





NexusCW Headquarters

4901 Morena Blvd, Suite 127

San Diego, California 92117

Toll Free: 800.750.7420 858-751-7440

Fax: 858.408.3600

Email: [info@nexuscw.com](mailto:info@nexuscw.com)

## Corporate Culture

*NexusCW is an industry leader offering progressive and comprehensive management plan for your entire contingent workforce. Our team of highly skilled associates offers extensive expertise in payroll, human resources, outsourcing, best practices, benefits, workforce planning. We provide our client companies with a seamless services, and variety of cost-effective solutions. Our virtual door is always open. Because we might not meet our off-site contractors face to face we strive to establish a solid line of communication. It is important to us that every contingent worker who is on assignment feels valued.*

## Customer Service Pledge

*Treat our clients with respect, and courtesy.*

*Listen to individual's needs.*

*Respond in a timely, efficient and responsible manner.*

*Reply with accurate, complete answers.*

*Respect people's right to confidentiality.*

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*It is highly recommended that employees do not rely solely on printed versions of Handbook, as printed versions may be out-of-date. Please refer to the most up-to-date Handbook at [Nexuscw.com](http://Nexuscw.com).*

### **Employment**

Employment with NexusCW is "at will" employment, and the employee is free to resign at will, at any time, with or without cause. NexusCW may terminate the employment relationship at will, at any time, with or without notice or cause.

Policies have been developed at the discretion of NexusCW Management and may be amended at any time at the sole discretion of NexusCW.

NexusCW complies with all federal, state, and local laws and regulations regarding compensation, hours of work, and other conditions of employment, including all equal opportunity employment laws and regulations to the extent that such laws and regulations are applicable to the company's business or activities.

### **Equal Opportunity**

We will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability, or any other protected status protected by any applicable local, state, or federal law or regulation.

### **American with Disabilities**

NexusCW prohibits employment discrimination on the basis of physical or mental disability. Title I of the ADA prohibits discrimination against a qualified individual (employee or job applicant) with an actual disability or perceived disability in regard to wages, benefits, and conditions of employment.

### **Employment Applications**

NexusCW relies upon the accuracy of information provided in the Contingent Assignment Agreement. Any misrepresentations, falsifications or material omissions may result in NexusCW reconsideration for employment assignment. If a contingent worker has been hired, termination of employment could occur.

### **Background Checks**

Checks are conducted per client company contract basis. If a client company requires background checks for hiring presses they are implemented regardless of the position for which they are applying. NexusCW will ensure that all Background Checks are conducted in

compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.

All information attained from the Background Check process will only be used as part of the employment process and kept strictly confidential. Only approved Human Resource personnel at NexusCW will have access to this information.

### **Immigration Law Compliance**

New employees must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within 72 hours of date of hire.

NexusCW participates in the E-Verify program. For more information on E-Verify, please contact NexusCW HR.

### **Personnel Records**

Personnel files are the property of NexusCW and access to the information they contain is restricted, unless otherwise governed by state law. Generally, only management and HR have a legitimate reason to review information in a file.

### **Government Agencies/Employment Verifications**

If you are seeking assistance from a government agency, please tell the person you are working with at the agency to contact NexusCW Human Resources department, 800.750.7420; Fax: 858.408.3600; email: [HR@nexuscw.com](mailto:HR@nexuscw.com)

Please note request turnaround time can be up to 72 hours.

### **Data Changes**

It is the responsibility of each employee to promptly notify NexusCW of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and other such status reports should be accurate and current at all times.

Notification of personal data changes can be made directly on the NexusCW website, [Nexuscw.com](http://Nexuscw.com) Under the "Contact Us" tab, select "request support" Submit the information directly to us.

## **Confidentiality Agreements**

Protecting confidential information is vital to the interests of NexusCW and The Client Company. As an employee of NexusCW you are required to protect confidential information and trade secrets. Per client company employees may be required to sign a non-compete or confidentiality agreement as a condition of employment.

An employee who is in violation of this policy will be subject to disciplinary action, up to and including discharge and possible legal action.

## **Employment Termination**

- **Voluntary termination (Employee Initiated)** Since employment with NexusCW is based upon mutual consent, both the employee and NexusCW have the right to terminate employment at will, with or without cause, at any time.
- **Resignation:** voluntary employment termination initiated by the employee. Employees contemplating resignation due to dissatisfaction with working conditions are strongly encouraged to discuss their concerns with NexusCW Human Resources. We will attempt to resolve any concerns.
- **Job Abandonment:** job abandonment occurs when an employee fails to report or call into work for three consecutive days. Employee's remains hours will be calculated and mailed to home address on file. NexusCW will work in conjunction with the client company's HR department.
- **Death:** In the event of an untimely or unexpected death, the employee's manager and NexusCW Human Resources will work with surviving family members and/or beneficiaries to ensure that all benefits and continuation options have been provided and/or processed and explained.
- **Involuntary Termination:** (Client Company/NexusCW Initiated)
- **Layoff:** A layoff may occur due to business necessity
- **Discharge:** As mentioned previously, your employment with NexusCW is at will and NexusCW reserves the right to terminate the employment of any at will employee at any time, with or without cause. Should your employment with NexusCW be involuntarily terminated for any reason other than a layoff, you will be presumptively deemed ineligible for re-hire. Involuntary terminations other than layoff may impact your right to receive unemployment insurance benefits.

## **EXIT PROCESS**

As part of your exit process, HR provides a separation checklist to walk you through steps prior to exiting NexusCW.

- **Final Pay** Your final paycheck will be processed by the required State laws. As a courtesy final pay will be delivered in the manner currently in place. If live check is requested, it will be sent directly to the employee's current address on record via USPS delivery.
- **Vacation Pay:** If applicable, contact NexusCW's HR.
- **Outstanding Debts:** Any outstanding debts owed will be deducted from the final paycheck where allowed by law. The Company may also take any appropriate action it deems necessary to recover or protect its property.
- **Returning Property:** Upon the last date of employment, you are required to return to your manager all badges, keys, pass cards or other forms of building entry, computer equipment, blackberry, cellular, paging or other forms of telecommunications equipment, training manuals, client lists and other proprietary information and any other property issued to you. Failure to return NexusCW property may result in Client Company taking any appropriate action it deems necessary to recover its property.
- **Update Contact Information:**  
Data changes can be made directly on the NexusCW website, [Nexuscw.com](http://Nexuscw.com)  
Under the "Contact Us" tab, select "request support" Submit the information directly to us. You may also email HR, [HR@nexuscw.com](mailto:HR@nexuscw.com)

### **Review Your Pay Stub**

NexusCW makes every effort to ensure our employees are paid correctly. However, inadvertent errors may occur. If this does happen we will promptly make any corrections necessary. Please review your pay stub when received. Make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure below. Your electronic pay stub can be found on line at <http://econnect.nexuscw.com>

## **Health Care/Health Care Continuation/401K**

*Frank Crivello*

*American Benefits Consultants*

*Toll Free: (888) 807-5022 Fax: (619) 923-2996*

## **Payday Pay Cycle**

Employees are paid per the client company's pay period choice weekly, bi-weekly, semi-monthly or monthly. Pay days for weekly and biweekly workers are Friday. Pay days for semi-monthly period are mid-month the 15<sup>th</sup> and end of month. If these days fall on the weekend, NexusCW as a courtesy will process their pay the Friday before the pay day.

## **Paychecks**

Paychecks will include earnings for work performed through the Sunday prior to the receipt of the paycheck. For payroll purposes, the work week starts on Monday and ends on Sunday. NexusCW maintains a Payroll Processing Calendar for the employee's convenience email HR for a copy, [HR@nexuscw.com](mailto:HR@nexuscw.com)

In the event that a regularly scheduled payday falls on a day off, such as a Holiday, employees may receive pay on the last day of work before the regularly scheduled payday or on some Holidays the day after, depending on the coinciding Holiday (such as Thanksgiving). If a regular payday falls during an employee's Vacation, the employee's paycheck will be deposited on the regularly scheduled payroll date. Live checks will be sent as per standard practice.

## **Paycheck Distribution**

If you participate in Direct Deposit/eConnect, your pay summary is available to you through your eConnect account. If you elect to receive a live check, it will be sent to your attached to the check.

## **Direct Deposit**

Employees may have pay directly deposited into their bank accounts if they provide written authorization to NexusCW. Employees may elect to electronically deposit portions of your paycheck into two different accounts. Once the employee authorizes direct deposit, a

standardized process is used to verify account numbers and account types before the actual electronic transfer of funds is processed. The Direct Deposit Form is available on our website, under the "Forms" tab at [www.nexuscw.com](http://www.nexuscw.com).

### **Mandatory Payroll Deductions**

NexusCW is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These items will be itemized on your pay stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please complete a new W-4 form and submit to your account manager or email at [payroll@nexuscw.com](mailto:payroll@nexuscw.com). Your change will be made based upon the Payroll Processing calendar deadline for submission of changes. Only you may modify your W-4 form. We advise you to check your earning statement to ensure that it reflects the proper number of withholdings

### **Wage Garnishments**

If court-ordered deductions are to be taken from your paycheck, you will be notified by your NexusCW account manager. NexusCW acts in accordance with the federal Consumer Credit Protection Act, and any other applicable law, which places restrictions on the total amount that may be garnished from your paycheck.

### **Other Deductions**

Additionally, NexusCW will make authorized deductions for health, dental, life insurance premiums, and other pre-tax deductions where applicable. Itemized statement of wages is available to each employee on pay summary.

### **Pay Advances**

NexusCW does not provide pay advance.

### **Work Schedules**

Work schedules will be set by per Client Company. Your manager will review your work schedule with you and you should adhere to this work schedule



### **Absences**

Absences from work should be reported to onsite supervisor/manager. If there is an unforeseen circumstance that does not allow for you to notify your supervisor, then you should have an immediate family member make the notification call for you.

### **Break Periods**

All non-exempt employees are entitled to two break periods of 15 minutes each during the course working an 8 hour shift. It is important for you to take your break time so that you can step away from the work and get refreshed.

### **Meal Periods**

All full-time employees are provided with one meal period each workday in order to give you an opportunity to step away from the work, enjoy your lunch and take care of personal business. As such, you are required to take this meal period.

### **Highlighted States**

- California: Non-exempt employees are required to take a meal period of at least 30 minutes within the first 5 hours of the day but no later than the first 5 hours of the day. For instance, an employee scheduled to work from 8-5 can take their meal break anytime up to 1:00 PM but no later than 1:00 PM. This meal period cannot be waived by either the employee or the manager unless you work less than a total of 6 hours for the day. A second meal period of not less than thirty minutes is required if you work more than ten hours per day, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of you and your manager and only if the first meal period was not waived. This mutual consent must be in writing.
- Colorado: All full-time non-exempt employees are provided with one meal period of *thirty (30)* minutes in length after working 5 hours. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. In addition, employees may take a 10- minute break for each 4 hours worked.

- Massachusetts: Non-exempt employees are required to take a 30 minute meal period after working 6 hours. Exempt employees will schedule their meal periods to accommodate business needs and will be paid in accordance with the Fair Labor Standards Act.

### **Travel for Employees**

You may be required to travel from time to time. Please contact Chet Haigh, chet@nexuscw.com to ensure travel guidelines are met.

### **Use of Sick Time**

NexusCW does not pay Sick Time, this is determined per client company basis. Should time off be required due to continuing/severe illness or need for treatment for yourself or immediate family member, please contact NexusCW Human Resources department to determine if this is a Family Medical Leave ("FMLA") qualifying event.

### **Physician's Certificate**

Use of three or more consecutive Sick Days will require a written physician's certificate. This should be provided to both onsite and NexusCW HR Department.

### **Holidays(Offices Closed)**

NexusCW 2013 Holiday schedule is as follows:

- New Year's Day- Tuesday, January 1
- Memorial Day- Monday, May 27th
- Independence Day- Thursday, July 4th
- Labor Day- Monday, September 2nd
- September 11- Wednesday September 11
- Thanksgiving Day- Thursday, November 28nd, and Friday, November 29rd
- Christmas Day- Wednesday, December 25<sup>th</sup>

**Note:** *Holiday pay is not an entitlement but rather is a benefit that the Client Company deems if provided)*

### **Jury Duty**

While at NexusCW, you may receive a jury summons. We recognize and support this important civic duty. As soon as you receive a jury summons, you should inform your onsite manager and send a copy of the summons to NexusCW's HR department. *Paid Jury Duty leave is not an entitlement. NexusCW does not provide pay for this absence. If a letter to the courts is needed to prove financial hardship, contact HR at NexusCW. Local, state or country laws pertaining to benefits policies might differ from the provisions of this policy.*

### **Bereavement**

NexusCW does not provide bereavement pay; this is determined by Client Company. "Immediate family" is defined as the employee's spouse, parent, child, child's spouse, sibling, grandparents or grandchildren; the employee's spouse's parent, child or sibling. Special consideration may be given for any other person whose association with the employee was similar to any of the above relationships.

### **Family and Medical Leave Act**

NexusCW complies with the Family and Medical Leave Act Implementing Regulations as revised effective October 28, 2009. NexusCW posts the mandatory FMLA Notice and upon hire provides all new employees notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family Medical Act in employee break rooms. The function of this policy is to provide the employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

### **Intermittent Leave or a Reduced Work Schedule**

Employees make take FMLA leave in 12 consecutive weeks, may use the leave intermittently or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks. (Or 26 workweeks to care for an injured or ill service member over a 12-month periods Intermittent Leave or a reduced leave must be medically necessary. Leave for the birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

### **Leaves of Absence**

There may be times when an employee may request a personal leave for medical or personal reasons that do not fall under the guidelines of FMLA-qualified or other protected leaves. Typically, these are unpaid and are considered in extenuating circumstances only. NexusCW management understands that these types of leave requests are of considerable importance to the employee. There are many factors to consider. NexusCW management reserves the right to review and approve these requests on a case-by-case basis.

### **Benefit Eligibility and Effective Date**

Employees are eligible the 1st of the month following their effective date of hire. Most benefit plans require employees to be classified as full-time (30 hours per week. For specific eligibility and effective date requirements, please contact our Benefits Enrollment Liaison, Chet Haigh 858-751-7445.

### **Benefits Enrollment**

Enrollment is conducted by with a licensed representative who can assist you with the analysis of benefit plan selection and cost.

If you fail to enroll on time, you will have to wait until the next open enrollment date

Frank Crivello

American Benefits Consultants

Toll Free: (888) 807-5022 Fax: (619) 923-2996

### **Office Safety**

Office areas can present their own safety concerns. Please be sure to leave desk, file or cabinet drawers firmly closed when not in use, open a single draw of a file cabinet at a time, arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords, and remember to lift things carefully and to use proper lifting techniques.

When in doubt, do not lift or move a heavy object.

### **Reporting a Workplace Injury**

All employees must immediately report any workplace accident or injury to both Worker's Compensation and NexusCW's Human Resources, [Melyssa@nexuscw.com](mailto:Melyssa@nexuscw.com); 858-751-7443, after business hours: 619-392-1307.

Outside emergency response agencies should be contacted immediately if necessary. Any injury, no matter how slight, even those that do not require medical attention, should be reported to HR and an Employee Claim for Workers' Compensation Benefits should be completed. Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during approved working hours. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health hazards, which might be present on the job. Should you have any questions or concerns, you should contact NexusCW for more information.

Incident form located under "forms" tab on Nexuscw.com website. **Incident report MUST be completed and submitted to NexusCW within 24 hours of workplace incident.**

### **Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, NexusCW expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession or use of a firearm or weapon on company property or while on scheduled work shifts or duty
- Possession, distribution, dispensation, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property

- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice (unless otherwise protected by law)
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Any actions that cause a loss of business or patronage

### **Drug and Alcohol Use**

Employees are required to report to work in appropriate mental and physical condition to perform the essential functions of their jobs in a satisfactory manner. While on the premises of any NexusCW business unit office or client company premises or while performing company business, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace.

Employees who are injured on the job will receive benefits consistent with the applicable workers' compensation laws where it involves violating other laws concerning being under the influence. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. Employees with questions on this policy or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or NexusCW Human Resources

### **Weapons**

Weapons are not allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. Any employee found with an

unauthorized weapon in the workplace will be subject to disciplinary action up to and including termination.

**Additional assistance is needed, please contact:**

Operations/HR/ Client & Employee Relations/ Workers Comp, contact: Melyssa Garcia,  
Melyssa@nexuscw.com

*Marketing* Finance/Sales/Client Services/ Benefits/Workers Comp: contact: Chet Haigh,  
Chet@nexuscw.com

Payroll/ IT/Sales/Employee & Client Relations/ Finance/ 401K, contact: Genti Sava,  
Genti@nexuscw.com