



**Loan Administration Network, Inc.**

## **Employee Information Sheet**

**Loan Administration Network, Inc. (“LANI”) is the employer of record for your current work assignment. Please read this document carefully, then sign and return to LANI. Please retain a copy for your records as this information may be useful during your assignment.**

### **AT WILL EMPLOYMENT RELATIONSHIP**

As an at-will employee, you are free to resign from your position, with or without a reason, whenever you choose. As an at-will employer, LANI has the right to terminate your employment, with or without cause, at any time and for any reason not prohibited by law. In addition, LANI reserves the right to make changes to the terms and conditions of your employment which may include things such as promotion, demotion, discipline, transfer, reassignment, or salary and benefits changes.

### **CALL LANI**

Call your LANI representative when you arrive on assignment and provide LANI with the phone number where you can be reached. Your LANI representative is your main contact throughout your assignment for all questions. Please check in with your LANI representative on an ongoing basis. If you are asked by the client company to perform duties which are different than, or in addition to, your original assignment, call your LANI representative.

### **ONGOING STAFFING RELATIONSHIP**

As your employer, LANI is committed to keeping you employed for as long as you choose to continue working as a temporary employee. Just because you have completed an assignment with one of our clients does not mean you have been “discharged”, “terminated”, or that your relationship with LANI has ended. As long as you remain eligible for reassignment, and unless you advise us that you no longer want to be considered for assignments, we will continue our efforts to find rewarding work for you. To assist us in this effort, please advise us promptly of any change in your work interests so that we can take that into consideration in your next assignment. By signing below, you acknowledge your desire to be considered for continuing assignments with LANI unless you advise us otherwise.

### **AVAILABILITY**

As soon as your assignment ends and prior to filing for unemployment benefits, notify LANI within 24 hours and once per week thereafter. If you fail to do so, the Company will assume that you are no longer available for future temporary assignments and that you have voluntarily terminated your employment.

### **ATTENDANCE**

Please report to and leave from work at the times specified by the client company. Absenteeism and tardiness will be considered misconduct and may lead to disciplinary action up to and including termination. In the event you will be late or absent, please notify LANI at least one (1) hour before your scheduled arrival time. Your LANI representative will notify your job site supervisor. Absences due to medically verifiable illnesses, jury duty, and military leave are acceptable in moderation with valid documentation.

### **GROOMING STANDARDS**

LANI’s employees are expected to comply with the grooming and dress standards of the client location. Radical departures from conventional dress or personal hygiene standards are not permitted. Hair must be kept clean, combed, and neatly groomed regardless of length. Jewelry should not be functionally restrictive, dangerous to job performance or excessive. Visible excessive tattoos and similar body art must be covered during business hours.

### **USE OF LANI FACILITIES AND CLIENT COMPANY FACILITIES**

Employees may have access to LANI facilities and client company facilities which may include but are not limited to phones, computers, equipment, building access, supplies and services. Office equipment and work areas are to be used for business purposes only and are subject to the rules and regulations of the client company and in accordance with applicable law. Personal phone calls, personal email and internet use is strictly prohibited. Any abuse may subject you to disciplinary action up to and including termination and the possibility of having to reimburse the Company.

### **CONFIDENTIAL INFORMATION**

Employees must exercise care in reference to all confidential information of the client company. Information may not be taken, copied or communicated to other parties. In the event you are provided with items issued by the client company (i.e. parking card, keys, cell phone, or any other items), you are to return all items to the client company the day your assignment ends. Failure to do so will require that you reimburse the client company or LANI for such items. You are not to solicit permanent or temporary work with any client company of LANI, without the written consent of LANI.

## **DISCIPLINARY ISSUES**

Failure to act appropriately is considered misconduct. You should follow the client company's "house rules" while on assignment. Use of offensive language, illegal drug or alcohol use, absenteeism, tardiness, harassment and/or violence may subject you to disciplinary action up to and including termination.

## **DRUG/ALCOHOL USE**

The use, sale, or possession of illegal drugs or alcohol on LANI's premises or the premises of the client company is strictly prohibited. LANI reserves the right to test any current or prospective employees for alcohol and the illegal use of drugs at any time in compliance with federal, state and local laws and regulations. Reasonable searches for drugs may be conducted by the client company or LANI. Refusal to submit to a drug test or search may be cause for termination.

## **PAYCHECKS/PAY VOUCHERS**

Payday is Friday. LANI's workweek starts on Monday and ends on Sunday. The pay period will cover the one week period that ends on Sunday. LANI offers direct deposit services in which your wages are directly deposited into your personal bank account. Employees who elect direct deposit will receive a non-negotiable voucher for the wages deposited. LANI encourages its employees to utilize this service. Paychecks and pay vouchers are mailed on Wednesdays to your home address unless you pre-arrange with LANI to pick up your paycheck. Paychecks should not be picked up by anyone other than you without prior written consent to LANI. LANI is not responsible for lost, stolen, or mailed checks not delivered by the U.S. Postal Service. A \$12.50 replacement fee may be deducted from any replacement check. **LANI requires a one-week waiting period before reissuing a paycheck.**

## **TIME SHEETS**

Before you go on an assignment, make sure you have a blank time sheet with you. Make copies of the blank time sheet for future weeks. Fill out your time sheet daily. At the end of your workweek, you are to sign your completed timesheet and obtain your job site supervisor's signature. **LANI cannot pay you without a supervisor's signature.** Fax your signed timesheet to LANI. **LANI must receive your signed timesheet no later than 10:00 a.m. on Monday to guarantee timely check processing.**

## **COMPENSATION/OVERTIME**

Time worked in excess of the regularly scheduled work day or work week will be paid at overtime rates in compliance with applicable federal and state laws. **You should obtain your job site supervisor's approval prior to working overtime. Your time sheet must reflect actual hours worked.** In the event of time sheet error or miscalculation, paychecks may be adjusted to reflect actual hours worked.

## **BREAKS/LUNCH**

Two 10-minute breaks must to be taken each day when working an 8-hour shift and will be considered paid time. **A 10-minute break must be taken for each 4 hours worked.** Breaks are not to be combined with or added to lunch breaks. Breaks are not to be used to allow an employee to come in 10 minutes late or leave 10 minutes early. **A 30-minute lunch period must be taken for every work period of more than 5 hours,** unless 6 hours of work will complete the day's work and the employee voluntarily elects to forego the lunch period. **A second 30-minute meal period is required for all workdays in which the employee works more than 10 hours.** Meal periods are unpaid.

## **MAKE-UP TIME (California)**

If you request time off for a personal obligation that you will make up later in the week, you must submit a Make-Up Time Request form to LANI at least 24 hours before the desired time off. **Your make-up time request must be approved in writing before you take the requested time off or work make-up time. Make-Up Time Requests must be signed by you and faxed directly to LANI. LANI will submit your request to the client for approval. Make-up time worked will not be paid at an overtime rate.** The Make-Up Time Request form is available upon request.

## **BENEFITS**

LANI offers all Associates (i.e. temp-to-hire and temporary) Starbridge Select/CIGNA, A Limited-benefit Medical Plan. If you choose to enroll, you must do so within 31 days of the start of your assignment. You may enroll each time you start a new assignment or you may choose to take Cobra through Starbridge Select/CIGNA for up to 18 months. If you choose to stop your participation in the program voluntarily, you will not be able to re-enroll until open enrollment in December of each year.

## **FORM W-2**

LANI will issue a Form W-2 by January 31<sup>st</sup> of next year for your tax records. **If you move during the year, please notify us of your change of address.** If you need to update your employment records with new information, please call your LANI representative.

## **SAFETY/REPORTING INJURIES**

It is the responsibility of each employee to become familiar with the safety and emergency procedures of the client company. You are not permitted to operate machinery, automotive or truck equipment. You are not permitted to handle cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables. You are not permitted to drive your own vehicle or the client company vehicle in the conduct of the client company's business. You are to avoid working at your desk in a chair that is placed on slick plastic and leaning back on chairs. You are not to lift or move any items or boxes. Any job related injury should be reported immediately to the job site supervisor and to LANI. **If any job related injury or illness is not reported as soon as possible, reimbursement for medical claims may be denied.** It is important that you report any unsafe working conditions immediately to your LANI representative.

## **EQUAL OPPORTUNITY EMPLOYMENT**

LANI is an Equal Opportunity Employer and complies with all state and federal laws regarding discrimination. If you believe that you are being discriminated against, harassed, or are subject to retaliation by another person in the workplace, please contact LANI's Human Resources Department.

**HARASSMENT**

LANI is committed to providing an environment for it's employees free of harassment. Please inform LANI's Human Resources Department promptly if you feel that you have been harassed or accused of harassment on the job.

**PAMPHLETS**

Literature is available to you at LANI's website ([www.lani.com](http://www.lani.com)) for your convenience regarding various programs (i.e. family leave, unemployment, workers compensation, state disability, etc.)

These guidelines are not intended to imply any contractual rights. They may be changed or modified by LANI at any time without prior notice. Your signature constitutes understanding, acceptance and acknowledgment of the guidelines stated. If you have any questions regarding these policies, please contact your LANI representative.

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**Employee Signature**

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**Print Name**

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**Date**