



Client Tips

At Brooks Staffing, our goal is to provide exemplary service and achieve client success. To those ends, we have provided some information related to the Brooks Staffing – Client relationship.

- **Employer of record.** Brooks Staffing is the only authority to hire, fire, promote, layoff, assign and reassign, set pay rates and benefits, maintain employee records, and general supervisory responsibilities.
- **Avoiding co-employment issues.** Because Brooks Staffing is the sole employer, it is important for your protection that you do not loan money or make any direct payment of money. This includes draws, loans, or paying the employee under the table for side work.
- **Employee performance.** If you are not satisfied with an associate's work, please contact us immediately. If performance coaching is unsuccessful or not appropriate to the situation, and removal of the associate from the assignment is necessitated, we will provide our employee the reason why they are no longer on the assignment.
- **Job description changes.** Please notify us immediately when our employee's job description changes. This allows us to ensure that they are qualified for the work, properly compensated, and accurately classified for workers' compensation insurance.
- **Record keeping.** We recommend that you keep your own records of associate hours to compare to what our employees put on their timecards. When you sign a timecard, you are confirming that the hours are true and correct. Please retain a copy of the signed timecard for your records.

Your cooperation with our focus on employee safety is highly appreciated.

- **Employee injuries.** If our employee is injured on the job, please contact our office immediately. We need to hear from you if our employee is injured.
- **Forklifts & heavy equipment.** Our employees may not work around heavy equipment without our prior approval.
- **Ladders or scaffolding.** Our employees may not work on ladders or scaffolding at heights over six (6) feet from the ground.
- **Personal Protective Equipment (PPE).** If job duties for a position require PPE, please notify your sales representative or staffing specialist at the time you place your order. This will allow us to reinforce to our associates the necessity of understanding the use of the required PPE, and the importance of properly utilizing it.