

Smoking Policy:

Smoking is only permitted in the designated smoking area. This information will be provided while on-site during training, any questions please ask Jay.

Attendance:

Allow yourself some time before training or your shifts to ensure you can arrive on time. Any tardiness, call-offs, will be logged and no-call-no-shows are grounds for immediate termination. Any shift cancellations once schedule is sent out will be considered a call off. Please call the 24-hour call-off line at 916.634.0383 for any callout or tardy.

Availability:

Please provide your availability immediately for more accurate scheduling. The link is below if you have not provided this information yet. Any changes on your availability after it has been submitted will need to be informed to the email hsecho@theservicecompanies.com, or text to 833.327.4896

Availability link:

All must complete link in order to be scheduled after training day.

[ECHO SF Staff Availability Form - Fill out form](#)

Lockers:

We provide small lockers, but you must bring your own lock. You must take your items and locks at the end of your shift to ensure there is enough locks for all employees scheduled the following day.

Lunch:

A refrigerator is available for your lunch. Please provide your own lunch in a tightly sealed Tupperware container, as there are no nearby restaurants or stores available. Also ensure to return to your work area promptly after break and lunch.

Performance and Scheduling:

Performance and attendance are crucial and considered for scheduling purposes. Please keep in mind that we schedule by client needs.

Clock in and Clock Out:

Jay will clock you in and out for your scheduled time in the TSC Cirquador office, If the onsite is gone there will be a time clock for you to clock out. After clocking in for your shift remain in the trailer and be prepared to head to your department as soon as your supervisor calls for you.