

## Policies and Procedures

**We appreciate your business! Please take a moment to read and sign Quick Temps' policies for hiring temporary and permanent employees. Please feel free to contact us if you have any questions.**

As was discussed when taking your job order, the position you are seeking will pay \_\_\_\_\_ per hour, with a multiplier of \_\_\_\_\_, billing at \_\_\_\_\_ per hour.

### What we expect from you...

- **Make sure you familiarize yourself with the contract on the back of each of our time cards because your signature on them makes them a legally binding.** The following is the actual contract:

Being duly authorized on behalf of the above client, (1) the undersigned hereby acknowledges that the personnel service named on the reverse side hereof incurs substantial recruitment, screening, administrative and other marketing expenses in connection with temporary employee named on the reverse side, and Client agrees that if the Client should hire the employee named on the reverse side within 180 days after this date, without agreement from the Service, the Client will pay Liquidated Damages (a fee schedule available from the Service upon request). (2) Client certifies that the above hours are correct and the work has been performed in a satisfactory manner. (3) Client confirms prior agreement between the Service and Client with respect to the services performed hereunder and any future services; (a) Client shall not entrust the Service's employees with unattended premises, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from the Service in each instance. (b) The Service's insurance does not cover loss or damage caused by the Service's employees' operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph (3)(a), above. (c) The Service is not responsible for claims made under its fidelity bond unless such claims are reported in writing by Client within 30 days after occurrence. (d) Client shall indemnify and save the Service harmless for claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned by or controlled by Client and to which the Service's employees are assigned. The Client recognizes the Service's employer relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with the Service. The Client agrees to pay all invoices per terms and finance charges of one and one half percent (1-1/2%) per month (18% per annum) on charges remaining five(5) days after the terms, on a thirty(30) day basis and reasonable attorney's fees and expenses of collection, if "The Service" engages an attorney to enforce payment of any charges incurred.

- **HIRING EMPLOYEES: We require that you work the employee on Quick Temps' payroll for a minimum of 35 working days.** If we send you an employee, or a copy of their application/resume, for any job they remain our employee until you notify us that you wish to hire them, and then complete the 35-working day contract. After which you may take them on your payroll for no extra charge. If you send us someone to payroll, you may take them on your payroll at any time, just let us know.
  - **Temporary Employees: You can work temporary employees as needed, BUT, all jobs must be scheduled through Quick Temps.** If you hire anyone we have sent to you within 180 of the last job then you will be held financially responsible for the entire 35 working day contract.
- **Notifying us of any problems, injuries, or if you plan to hire, fire or layoff our employees.**
- **All jobs must be scheduled through Quick Temps.** If plans change and you need to work someone longer than you originally scheduled, you must notify us. It is crucial that we know beforehand where all our employee's are working on any given day.
- **Understand that our insurance does not cover anyone working over 4 feet off the ground, on a roof, or operating your owned or leased motor vehicles** (you must have your own liability insurance on any vehicle our employee operates).
- **Payment is DUE UPON RECEIPT of invoice.** We allow a 30 day grace period. After 30 days your outstanding balance will start accruing finance charges of 1-1/2% per month (18% per annum). After 90 days your account will be sent to collections and you become responsible for collection and/or court and attorney's fees.

### What you can expect from us...

- We hope we are able to find you the best person for the job the FIRST time, however if you are ever dissatisfied with an employee's performance, please contact us right away so we can address the problem or we can find you another employee.
- We are locally owned and operated and therefore, we have more flexibility to negotiate and we can usually offer better rates than some of the bigger corporation staffing agencies.
- Our bill rate includes: Payroll, Worker's Compensation & Liability Insurance and Employee Taxes. You will never be charged extra for hiring an employee once you have met the 35 working day contractual obligation.
- Until you have taken the employee onto your payroll, they are our employee and should refer all requests and concerns to us. We discourage our employees from asking our clients to be brought on your company's payroll, for advances and raises, or contacting you after an assignment is complete to solicit more work. Any behavior of this sort is grounds for termination. You just need to let us know about it.
- We also offer background checks, available upon request: State of Colorado: \$10, Federal Background checks: \$60, and Drug Screenings: \$10.

*Please sign and fax back along with your Credit Application so we know you understand our policies.*

Company: \_\_\_\_\_ Signature: \_\_\_\_\_