

# Flex N Gate

Troy

1400 Rochester Rd  
Troy, MI 48083



Scan for Directions!



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**Must enter through the Plant Entrance "The Main Employee Entrance" (South of the glass double doors)**

**Orientation (60-90min)**

**Date/Time:**

**You will start your shift directly after orientation.**

**Shift and Pay Rate:**

**Monday-Friday; Frequent Saturdays; Occasional Sundays**

1<sup>st</sup> shift: 6:00 am-2:30 pm / \$16.30 per hour  
(could be scheduled to work 4:30am - 4:30pm)

2<sup>nd</sup> shift: 4:30 pm-1:00 am / \$16.55 per hour  
(could be scheduled to work 4:30pm - 4:30am)

**OT after 40 hours/Double Time on Sundays**

**Possibility of 10-12 shifts as needed - all expected OT is mandatory**

**Contacts for Attendance:**

**MUST CALL BOTH**

**1. WSI: (313) 251-6440**

**2. Flex N Gate: 1-(833) 860-9953**

**2 attendance points is potential for job termination.**

**Parking:**

Anywhere except visitors or handicap – first come, first serve.

**Dress Code:**

Steel toe or composite shoes - REQUIRED on your first day  
Safety glasses, hearing protection, long pants - NO tanks or shorts  
Long hair must be pulled back - no hanging earrings, jewelry, or zippers

**Time Keeping and Checks:**

Your supervisor will go over how to clock in and out with you during orientation. Payday is weekly on Fridays.

**Lunch:**

You will receive a **20 minute PAID lunch break** and **two 10 minute breaks**. A total café is available to purchase items in the cafeteria.  
This is a closed campus facility - you can not leave the property during breaks.

**Safety:**

WSI requires all employees to adhere to proper safety rules set by WSI and our clients. All safety violations may result in immediate termination from your assignment and WSI.

**Drug Policy:**

An employee is eligible to lose their employment if there is reasonable suspicion that drugs or alcohol were consumed prior to or during their shift. (This includes if an associate appears to be impaired or smells of drugs/alcohol).

**Cell Phone Policy:**

No cellphone usage on the floor, this includes headphones, air pods, or any electronic devices.

