do not conduct personal business during work hours.
- Continue with the assignment until it's completed.

Please note: If you accept an assignment and don't show up or call, you will no longer be eligible for employment with Kimco.

WHEN TO CONTACT YOUR KIMCO RECRUITER

Your Kimco Recruiter is the link between you and our client companies. You should never call the client directly, but rather, address all problems and concerns with your Recruiter. You should contact your Recruiter in any of the following situations:

- if you are going to be unavoidably late for an assignment
- if you are unable to complete an assignment
- if you need to call out sick and will be unable to go to your assignment
- if you find that the job duties are different than what was described to you, and particularly if you don't feel they match your skills as expected
- if a client asks you to work overtime, or different hours than expected
- if you are asked to work through your meal or break period.
- if a client offers you a job with their company
- if the length of time for the assignment is increased or decreased by the client
- if you are injured on the job
- if you are asked to operate equipment not originally discussed with you
- if you change your name, address, telephone number, and/or email address
- when you have completed an assignment
- if there is a change in your availability
- if you have ideas or suggestions on how we can better serve you
- if you are in doubt about any of our procedures
- if you have friends who are interested in working for Kimco
- if you would like to refer a client to Kimco
- if you encounter any form of harassment or discrimination
- if I am available for work. I understand that failure to make further contact upon completion of an assignment is considered a voluntary quit.

Should an emergency arise, call your Recruiter immediately so he or she can make the necessary arrangements. All offices have a 24-hour message service for your convenience. If you fail to call in for an assignment, it will be deemed as your voluntary resignation from your assignment.

KIMCO'S ASSOCIATE SERVICE CENTER

Located at www.Kimco.com, Kimco's Associate Service Center allows you to manage many of the functions that, in the past, would have required you to call your branch. This time-saving and easy-to-use tool will allow you to...

- Check your current payroll information
- Download a Faxable Timesheet PDF and Instructions
- View Employee Paycard Information
- Access Kimco's Automated Timesheet (KAT)
- View and print the following Kimco documents:
 - Employee Handbook
 - Information Regarding California Sick Pay
 - Sexual Harassment Hurts Everyone
 - Safety and Drug Policy Guidelines
 - Medical Provider Network information
 - Direct Deposit Authorization
 - EDD For Your Benefit Booklet
 - Summary of your Rights Under California Civil Code 1786.22
 - Receiving W2 Statements Electronically
 - Referral Bonus Program
 - Health Insurance information
 - Time of Hire Pamphlet
 - Other important information

A link to these documents will be emailed to you at the email address you provided to Kimco. Paper copies of these documents are available at every Kimco branch and will be provided to you upon request.

YOUR PAY

- Kimco Associates are paid every Friday for work completed the previous week.
- Kimco's work week begins on Monday and ends on Sunday.
- Kimco Associates can choose to receive their pay by pay card or direct deposit.

- If you complete a paper timesheet, it must be faxed to your Kimco Branch no later than 10am on Tuesday or at the completion of your assignment, whichever is sooner.
- Contact your Kimco Recruiter if you have any questions regarding your pay.
- You must turn in timesheets weekly in order to comply with labor laws regarding wage payment.

To ensure that you receive your pay without delay, please verify that the information below is recorded on your time record:

- Your name
- Your Employee ID Number
- Your job order number
- Date of each day worked
- The week-ending date (always a Sunday)
- Name of the company to which you were assigned
- The total number of hours you worked each day during the pay period (indicating time in & time out each day and time in & out for lunch each day).
- Any overtime/double time hours worked
- Your signature
- The signature of your supervisor at the customer location

Kimco clients utilize a variety of timekeeping systems. If you are assigned to a client that uses a system other than Kimco's faxable timesheet, you will be instructed in the proper use of the timekeeping tool.

To view and/or print a copy of your pay stub, visit the Payroll Center at www.kimco.com or visit your local Kimco office. Employees choosing to receive their pay via pay card can also access their pay information via Global Cash Card's Two-Way Texting Program from their cell phone. You may sign up for this option at www.globalcashcard.com or call Global Cash Card Customer Service at (866) 395-9200. Please note: Carrier charges may apply for sending and receiving text messages and mobile web browsing.

NOTICE AND ACKNOWLEDGEMENT OF PAY RATE AND PAYDAY

Every employee is provided with a copy of this document which contains pay range, over time rate (if eligible), allowances, and designated payday and other information required by law. Pay rates for assignments may vary based on the clients to whom you are assigned, as well as shift differentials, skill level required for each job and various other factors. You will be given your pay rate verbally before beginning any assignment

and will be provided with a written notice of your pay rate via the email you provided to Kimco.

MEAL AND REST PERIODS

You are required to take an unpaid meal period of at least 30 minutes if you are working at least 6 hours, and a second meal period if you are working more than 10 hours (unless a waiver is in place). You will also be given a paid 10 minute rest period for each four hour period, or major fraction thereof, of work each day

Meal periods must begin prior to the end of the fifth hour of work. Rest periods are to be taken roughly in the middle of each four hour period of work and may not be used at the beginning or end of your shift, nor can it be combined (e.g. taking one 20 minute break instead of two 10 minute breaks).

If you are ever asked to skip a meal period or break, please contact Kimco immediately.

WORKERS' COMPENSATION

Kimco provides workers' compensation coverage for work-related injuries and illnesses. If you sustain a work-related injury or illness contact your job-site supervisor and your Kimco Recruiter immediately so that the proper claim reporting forms and medical care can be provided.

You must contact your Kimco Recruiter immediately if you sustain a work-related injury or illness so that you can receive appropriate medical attention. You must obtain a Medical Treatment Authorization slip or verbal authorization before reporting to the doctor for medical attention. You are required to obtain first aid for every injury, no matter how slight so as to prevent infection. If you are injured, you will receive and must complete and return an Employee's Claim Form (DWC-1) within three days of receipt

MEDICAL PROVIDER NETWORK ("MPN")

Kimco Staffing Services, Inc. utilizes the services of a Medical Provider Network (MPN) for workplace illnesses and injuries. Unless you pre-designate a physician or medical group, your new work injuries arising on or after 8/1/2005 will be treated by providers in the Kimco Staffing Services, Inc. MPN. If you have an existing injury, you may be required to change to a provider in the MPN. A complete MPN provider listing will be provided to you upon request.

SAFETY AND DRUG POLICY

The use, possession, distribution, sale or being under the influence of drugs and/or intoxicating beverages is prohibited while on duty and while on the premises of Kimco or Kimco's customer. Advise your Kimco Recruiter if you are taking prescription medication that could affect your ability to perform your job. You may be required to submit to a pre-employment drug test. You will be tested for drugs and/or alcohol if there is reasonable suspicion that you are under the influence of alcohol or illegal drugs or if you are injured on the job and go to a clinic for medical help. If you test positive for drugs and/or alcohol, your employment with Kimco will be terminated.

You must comply with all safe work practices. Advise your supervisor and your Kimco recruiter immediately if you become aware of any safety issues that may put you or others in danger.

HARASSMENT

Harassment of any type is prohibited by Kimco. Any behavior whether it be visual, verbal or physical that threatens or intimidates you or others is strictly prohibited. Harassment can be of a sexual nature or it can be based on an individual's characteristics including race, sexual orientation, disability, religion, age, or any other characteristics protected by law.

It is your responsibility to avoid conduct that might be considered harassment. It is also your responsibility to report any harassment that you experience, or witness to the "Do The Right Thing" hotline for Kimco Associates (855) 220-9650 so that we can take appropriate action.

All complaints will be investigated in a timely manner and confidentially to the extent possible. Kimco will not tolerate retaliation against anyone who files a complaint or participates in an investigation. Our goal is to provide a comfortable and safe work environment free from harassment and discrimination. Remember: We can't fix it if we don't know about it!

WORKPLACE VIOLENCE

Kimco has a zero tolerance policy for violent acts or threats of violence in the workplace. Employees are prohibited from committing or threatening to commit any act of violence against a co-worker, applicant, customer, vendor, or any other individual. All threats should be reported immediately to your Kimco Recruiter or Kimco Branch Manager so that appropriate action can be taken.

CONFIDENTIAL INFORMATION / TRADE SECRETS

During the course of your employment with Kimco, you might gain access to information related to a client's business. All such information is to be treated as strictly confidential. You may not disclose, alter, transmit, copy, download, or remove any proprietary, confidential, trade secret or other information of the client, or the client's customers in any form whatsoever.

LEAVES OF ABSENCE

Information regarding leaves of absence can be found in the Kimco Handbook located in the Associate Service Center at www.kimco.com or you may contact our Human Resources Department at 949-331-1086.

AT WILL EMPLOYMENT

Kimco Staffing Services, Inc. is an at-will employer. This means that either you or Kimco may terminate the employment relationship at any time, with or without cause and with or without notice. This at-will aspect of your employment may not be modified, amended, or rescinded except by an individual written agreement signed by you and the President of Kimco.

Please bring any questions or concerns you have regarding the above policies or your employment to your Kimco Recruiter or Kimco Manager immediately so that they can be answered or resolved.

YOUR BENEFITS PACKAGE

As a Kimco Associate, you qualify for a generous and competitive benefits package that includes:

Sick Pay for Associates working within the limits of the City of Los Angeles - ONLY

1. Effective July 1, 2016, all associates working within the limits of the City of Los Angeles, will begin accruing 1 hour of paid sick time for every 30 hours worked, up to a maximum accrual of 48 hours per calendar year. Accrued paid sick leave will carry over to the following calendar year of employment, but will be capped at a maximum of 72 hours.
2. Associates may use up to 48 hours of sick pay per calendar year

3. Associates may use paid sick leave beginning on the 90th day of employment or July 1, 2016, whichever is later.
4. Associates will be able to use sick time in amounts no less than 2 hours per day
5. You will be able to view your taken and accrued balances on your pay statement
6. Accrued, unused time under this policy is not paid out at the time of separation from employment or at the end of an assignment. Employees who are re-employed with the Company within a year of separation will have any unused paid sick leave accrued under this policy reinstated

Sick Pay for Associates outside of the Cities of Los Angeles, San Francisco, Oakland and Emeryville:

1. All associates will begin accruing 1 hour of paid sick time for every 30 hours worked effective July 1, 2015 (up to a maximum cap of 48 hours per year). Associates will only be able to use 24 hours of sick time per year in accordance to CA law. All paid time off accrued above the 24 annual hours will roll over to the next year.
2. Associates on assignment prior to 07/01/15 will be able to immediately use sick time in amounts of no less than 2 hours per day. Associates hired after July 1, 2015 will accrue sick time beginning on their first day of work, but will need to complete 90 days of employment before being able to use accrued sick time in increments of no less than 2 hours per day.
3. You will be able to view your taken and accrued balances on your pay statement
4. Accrued, unused time under this policy is not paid out at the time of separation from employment or at the end of an assignment. Employees who are re-employed with the Company within a year of separation will have any unused paid sick leave accrued under this policy reinstated

Sick Pay for Associates working in San Francisco, Oakland and Emeryville

1. All associates will begin accruing 1 hour of paid sick time for every 30 hours worked effective July 1, 2015 (up to a maximum cap of 72 hours per year). All unused paid time off accrued will roll over to the next year, not to exceed the maximum cap.
2. Associates will only be able to use their accrued hours immediately (or after the required 90 day waiting period in the city of Oakland) in accordance to the applicable city mandate.
3. You will be able to view your taken and accrued balances on your pay statement

4. Accrued, unused time under this policy is not paid out at the time of separation from employment. Employees who are re-employed with the Company within a year of separation will not have any unused paid sick leave accrued under this policy reinstated

All associates must call Kimco at least 1 hour prior to the start of your shift on the day you will be absent, or as soon as possible in case of emergency. Failure to contact Kimco may result in an error to your sick time payout . PLEASE DO NOT CALL THE CLIENT DIRECTLY. Kimco will notify the client of your absence.

Kimco reserves the right to request a doctor's note after you have been out for three consecutive days. Please note, not calling or not showing up for three consecutive days is considered voluntary job abandonment.

Please visit the Associate service center for additional frequently asked questions regarding this policy.

Health Insurance

Health and dental insurance is available to all Associates at group rates.

Referral Bonuses

It's all about who you know! Refer talented friends to Kimco and earn between \$50 - \$500 per referral. Pick up Referral Bonus Cards at any Kimco branch office to learn more, or download from our website at www.kimco.com.

Client Referral Bonus Card

You can earn \$100 by referring a company to Kimco, if that company is a new contact for Kimco. Client Referral Bonus Cards are available in all of our branch offices.

Recognition Programs

Kimco has programs throughout the year to recognize outstanding Associates. Honorees receive a special gift of appreciation.

Skills Training

Kimco Associates are invited to take advantage of a variety of on-line tutorials. You may access these programs in your local Kimco office or in the comfort of your own home. Ask your Recruiter for details.

Career Resource Center

The Kimco Career Resource Library can be found on our web-site at www.kimco.com. It contains valuable information and articles to assist you in your career search and access to our latest job opportunities.

Employee Savings Tickets

All associates can purchase discounted tickets for movie theaters, theme parks, live theater, comedy and magic shows, water parks, zoos, aquariums, ski resorts, fairs, festivals, entertainment books, auto repair and maintenance, consultations from local dentists and chiropractors, See's Candies certificates and much more from Employee Savings Tickets. Log onto <http://www.employeesavingstickets.com> and enter Access Code: ETF72G for more information.

KIMCO DIVISIONS

**Kimco Office and Industrial Staffing
MediQuest**

1-800-649-JOBS (5627)

**Kimco's Corporate Offices
17872 Cowan Avenue
Irvine, CA 92614.
949-752-6996**

Kimco is an Equal Opportunity Employer