SOFTWARE & TECH

# Employee Handbook Kelly Services United States

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## Understanding the Employee Handbook at Kelly Services in the United States

Starting a new job or stepping into a temporary assignment often comes with a flood of paperwork, and among the most important documents you will receive is the employee handbook. For individuals working with or through Kelly Services in the United States, this handbook is more than just a set of rules. It is a foundational guide that outlines your rights, responsibilities, and the culture of one of the largest staffing agencies in the country. Whether you are a temporary associate placed at a client site or a full-time corporate employee of Kelly, the **Employee Handbook Kelly Services United States**serves as your go-to resource for understanding workplace expectations, company policies, and your legal protections under U.S. labor law. This article explores the essential components of the handbook, what employees can expect, and why it is critical for your success on assignment.

## What Is the Employee Handbook for Kelly Services?

The employee handbook provided by Kelly Services is a comprehensive document that defines the working relationship between the company and its workforce. In the United States, where labor laws vary by state and industry, the handbook helps ensure consistency in how policies are applied across thousands of locations and client sites. The **Employee Handbook Kelly Services United States**is designed to meet federal and state compliance requirements while also setting a clear standard for professional conduct. It covers everything from payroll procedures to anti-harassment policies, making it a must-read for every new hire and temporary associate.

### Who Needs to Read the Handbook?

If you are employed by Kelly Services directly or if you are a temporary worker placed through Kelly at a third-party employer, the policies in the handbook apply to you. This includes field employees, on-site associates, remote workers, and even interns working within the United States. The handbook is tailored to address the unique nature of contingent staffing while also reflecting the values and operational standards of Kelly Services as an employer of record.

## Core Policies Covered in the Handbook

The **Employee Handbook Kelly Services United States**covers a wide range of topics that affect every stage of your employment. Understanding these policies will help you navigate your assignment with confidence and ensure you remain in good standing with the company.

Code of Conduct and Professional Behavior

One of the first sections in the handbook outlines the expected standards of professional conduct. Kelly Services emphasizes integrity, respect, and accountability. As a representative of Kelly, whether at a client location or working remotely, you are expected to behave in a manner that reflects well on the company. This includes dressing appropriately for your work environment, communicating respectfully with colleagues and clients, and avoiding conflicts of interest. The handbook also clearly defines what constitutes misconduct, including theft, dishonesty, insubordination, and harassment, as well as the potential consequences, which may range from a written warning to immediate termination.

### Equal Employment Opportunity and Non-Discrimination

Kelly Services is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other legally protected status. The **Employee Handbook Kelly Services United States** reinforces this commitment and explains your right to work in an environment free from discrimination and retaliation. If you believe you have experienced or witnessed discriminatory behavior, the handbook provides clear reporting procedures. Kelly Services takes all complaints seriously and conducts thorough investigations to ensure compliance with federal laws such as Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

### Harassment Prevention and Reporting

Harassment of any kind is strictly prohibited in the workplace. The handbook defines harassment broadly, covering unwelcome conduct based on protected characteristics, as well as sexual harassment, bullying, and other forms of intimidation. Kelly Services encourages employees to report any incidents immediately through multiple channels, including their supervisor, a human resources representative, or the confidential ethics hotline. Retaliation against anyone who reports harassment in good faith is also prohibited. This section is particularly important for temporary employees who may feel vulnerable in a new work environment, as it empowers them to speak up without fear of losing their assignment.

## Compensation, Payroll, and Benefits

Understanding how you get paid and what benefits you are eligible for is one of the most practical aspects of the **Employee Handbook Kelly Services United States**. This section provides detailed information about pay periods, direct deposit, overtime, and wage deductions. For temporary employees, the handbook clarifies that Kelly Services is your employer of record, meaning they handle all payroll taxes, withholdings, and compliance with the Fair Labor Standards Act (FLSA).

### Pay Schedules and Timekeeping

Kelly Services typically pays its employees on a weekly basis, although specific schedules may vary by assignment. The handbook explains how to submit your time punches or timesheets accurately and on time. It also covers overtime policies, which generally require approval in advance and are paid in accordance with federal and state laws. If you are working in a state with its own overtime rules, such as California or New York, the handbook will note that the policy complies with the most protective applicable law.

### Employee Benefits and Eligibility

Even as a temporary employee, you may be eligible for certain benefits through Kelly Services. The handbook outlines benefit options including medical, dental, and vision insurance, as well as a 401(k) retirement savings plan with company matching. Eligibility often depends on the number of hours worked and the length of your assignment. The handbook also explains how to enroll, make changes, and what happens to your benefits if your assignment ends. For full-time corporate employees, additional benefits such as paid time off, sick leave,

and life insurance are typically covered in greater detail.

## Workplace Safety and Health

Safety is a priority at Kelly Services, especially for associates working in industrial, manufacturing, or healthcare environments. The **Employee Handbook Kelly Services United States** includes a dedicated section on workplace safety and health, aligning with Occupational Safety and Health Administration (OSHA) standards. Employees are expected to follow all safety protocols, use required personal protective equipment, and report any hazards or injuries immediately.

### Injury Reporting and Workers' Compensation

If you are injured on the job, the handbook provides step-by-step instructions for reporting the incident and seeking medical care. It also explains your rights under workers' compensation laws, which vary by state. Kelly Services is committed to maintaining a safe work environment and encourages employees to participate in safety training programs offered by the company or the client site.

## Leave and Time Off Policies

Taking time off from work, whether for illness, family obligations, or personal reasons, is an important part of work-life balance. The **Employee Handbook Kelly Services United States** details the various types of leave available to employees, including sick leave, family and medical leave, military leave, and jury duty leave.

### Family and Medical Leave Act (FMLA)

Eligible employees may take up to 12 weeks of unpaid, job-protected leave per year under the FMLA. The handbook explains the eligibility requirements, which include having worked for Kelly Services for at least 12 months and having logged at least 1,250 hours in the preceding year. It also covers how to request FMLA leave, what documentation is required, and how your benefits are handled during leave.

### Paid Sick Leave and State-Specific Laws

In many states, such as California, Massachusetts, and New York, employees are entitled to paid sick leave. The handbook specifies how much sick leave you can accrue, how to request it, and what documentation may be needed. Kelly Services ensures compliance with all applicable state and local paid sick leave ordinances, so it is important to review the handbook for details specific to your location.

## Technology, Communications, and Data Security

In today's digital workplace, protecting company and client information is essential. The **Employee Handbook Kelly Services United States** includes policies on the acceptable use of technology, email, internet access, and social media. Employees are expected to use company resources responsibly and to keep all confidential and proprietary information secure.

### Confidentiality and Privacy

Kelly Services takes data privacy seriously. Employees must safeguard any personal, financial, or business information they encounter during their assignment. The handbook outlines the consequences of breaching confidentiality, which may include termination and legal action. It also explains that Kelly Services monitors company systems and that employees should have no expectation of privacy when using company-provided devices or networks.

### Social Media Guidelines

Social media is a powerful tool, but it can also create risks for employers. The handbook provides guidelines for

how employees should represent themselves and Kelly Services online. You are expected to avoid posting anything that could be considered defamatory, harassing, or that discloses confidential information. Even if you are posting from your personal account, you must be mindful of how your online conduct reflects on the company.

## Compliance with U.S. Labor Laws

One of the primary functions of the **Employee Handbook Kelly Services United States** is to ensure compliance with the complex web of federal and state labor laws. The handbook explicitly states that Kelly Services adheres to all applicable regulations, including but not limited to the Fair Labor Standards Act, the Family and Medical Leave Act, the Americans with Disabilities Act, and the Immigration Reform and Control Act. This commitment to legal compliance protects both the company and its employees.

### At-Will Employment

For employees in the United States, the handbook typically includes a statement confirming that employment with Kelly Services is at-will. This means that either you or the company can end the employment relationship at any time, with or without cause or notice. While this is standard in most U.S. states, the handbook clarifies that nothing in the document creates a contract of employment for a specific duration.

## How to Access the Employee Handbook

Kelly Services makes the employee handbook readily available to all employees. New hires receive a copy during onboarding, and the handbook is also accessible through the company's online portal or internal human resources system. If you ever have questions about a specific policy or need clarification on something you read, you are encouraged to reach out to your staffing manager or the HR department. The **Employee Handbook Kelly Services United States** is periodically reviewed and updated to reflect changes in the law or company practices, so it is a good idea to check for the most recent version periodically.

## Why the Handbook Matters for Your Success

Reading and understanding the employee handbook is not just about following rules. It is about protecting yourself and making the most of your opportunity with Kelly Services. The handbook equips you with knowledge about your pay, your benefits, your safety, and your rights. When you know what is expected of you and what you can expect from your employer, you can focus on doing your best work. Additionally, the handbook serves as a valuable reference if a question or issue arises during your assignment. Whether you are working a short-term project or a long-term placement, the information in the handbook applies throughout your employment.

## Conclusion

The **Employee Handbook Kelly Services United States** is an essential document that every employee and associate should read carefully and refer to often. It provides clear guidance on professional conduct, compensation, benefits, safety, leave, and legal compliance. By familiarizing yourself with the handbook, you demonstrate your commitment to upholding the standards of Kelly Services and your own professionalism. Whether you are just starting your first assignment or you have been working with Kelly for years, the handbook is your reliable companion for navigating the workplace with confidence and clarity. Take the time to review it, ask questions if needed, and use it as a tool to help you succeed in your role.

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