



Manpower, Inc. of SE Michigan
Serving Washtenaw and Monroe Counties

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Detailed Benefits Program

(for Associates at Chelsea Milling Company – “JIFFY” mixes)

Manpower, Inc. of SE Michigan has a unique benefits program for our associates on assignment at Chelsea Milling Company (“JIFFY” mixes). This benefits program is exclusive to Chelsea Milling Company and may not apply to other assignments with Manpower. Manpower reserves the right to amend or withdraw the benefits listed below in whole, or in part, at any time, at its sole discretion.

HOLIDAY PAY

Associates currently on assignment are eligible to receive holiday pay for up to the following eight (8) holidays. There is no qualifying/waiting period – this benefit is available to you immediately! Please keep in mind that Chelsea Milling Company may be open for business on a Manpower-observed holiday, and you may be scheduled to work.

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Unless it has been pre-approved time off by your shift facilitator and by Manpower...

- If the holiday falls on or is observed on a scheduled workday, you must work the *scheduled* day before and the *scheduled* day after the holiday to qualify for holiday pay.
- If the holiday falls on a day that Chelsea Milling Company is open and you are scheduled to work, you must work the scheduled day of the holiday to qualify for the holiday pay.

Verification and holiday pay processing may take up to two (2) weeks after the holiday has occurred.

PAID TIME OFF

You are eligible to receive paid time off (PTO) to use for vacation, sick, or personal time. For every full calendar month worked, you will have the opportunity to accumulate up to four (4) hours of PTO:

- Work a minimum of 120 hours during the qualifying calendar month, earn 2 hours of PTO!
- Achieve perfect attendance during the qualifying calendar month, earn 2 more hours of PTO!

Perfect attendance is defined as working all scheduled shifts and hours within the entire calendar month. Arriving late, leaving early, or calling off work for any scheduled shift, *for any reason*, during the month will disqualify you from achieving perfect attendance. Eligibility for accumulating PTO begins with the first full calendar month worked.

PTO hours are rolled over month-to-month. You are responsible for notifying Manpower when you want to utilize any banked PTO hours by the end of the work week for which the PTO will be used. PTO must be used in full 1-hour increments. Sorry, there is no payout for any unused PTO at the time your assignment should end.

OVERTIME CLARIFICATION (AS IT RELATES TO HOLIDAY PAY AND PAID TIME OFF)

It is important to understand that Chelsea Milling Company follows a weekending Saturday pay period. This means that your work week begins on Sunday and ends on Saturday. This is significant in determining where any overtime hours may fall.

Overtime is paid in accordance with the Fair Labor Standards Act (FLSA) in that hours *worked* in excess of 40 in a work week are paid at an overtime rate of 1.5 times your regular pay. Because holiday pay and PTO hours are not actually "worked" (and are rather a paid benefit), they are not counted toward hours worked for the purpose of determining overtime. Associates do not automatically qualify for overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is actually worked on such days.

CLOTHING / UNIFORM EXPENSE

All associates receive up to six (6) JIFFY t-shirts to wear while on assignment. Some associates may also be fitted for uniforms. The cost for these shirts and weekly uniform rental is covered Manpower and Chelsea Milling Company. While any t-shirts you receive and wear are yours to keep, please keep in mind that uniforms are property of the uniform rental company and charges will incur for any non-returned uniforms at the end of your assignment. Associates may purchase additional JIFFY clothing (t-shirts, sweatshirts, hats, etc.) at their own expense; please see OSS if interested.

REGULAR RATE INCREASES

Associates who successfully complete 30 days on assignment at Chelsea Milling Company will receive a \$0.50 per hour rate increase. You will also have the opportunity to earn a \$0.50 per hour yearly seasonal rate increase (depending on your start date and tenure). Seasonal rate increases are capped at the fifth returning season.

FREE TRAINING AND DEVELOPMENT

Manpower's powerYOU training platform offers you access to thousands of free, online training courses designed to help improve your on-the-job performance and to make yourself more marketable! Your Manpower representative can assist with you with registration.

TUITION AND CERTIFICATION REIMBURSEMENT

We offer a tuition and certification reimbursement program for classes that improve your work-related skills. Your Manpower representative can approve courses that qualify for this program but here's how it works:

- Standard courses must be completed with a grade of C or better. Professional or skilled trade certifications must be demonstrated by a certificate of completion.
- Those who qualify, receive reimbursement payments of \$25.00 for each week worked after course completion, up to a maximum of \$100.00. (The balance is paid immediately if you are hired directly by the customer to whom you are assigned.)
- This program includes, but is not limited to, community education, adult education, business school courses, community college, and university courses.

FULLY-FUNDED GED BONUS PROGRAM

Associates have the opportunity to earn their GED through a fully-funded program supported by Pearson, the world's learning company. This is an online, self-study program with easy-to-understand materials, personal coaches, and all of the tools and tests to target learning. Alternative options, including print materials, Spanish curriculum, and in-person classes are also available. Most students are able to complete their testing and receive a GED in as few as 1-3 months! Reach out to your Manpower representative for more information and to get started today!

INSURANCE PROGRAM

You will become eligible to enroll in Manpower's insurance plan which includes:

- Non-Contributory Basic Group Life and AD&D
- Group Affordable Care Act Qualified Medical
- Dental and Vision
- Accident and Critical Illness
- Group Voluntary Life
- Short-term Disability

Coverage becomes effective first of the month following 60 days on assignment and you will be notified via email at the time of eligibility. For more information about our insurance program, refer to your associate handbook.

REFERRAL BONUS PROGRAM

You are eligible to receive a \$200 gift card for referring someone who becomes a successful JIFFY associate with Manpower. There is no limit to the number of gift cards you can earn. Talk to your Manpower representative about the terms of this program.

VETERAN BONUS PROGRAM

U.S. Veterans have the opportunity to earn up to \$600 in bonuses from Manpower. You must provide proper military ID, be a new hire, and be available to work. Bonuses are paid out as follows:

- \$50 gift card for completing our intake process
- \$50 gift card after one week (40 hours) on assignment
- \$100 bonus after 10 weeks (400 hours) on assignment
- \$400 bonus after 26 weeks (1,040 hours) on assignment

PERFORMANCE RECOGNITION AND EMPLOYEE APPRECIATION

We appreciate the hard work you do! Our flexible performance systems allow us to recognize your strengths, accomplishments, and overall work performance in a variety of ways based on factors including performance, attendance, and tenure. Both Manpower and JIFFY also host a variety of events from appreciation lunches and sweet treats to holiday contests, raffles, giveaways, and more!