



# AIM Library & Information Staffing

## PLACEMENT POLICIES & PROCEDURES

### I. General Information

**AIM Library & Information Staffing** specializes in providing library and information staffing services to corporate, public, and academic settings throughout California. AIM provides staffing at all levels - from library assistants and paraprofessional staff to professional librarians and consultants. One of the keys to AIM's success is that our staffing specialists have either library or human resources experience. Since AIM's beginning in 1984, our goal has been to leverage this specialized knowledge by responding quickly with excellent candidates to your library and information-oriented positions.

#### Staffing Services Designed to Meet Our Clients Needs

AIM offers a variety of placement services to assist in finding appropriate and qualified personnel. Our **Temporary Personnel** service meets short-term staffing needs, such as fill-in for vacations, special project assistance, or coverage while recruiting. AIM's **Contract Personnel** service helps clients meet longer-term, temporary staffing needs (i.e., six months to a year). Our **Direct Hire Placement** services save AIM clients the time, cost, and frustration involved in recruiting permanent staff. AIM's **Consulting Personnel** service gives clients access to individuals with management-level ability who can solve problems requiring specialized skills.

### II. Using AIM's Services

#### Qualified Information Professionals

AIM continually recruits individuals with library, records management, and information training and skills. We maintain an up-to-date pool of qualified personnel so we can respond quickly to your needs. In order to ensure that we place qualified individuals, our staffing specialists assess each applicant's experience, strengths, and interests through an application process that includes a personal interview. Once applicants join our personnel pool, their skills and experience are entered into AIM's computerized database. This enables us to search for and to identify staff in a timely and efficient manner.

#### Placing an Order

Placing an order for library staffing through AIM is a simple process. You may begin by obtaining an approval from your organization to use AIM's services. Generally, this means initiating a purchase order prior to doing business with us. Then, call AIM and outline the skills and experience the position requires, the length of the assignment, and other qualifications a successful candidate should possess. Once we receive this information, immediate attention is given to identifying qualified candidates for the position.

AIM candidates submitted to the client for consideration are subject to placement fees for six months after their submission, should they be hired by the client, its subsidiaries, or if run through other temporary agencies.

#### Choosing Your AIM Employee

AIM's reputation in the library and information profession is based on the mutual satisfaction of both our clients and our employees. After AIM identifies qualified personnel who have expressed an interest in the assignment, clients can further assess our candidates' skills and experience by conducting a phone and/or personal interview with them. Working together, we can make the best match possible. Once the assignment begins, if something does not meet expectations, we will work with the client to achieve the best possible solution.

#### Rates & Fees

AIM temporaries, contract personnel, and consultants are paid based on their individual level of skill, experience, and education. Therefore, exact hourly rates cannot be determined until specific candidates are identified. AIM can provide a range of rates for specific positions when an accurate job description is provided. The Direct Hire Placement fee for all AIM employees is a percentage of the full-time equivalent annual salary, regardless of whether the position is part-time or full-time. Direct Hire Placement fees are billed at the time the candidate starts work.

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### **III. Billing & Payment**

#### **AIM's Workweek**

AIM's workweek begins on Saturday and ends on Friday. An AIM employee's straight time hours are based on this workweek schedule. If your organization's workweek differs, you will need to coordinate our employee's schedule so that they do not work over forty (40) hours according to AIM's workweek.

Overtime is billed at time and one half (1.5) the regular billrate and applied to any time worked over eight (8) hours in a work day or over forty (40) hours in a workweek. Note: Other schedules can result in overtime. Overtime shall not be worked by an AIM employee unless previously authorized by both AIM and the client.

AIM requires a minimum billing time of two hours per day for all AIM employees.

#### **Time & Expenses**

AIM prefers billing on a time and materials basis. Clients are billed based on the actual hours our temporaries, contractors, and consultants work. Only expenses that have been pre-approved by both AIM and the client are reimbursed to the employee and billed at cost to the client.

#### **Timekeeping Requirements**

AIM provides weekly time sheets to our temporary, contract, and consulting employees to use while on assignment. The timekeeping record must be signed by the client supervisor or a designated substitute on the last day worked during the week or on Friday. The AIM employee is responsible for sending the time sheet to AIM Headquarters. It is helpful if our employee can use our client's onsite fax machine for this purpose. A copy of the completed timekeeping record will be provided to the client upon request. An additional copy will be included with the invoice.

#### **Mandatory Rest Periods and Meal Breaks**

California State law requires that **rest periods** be provided to employees at a rate of ten (10) consecutive minutes for each four (4) hours worked (or major portion of four hours) and should occur as near as possible to the middle of the work period. Since this is a short rest period and it is paid, it is not recorded on the time sheet. A **meal break** is earned and **MUST** be taken whenever an employee works more than five (5) hours in a day, unless the total hours worked **DO NOT** exceed six (6) and the employee waives, in writing, the meal break. Typically, meal breaks are anywhere from a minimum of thirty (30) minutes to a maximum of sixty (60) minutes and occur in the middle of the work day. Meal breaks are considered unpaid time and must be recorded on the time sheet. As prescribed by California State law, penalties will apply if any employee is denied a rest period and/or meal break. The client will be billed accordingly.

#### **Payment Terms**

Invoices are billed weekly with time sheets attached. Because AIM's invoices reflect payroll already paid, payment is due upon receipt. Finance charges may apply to invoices that are over 30 days old.

### **IV. Other Information**

#### **Equal Employment Opportunity**

AIM is an equal opportunity employer. AIM refers candidates in accordance with our company policy. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Personal data submitted by AIM on its employees is highly confidential and for the client's lawful personnel use only.

#### **Employer Responsibilities**

AIM assumes many employer responsibilities of its temporary and contract workers. These include providing workers' compensation insurance and complying with all federal, state, and local employer requirements. AIM also carries liability insurance. A Certificate of Insurance is available upon written request.

#### **For More Information**

To place a personnel order, or for more information, contact AIM toll free at **877-965-7900**.

Visit our website at **[www.aimusa.com](http://www.aimusa.com)**.