

WELCOME

THE BOOMER GROUP thanks you for selecting us as your employment resource provider. You represent our loyal, experienced, and professional talent pool every time you set foot into one of our client companies.

The Boomer Group pledges to create an enriching work experience for you, enabling you to reach your professional goals.

TIPS FOR SUCCESS

Your success depends upon you. Here are some suggestions to help you project the most professional image possible:

- Arrive early to your assignment.
- Dress appropriately. When in doubt, err on the side of more conservative.
- Be flexible. Each company is different, and you may need to adapt to their preference and style.
- Be careful to only use computers and other office equipment for business purposes only.
- Go above and beyond what is expected. Make every client a raving fan of your services!



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GETTING PAID

The Boomer Group is your employer of record and responsible for your payroll, benefits, and tax withholding.

Our workweek runs from Monday through Sunday. You will be paid weekly and can choose to:

- Pick up **or**
- Have us mail your check.

In order to get paid promptly:

1. Record your hours worked on an employee timesheet. All overtime must be approved by your supervisor.
2. Sign and have your supervisor sign the timesheet.
3. Fax or hand-deliver your timesheet to The Boomer Group by 12:00 pm each Monday following the week worked. Let us know if you will be picking up your check personally.
4. The Boomer Group will process your paycheck by 8:00 am that following Friday. Checks will be mailed or ready for pickup that same day.

WHEN TO CALL THE BOOMER GROUP

- If you are going to be out sick or late to any assignment.
- If you are unhappy with the assignment. We are committed to providing a satisfying work environment and we will do everything possible to ensure your satisfaction.
- The client company wants to hire you for a permanent position.
- You are asked to drive on the job.
- You sustain a work-related injury or illness.
- You are asked to stay longer than the original contract.
- Your assignment ends and you are seeking a new opportunity.

time sheet

FREE SOFTWARE TRAINING

In an effort to keep your computer skills up to date and improve your marketability, The Boomer Group offers free computerized, web-based training in all MS Office-based applications.

BENEFITS AND PAID TIME OFF

In recognition of your loyalty and commitment, The Boomer Group offers paid time off for the following:

Loyalty Pay:

Every year, you are eligible to receive a Loyalty Pay bonus as soon as you work 1900 hours for The Boomer Group. You must be currently working for The Boomer Group to receive your bonus.

Holiday Pay:

The following are the criteria to qualify for eight (8) hours of holiday pay:

- Work 13 consecutive weeks prior to the holiday.
- Work the day before and the day after the holiday.
- Work a minimum of 520 hours within the 13-week period.

Paid holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

REFERRALS

Our business success, like that of most, depends upon referrals. If you like the way we work, tell your friends and family. If The Boomer Group places your referral and they work 80 hours, we will pay you a \$100 referral fee. Let us know when you have recommended an associate to us.

Also, if you know of a potential client-company that could benefit from The Boomer Group's services, please let us know. You could be eligible for a \$150.00 referral fee if we are successful in filling a new job opportunity that is at least two weeks in length.

