
TO OUR EMPLOYEES

Thank you for accepting this assignment at Enbridge Energy. As our employee, you represent Kelly Services to our customer. We count on you to be thorough, to complete assigned tasks, and to take pride in your work as part of a highly motivated and capable team.

We want to help you be successful and enjoy your work on this assignment. Please contact us if you have any questions, problems, or concerns related to your work. Also, please contact us if the work you are doing on this assignment changes, or is different from the type of work you were told it would be.

We hope you enjoy this assignment and we look forward to having you as part of the Kelly team at Enbridge Energy.

LOCATIONS

Please note that there are various Enbridge locations and your Kelly Representative will provide details during the orientation process.

PARKING

Please note that Enbridge parking directions will vary by location – this information will be provided during the orientation process by your Kelly Representative.

Enbridge does request back in parking for all locations for safety reasons.

CHECK-IN PROCEDURES

First Day: Report to the main receptionist location and ask for assigned report to person to be provided by Kelly branch representative.

Following Days: Report to your shift supervisor in the department to which you were assigned.

BADGES

Enbridge Energy identification badge will be issued on the first day of employment.

WORK HOURS

Shifts are scheduled Monday through Friday during regular daytime business hours - typically between 8am – 5pm with flexibility depending on the department.

Overtime is allowed on this assignment. You will be paid overtime rates for all hours worked after the first 40 each week (Monday – Sunday) for all *non-exempt* employees.

DRESS CODE

Dress code is business casual.

As per Kelly's employment practices, these guidelines are to be administered in a way that does not discriminate against persons due to sex, race, disability, veteran's status, or religion.

We realize there may be individual circumstances where these guidelines may need to be modified. Your Kelly supervisor is available to discuss them with you.

HOLIDAYS

Holiday Pay Benefit

Employees assigned to Enbridge Energy are eligible for paid holidays as described below:

1. Employees who are regularly scheduled at least 24 hours per week will receive the following holidays off with pay. **New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day and either the day before or the day after Christmas.**

2. Full-time employees scheduled at least 32 hours a week will receive the equivalent of 8 hours of pay for these holidays. Part-time employees working a minimum of 24 hours a week will receive 4.8 hours of pay for these holidays.

PAID TIME OFF

Kelly employees assigned to Enbridge Energy who are regularly scheduled at least 24 hours a week are offered paid time off (PTO). Accrual of PTO begins on the first month of the assignment, but may not be used until six months of employment are complete. A PTO plan summary will be provided by your Kelly supervisor detailing time. Except in the case of illness or emergency PTO must be scheduled in advance, be taken in four hour increments and have supervisory approval. **This Paid Time Off (PTO) Plan replaces the Standard Kelly Service Bonus Plan system.**

TIMEKEEPING

You will submit your time weekly on-line via our Kelly Web Time system located at www.mykelly.com. You must have your time submitted by **Sunday at 12am.**

GETTING PAID

Please note that you will be **paid weekly on Friday** via electronic pay (either direct deposit or money network card). If you have questions in regards to your paycheck please contact either:

Automated Paycheck Hotline **1-800-762-8011**

Payroll Service Center **1-866-535-5948**

Electronic Paystubs

Please visit www.mykelly.com to sign up for electronic paystubs – your Alt ID can be provided by any Kelly Representative.

SAFETY

- Immediately report any unsafe conditions you notice to your Kelly/Enbridge Energy supervisor.
- Locate the aisles, stairways, and exits you should use during an emergency.
- Lift correctly—bend your knees, hold the object close to your body, and lift with your legs. When moving the object, turn your whole body. Do not twist your spine. Get help when you need it.
- If you are injured on this assignment, contact Kelly immediately. If your injury needs emergency treatment, follow Enbridge Energy's instructions for medical treatment.

Note: Advise the medical care facility that you are an employee of Kelly Services.

DRUG-FREE WORKPLACE

Kelly Services abides by the Drug-Free Workplace Act. We believe a drug-free work environment is vital to the safety and well-being of our employees and customers. Additional information is contained in the *Drug-Free Workplace* pamphlet available from your Kelly on-site supervisor.

ABSENCE NOTIFICATION

Punctuality and reliable attendance are important to your success on this assignment. **If you must be absent or late because of an illness or an emergency, remember to contact your manager and the Kelly branch at 218-727-5663 or email 3438@kellyservices.com.**

BENEFITS

Kelly employees working contract full time (32 to 40 hours a week) with Enbridge Energy on assignments of **six months** or longer qualify for medical and additional benefits.

Please note that the monthly cost of benefits is split 50/50 between the employee and Kelly Services.

- Preventative Care Only
- High Deductible Health Plan PPO
- PPO Basic Aetna Network
- PPO Comprehensive Aetna Network
- CIGNA EPO
- Delta Dental
- Life Insurance
- Short Term Disability
- Vision
- Long Term Disability
- 401(k) Plan

You will receive an enrollment letter from Bucksolutions within **10 days** of when you start your assignment with Enbridge Energy and must enroll within **30 days** of your start.

Below is the contact information for open enrollment and for the Kelly Services Benefits Department that you may access prior to receiving your enrollment letter.

Enrollment website:

www.buckhrsolutions.com/kellyservices

Benefits Department: 1-800-376-4964

Email: benefitstemp@kellyservices.com

401K Email: 401Ktemp@kellyservices.com



Assignment Orientation Brochure

Information for Kelly[®] Employees

Kelly Office Telephone Number
(218) 727-5663

Kelly Branch Email Address
3438@kellyservices.com

Enbridge Energy Weather Hotline
(877) 362-4367

Kelly Office Hours
Monday - Friday
8:00am — 5:00pm
(After regular hours please leave message)