

## **ATTENDANCE**

~ We understand that emergencies happen but at the same time are obligated to tell you that being late, leaving early, or taking time off within your first 90 days can be a red flag to your employer. Avoid this if you can!

If you are unable to work or running late, contact the office you are assigned immediately, then notify MPS if it is before or after office hours (7:30a to 4:30p). You can contact the after-hours staffing number at 423-902-2504.

**NOTE: If you are a temporary employee and decline multiple assignments, this will be considered a resignation. FAILURE TO SHOW FOR AN ASSIGNMENT (NO CALL & NO SHOW) IS CONSIDERED JOB ABANDONMENT OR THAT YOU HAVE QUIT.**

**ASSIGNMENTS** – The responsibilities, hours and length of each position will vary. Your attendance is very important to keeping and maintaining your position with MPS. Observe all policies of the office in which you are working with may include breaks, lunches, and dress code. Notify MPS when your assignment is completed.

Notify MPS if you are contacted about employment by an office where you have previously worked. You, as well as our clients have previously agreed that you shall not be hired within six months from the date you worked at that site without going through MPS and obtaining the 480 hours that are considered our temp to perm period.