



# ORIENTATION INFORMATION

FOR PAYROLLED ASSOCIATES

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CARE PACKAGE

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# THE ATRIUM CARE PACKAGE

## HEALTHCARE PLANS

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an assignment, scheduled to work an average of 130 hours per month. All Associates will receive an email from the Atrium Benefits Team regarding their benefit eligibility status the month following their date of hire. Eligible Associates will receive instructions to register in the benefits portal. Elected coverage will be effective the first day of the month following 60 days of employment.

## MEDICAL, DENTAL & VISION INSURANCE

Atrium offers Associates the ability to purchase medical, dental and vision insurance. Medical plans provided meet the Affordable Care Act (ACA) minimum essential coverage.

## PAID SICK TIME (PST)

Atrium offers paid sick leave to Associates in accordance with state and local laws. Details for individual mandates and forms to request paid sick leave can be found on the Talent Solutions Worker Hub.

## LIFE INSURANCE

Atrium offers Associates the ability to purchase life insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

## PLUM BENEFITS

Plum Benefits is an entertainment benefit provided to all Atrium Associates. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S.

## HOSPITAL INDEMNITY INSURANCE

Atrium offers Associates the ability to purchase Hospital Indemnity insurance. Hospital Indemnity insurance is designed to help safeguard your finances by providing a lump-sum payment when you are confined to a hospital, whether for planned or unplanned reasons. This insurance can help fill gaps in medical coverage by providing financial support to help cover deductibles, pharmacy prescriptions and other non-covered expenses that may arise from hospital stays and services.

## 401(K) RETIREMENT PLAN

Atrium offers a 401(k) Retirement Plan through Ascensus. Associates can begin contributing dollars towards retirement the month after completing 500 hours of service. Eligible Associates will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

# THE ATRIUM CARE PACKAGE

## LEGAL SERVICES PLAN

Atrium offers Associates the ability to purchase a Legal Services Plan, providing access to a large network of experienced attorneys by phone, email or in person for some of the most frequently needed personal legal matters.

## IDENTITY THEFT PROTECTION PLAN

Atrium offers Associates the ability to purchase an Identity Theft Protection Plan, which provides members with unlimited access to identity consultation services such as the monitoring of your identity from a variety of sources.

## SUPPLEMENTAL PRESCRIPTION, VISION AND DENTAL CARD

All Associates are immediately eligible to use the WellDyne discount card, available in the Talent Solutions Worker Hub. Associates can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers.

## COMMUTER BENEFITS

Atrium offers a Commuter Benefit program that enables Associates to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry). Associates are eligible to enroll the month following 30 days of employment.

## SHORT TERM AND LONG TERM DISABILITY INSURANCE

Atrium offers Associates the ability to purchase Short and Long Term Disability insurance, which provides income replacement in the event that you are unable to work due to an illness or injury.

## ACCIDENTAL AND CRITICAL ILLNESS INSURANCE

Atrium offers Associates the ability to purchase Accident and Critical Illness insurance, designed to help pay for out of pocket expenses that insurance doesn't cover in the event of an accident or critical illness diagnosis.

## PET INSURANCE

We love our pets but caring for them can be costly. Whether you have a dog or a cat (or both) in your family, Pet Insurance through MetLife can provide your pet with great health coverage without the added stress of paying huge vet or emergency bills. MetLife's Pet Insurance includes unique benefits like flexible product offerings, straightforward pricing and savings, and a range of coverage for dogs and cats of all ages and breeds including routine care, accidents, surgeries, exam fees, and more.

# THE ATRIUM CARE PACKAGE



## REFERRAL BONUS PROGRAM

Earn \$100 for each candidate referral successfully placed in a temporary position, with the tenth referral paid at \$500. Or earn between \$100 and \$250 (based on experience level) for each candidate referral successfully placed in a direct hire position.

In order to receive a candidate referral bonus for a temporary or direct hire position:

- a)** You must be a registered Associate of Atrium
- b)** Temporary candidate must work a minimum of 260 hours for which Atrium billed
- c)** Eligibility for the special bonus at ten referrals requires the ten temporary candidates to be placed within a 12-month period
- d)** Direct hire candidate must have met required guarantee period (if applicable)

Earn \$500 for referring a new client to Atrium. In order to receive a client referral bonus:

- a)** You must be a registered Associate of Atrium
- b)** Atrium must have billed and received payment on a minimum of 500 temporary hours worked; or billed, received payment, and met required guarantee period (if applicable) on a direct hire placement

# PAYROLL

## ***Talent Solutions Worker Hub***

The Atrium Talent Solutions Worker Hub (<https://www.atriumstaff.com/talent-solutions-worker-hub/>) is your online employee account where you can access Timesheets, Paystubs, Payroll and Benefit Information, the Payroll Calendar (which details payroll dates and benefit deduction dates), Holidays and Benefit Schedule, and W-2/Year End Tax information.

## ***Pay Dates***

Payroll is processed weekly on Thursday for direct deposit/check issue on Friday. This schedule will change based on banking holidays; consult the eOffice for the payroll calendar.

## ***Payment Methods***

Atrium offers direct deposit and paper checks. You'll be asked to select your preferred option during the new hire process; if you'd like to change your payment method during your assignment, contact your Atrium Relationship Manager for assistance.

## ***FLSA Guidelines***

Atrium follows all federal and state FLSA guidelines, including overtime calculation, minimum wage requirements and final payment regulations.

## ***Overtime Hours***

You may be eligible for overtime in compliance with federal and state guidelines. Please contact your Atrium Relationship Manager to confirm your status. In the event that your workload necessitates working more than 40 hours per week, please seek written pre-approval from your on-site Client manager before working any overtime hours.

## ***Updating Addresses***

Please **use this link** to ensure Atrium has your most up to date address for payroll, benefits, and HR related information.

***Jury Duty*** If you're selected for jury duty during your assignment, you may be eligible for compensation in accordance with state regulations. Contact your Atrium Relationship Manager for more details.

# POLICIES

## ***Equal Employment Opportunity***

At Atrium, equal opportunity employment is both policy and practice. Atrium seeks to provide equal employment opportunities to all employees and applicants without regard to race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws. This policy governs all areas of employment at Atrium, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and termination. In addition, Atrium does not discriminate against any employees or applicants when determining work assignments, does not invite or honor discriminatory job orders or requests by clients and safeguards EEO information in the strictest confidence. Any employee who violates this policy is subject to disciplinary action, up to and including separation.

## ***Prohibition of Harassment Policy***

Atrium is committed to ensuring that all employment relationships shall be conducted in a work environment free from harassment and hostility. Harassment based on an individual's race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws is not tolerated at Atrium. Harassment includes, but is not limited to verbal harassment, physical harassment, visual forms of harassment and sexual harassment. If you witness or experience any form of harassment, please notify the Atrium Human Resources department immediately, so that they may conduct a confidential investigation. Retaliation is strictly prohibited against those who bring forth a claim.

## ***Social Media Policy***

As an Atrium Associate, you are required to abide by the Atrium Social Media Policy, which can be viewed in the Benefits/Forms/ Paid Sick Leave section of the Talent Solutions Worker Hub. Based on your assignment, you may also be required to abide by a client Social Media Policy. In general, it is important to exercise caution when using social media. Ultimately, you are solely responsible for what you post online and before creating online content, you should consider the risks and rewards involved. Keep in mind that online conduct that adversely affects your job performance, the performance of other Atrium Associates or otherwise adversely affects the business interests of Atrium or our client's employees, customers or suppliers of Atrium may result in disciplinary action, up to and including separation.

## ***Unemployment Information***

For information about unemployment, please review the Unemployment Filing Instructions.

## ***Resignations***

As a courtesy, it is requested that you provide notice two weeks prior to leaving an assignment.

# ATRIUM HEALTH & SAFETY POLICY

All Associates must abide by safety procedures and make a concerted effort to be aware of potential hazards at all times. Should you become aware of a hazard at the Client's worksite or have any questions or concerns about measures being taken to ensure your well-being, please email [hr@atriumworks.com](mailto:hr@atriumworks.com) or call the anonymous Atrium CARES Hotline at 888.706.0813.

***In order to promote safety and prevent accidents, please adhere to the following safety guidelines:***

- Familiarize yourself with the safety practices and procedures at your assigned client.
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment. When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding.
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site supervisor and your Atrium Relationship Manager.

***If you or another Atrium Associate experience an injury at work***

- If you experience an injury at work that requires immediate medical attention, call 911. The incident should then be reported to your Atrium Relationship Manager and on-site supervisor.
- If immediate medical attention is not required, the incident still needs to be reported to your Atrium Relationship Manager and on-site supervisor by the end of your shift.
- You (and any witnesses to the injury) should document the incident by taking pictures and providing a written statement to Atrium detailing what occurred. Any information regarding the incident can be reported to [workerscomp@atriumworks.com](mailto:workerscomp@atriumworks.com). This information is important to ensure that the Atrium Human Resources Department is able to process any resulting claims in an accurate and timely manner.

**KEY INFORMATION TO BE DETAILED IN THE STATEMENT INCLUDES:**

1. Who was involved?
2. What happened?
3. Where did the incident occur (be specific)?
4. When did the incident occur (time/date)?
5. How did the incident occur?
6. Were there any witnesses?
7. Did you seek medical attention (where/when)
8. Are you able to return to work?

# BEST PRACTICES & EXPECTATIONS

## FULFILL YOUR COMMITMENT

Be honest and do not commit to work you cannot complete.

## BE COMMUNICATIVE

Inform your Atrium Relationship Manager with updates about your assignment such as, a change in responsibilities, work location, duration or an offer for another position.

## DRESS APPROPRIATELY

Follow the dress code as provided by Atrium and/or the Client.

## WE ARE HERE TO HELP

Don't hesitate to contact your Atrium Relationship Manager for assistance with questions about your assignment, benefits or any other concerns regarding your employment.

## PROVIDE ACCURATE CONTACT INFORMATION

Make Atrium aware of any changes to your contact information (email address, mailing address, phone number and emergency contact) to ensure corporate communications arrive to you successfully. Submit your updated employee info' on the Talent Solutions Worker Hub.

## LATENESS & ABSENCES

It is important that you inform Atrium as soon as possible with attendance challenges.

## BE PREPARED

Don't leave home without your photo ID and any additional information that might have been provided to you by Atrium. If you have any questions, contact your Atrium Relationship Manager for assistance.

### HINTS TO ENSURE A GREAT WORKING RELATIONSHIP:

 Use Internet/email for work purposes only

 Be on time to appointments

 Keep your mobile phone on silent or vibrate

 Be proactive and positive while working

 Limit personal calls to break time

 Abide by all Atrium and client policies

# CONNECT WITH US

## CONNECT WITH ATRIUM ON THE CAREER COLUMN, LINKEDIN, FACEBOOK, AND INSTAGRAM

Check out the **Atrium Career Column** for tips and career advice from a team of experienced recruiters and staffing professionals. Follow Atrium Staffing on LinkedIn or like the Atrium Facebook page to see the latest job openings and stay in touch with a community of recruiters and job seekers.



STAY IN TOUCH



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