



## **Seasonal Employment Guidelines**

### **Application**

- Must be at least 18 years of age
- Commit to a regular weekly schedule
- Have a sincere desire to perform the duties with excellence
- Must commit to working 200 hours scheduled hours within a 4-month period

### **On-boarding**

- Pre-employment physical
- Pre-employment drug free screening
- Attend employment orientation (date scheduled upon successful health assessment & drug free screening)

### **Expectations**

Choosing to work at Bethany Press is a commitment, thus it is important to consider your employment seriously. We have many requests for seasonal / summer employment and so placements are limited. By accepting this position, you are promising to work as schedule.

### **Attendance**

- Punctual
  - Arrive on time for scheduled shift
  - After 3 tardies we reserve the right to terminate employment
  - Contact your supervisor if running late or need to leave early, as far in advance as possible.
- Absence
  - Planned
    - Notify your supervisor at least one week prior to absence.
  - Unplanned
    - Illness – contact your supervisor promptly

After 3 absences without notification (no shows), we reserve the right to terminate employment.

Bethany Press may use their discretion to evaluate and determine a course of regarding employee's attendance on a case by case basis taking into consideration the number of absences (both planned and unplanned).