

Our History

Core Staffing Services, Inc., was founded by Mitch Heine in 1988 to provide clients with the highest level of service with respect to temporary and direct hire staffing solutions in the New York City metro area. Over the past 30+ years, Core has become a recognized leader in our industry.

Employment Expectations

Core has certain expectations for all of our employees, including those on contract:

- Employees are expected to be present and punctual on any days they are working. If you expect that you may be late, or unable to attend, you must notify your supervisor immediately.
- Employees must maintain a professional appearance at the office, in accordance with the company culture and the expectations of your supervisor.
- Social media should never be used for personal reasons while on assignment.
- At times your supervisor may request that you work beyond your normal scheduled workday. If this occurs, you are expected to comply if your schedule permits.
- Core employees are required to complete an online timesheet recording their hours worked each week. This must be completed by 12pm each Tuesday, in order for you to be paid on Wednesday. A link to the timesheet can be found here:
https://employcore.securedportals.com/portal/employee_login.aspx.
- Core takes employee harassment very seriously. As such, you will be required to complete a mandatory training annually.

Employee Rights

All employees of Core have certain rights under the law, which are outlined on our website, www.employcore.com:

Employment Laws

Various federal, state, and city laws (e.g., EEOC, OSHA, FLSA, FMLA, ADA) govern the employment of all Core employees. More details about these laws are outlined in the following document:
<https://2xz4a62x45gc48dyuk1sbwub-wpengine.netdna-ssl.com/wp-content/uploads/2020/05/Federal-and-NYS-Employment-Laws-and-Policies-2020.pdf>

Fair Workplace

Core's employees can expect to work in a fair environment that is free from discrimination. Our anti-harassment policy—and complaint procedure, should any violations occur—is detailed here:
<https://2xz4a62x45gc48dyuk1sbwub-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/Fair-Workplace-Statement.pdf>

Modern Slavery

Core has a zero-tolerance policy when it comes to any forms of “modern slavery,” which includes, but is not limited to, forced labor, servitude, or human trafficking. A full statement of Core's approach and beliefs regarding this matter is linked to on our website: <https://2xz4a62x45gc48dyuk1sbwub-wpengine.netdna-ssl.com/wp-content/uploads/2020/10/Core-Staffing-Modern-Slavery-Statement.pdf>

Work Hours

Most Core temporary staff/contract employees are designated as “non-exempt” from applicable wage-and-hour laws. If you are non-exempt, you will receive overtime pay at a rate of 1½ times your regular rate of pay for all time worked beyond 40 hours in any given workweek.

A 30-minute break for lunch is required to be offered to all employees between 11am-2pm, if employees work 6+ hours in a given workday.

Benefits of Employment

Paid Time Off (PTO)

Employees accrue PTO based on their number of hours worked, up to 56 PTO hours (i.e., 7 working days) in total for the calendar year. PTO accrues at a rate of 1 day (i.e., 8 hours) for every 240 hours worked (i.e., 6 workweeks).

Jury Duty

Core supports employees called to fulfill their civic duty to serve jury duty. You must provide your supervisor with a copy of your jury summons as soon as possible upon receiving the summons. Except as otherwise provided in this policy, Cores pay \$73.00 per day for each day you serve on Jury Duty.

Short Term Disability Benefits

New York State requires that covered employees be provided with certain benefits if they are unable to perform their job due to a major illness or accidental bodily injury resulting from an off-the-job accident, injury or illness. As of the date of this Handbook, such benefits are equal to half of such employee's regular weekly wage, up to \$170 per week, for up to 26 weeks. For covered workers, there is a 7-day waiting period during which no benefits are paid. Benefit rights begin on the 8th consecutive day of disability. For the purposes of short-term disability benefits, disabilities arising from pregnancy or pregnancy-related illnesses are treated the same as any other injury or illness that prevents an employee from working. More details can be found here:

<https://www.wcb.ny.gov/content/main/DisabilityBenefits/employee-disability-benefits.jsp>

Paid Family Leave

New York State provides paid time off and job protection for employees who need to take time off to care for a seriously ill family member, a newborn, etc. More details can be found here:

<https://paidfamilyleave.ny.gov/> and here <https://paidfamilyleave.ny.gov/eligibility>

There is, however, an associated payroll deduction for PFL.

If you'd like to opt out of this program and the payroll deduction, you can find more information about the waiver here: <https://paidfamilyleave.ny.gov/protections>

Unemployment Insurance

New York State provides unemployment insurance benefits to protect certain workers from economic hardship due to a loss of employment. Eligibility for unemployment insurance benefits is determined according to state requirements. Generally, unemployment insurance benefits are available to those individuals who (1) lose their job through no fault of their own, (2) are ready, willing and able to work and (3) are actively seeking employment. If an employee resigns or is terminated for violating a Company policy, rule or procedure, such as a prohibition on absenteeism or insubordination, such employee will not be eligible to receive unemployment insurance benefits.

Health Insurance Benefits

The Company makes health insurance available to long-term, full-time (30+ hours per week) employees. Plans will be given to eligible employees upon request. Gayle Lesser is the Administrator for all of Core's benefit plans and has the discretion to interpret and apply the plans when required. For specific details on coverage and benefits, please contact Gayle at glessler@employcore.com.

Commuter Benefits Programs

WageWorks is available for all Core employees who elect to participate. This account allows you to set aside pre-tax (i.e., the money set aside is not subject to payroll taxes) money from your paycheck (spread evenly throughout the year) to be used to pay for expenses related to commuting to and from work.

Workers' Compensation

Employees who are injured or become ill as a direct result of their job may be entitled to benefits under the Workers' Compensation Law. If you are injured on the job, you must notify the Company in writing of when, where, and how you were injured or became ill.

The Workers' Compensation Board is a New York State agency that processes employee claims and determines, through a judicial proceeding, whether an employee is entitled to receive benefits and/or medical care, and how much he/she will receive. If your claim for workers' compensation benefits is approved, weekly cash benefits and payments for medical care are paid by Core's insurance carrier to you, as directed by the Workers' Compensation Board.