

# WELCOME TO NAI PERSONNEL



## **Policy and Procedures for Private Sector Contractors**

- You must call immediately if you know you will be late or absent. NAI personnel 24 hour/ 7 day message center. Any unexcused late arrival or absence may lead to termination.
- Contractors will only be paid for actual hours worked. If the work site is closed due to inclement weather or national disaster; contractors will not be paid for this day(s).
- No personal phone calls are allowed while on assignment. In emergency situations, please instruct family members to call NAI.
- Professional attire is required at all times. No denim or sneakers permitted.
- **ABSOLUTELY DO NOT USE** client's equipment/services (i.e. Internet, Fax Machine, Postage Meter, Courier Services, Computers, etc.) for personal use.
- Do not give your personal phone number to the client. Remember, you are an NAI employee. Please contact your staffing consultant regarding any information pertaining to your assignments. You must provide a working telephone number to NAI.
- Cell phones should not be used for incoming or outgoing calls while on assignment.
- Please display a courteous and professional demeanor at all times.
- Please hold confidential any information given to you on assignments.

## **Compensation**

Payday for NAI employees is Friday. Our pay periods end on Saturday.

- Direct Deposit is mandatory for all NAI employees. We automatically deposit your pay into a checking or savings account. It's convenient, reliable, safe and easy!
- All time sheets are submitted electronically. Contact your staffing consultant for access to our system. Timesheets must be approved by 2pm on Monday (Tuesday, if Monday is a holiday). **It is the responsibility of the contractor to ensure that the timesheet is approved by the 2pm deadline.**

- Timesheet should be completed on a daily basis. If you work more than one assignment in a given week, you will need to complete a timesheet for each assignment.
- A contractor's hourly rate of pay will vary according to job related factors, such as job requirements, job performance, and skills. **Your rate of pay is confidential information.**
- Overtime is paid in accordance with State and Federal laws. **Before working any overtime, you must receive approval from an NAI representative.**

## **Benefits**

As an NAI employee on a **private sector assignment**, you are eligible for the following benefits:

- After completing 1500 hours of service within a consecutive 12-month period, the contractor will be entitled to one week paid vacation and eligible for six (6) paid federal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. However, to qualify you must be on a current assignment and working the day before and after the holiday.
- 401K
- Direct deposit
- Pay access account
- Federal Credit Union membership

## **Tutorial Training**

NAI offers software tutorial training to qualified employees. We want you to have the skills and confidence you need to perform well on assignments.

If you are interested in training programs, please call for details or to schedule an appointment.

## **Information of These Policies and Procedures:**

The Policies and Procedures you have just read are designed to provide you with information regarding NAI's practice regulations, and benefits. If you have any questions, please feel free to ask you NAI Account Executive.

## **NAI Personnel Office Locations**

### **DC Office**

1130 Connecticut Avenue NW, #530  
Washington, DC 20036  
Phone 202-223-7606  
Fax 202-296-7558  
1800-749-6991

### **MD Office**

8630 Fenton Street, #420  
Silver Spring, MD 20910  
Phone 301-650-8630  
Fax 301-650-9029

### **On-Site H.U.D**

451 7<sup>th</sup> Street, S.W. #3184  
Washington, DC 20410  
202-402-2256  
202-708-1559

### **Atlanta, GA Office**

1170 Peachtree Street #1200  
Atlanta, GA 30309  
404-817-7608  
404-885-5701

*NAI does not discriminate because of race, color, sex, religion, or national origin.*

*Equal Opportunity Employer*

*Revision 2/5/2009*