

FAX TO: 978-777-3362

THE RESOURCE CONNECTION, INC. 161 South Main Street, Middleton, MA 01949

WEEK ENDING DATE / /
USE SUNDAY DATE

CHECK ONE:

HOLD MY CHECK **DIRECT DEPOSIT FOR PICK-UP**

By signing this form, I certify that the hours shown were worked by me and approved by the authorized representative of the client, and that no injuries were suffered.

EMPLOYEE NAME (PRINT) _____

EMPLOYEE SIGNATURE _____

EMPLOYEE INSTRUCTIONS

1. Enter total hours worked each day, rounded to the nearest ¼ hour. Do not include lunchtime. Overtime Hours only at client's request.
2. Approved timecards must be received no later than Monday after Noon for previous week's work. Paychecks will be released on Wed. after Noon upon receipt of approved timecard. Paychecks will not be released without approved timecard.
3. Call TRC and your work supervisor if you are going to be late or absent from your assignment. Not calling is a violation of TRC's policy and may result in termination.
4. Notify TRC when your assignment ends. You will be considered a voluntary termination if you do not contact TRC for a new assignment when the current one ends BEFORE you file for unemployment. Failure to do so may impact your eligibility for benefits.

FAX TIMECARD TO 978-777-3362

	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
REGULAR HOURS								
OVERTIME HOURS								
SHIFT								

If your address, phone no., or direct deposit information has changed, call our Payroll Department at 978-777-9333

CLIENT COMPANY NAME

CLIENT COMPANY AUTHORIZED SIGNATURE

CLIENT APPROVAL: By your signature, Client certifies that hours shown, including overtime, are correct; work was done satisfactorily; and that Client agrees to the Terms and Conditions on the reverse.

THE RESOURCE CONNECTION COPY

TERMS AND CONDITIONS – CLIENT INFORMATION

Client named on the reverse side hereby agrees that The Resource Connection, Inc. (hereinafter called "TRC"):

- (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee within 90 days after this date, without agreement from TRC, Client will pay liquidated damages to TRC of a minimum of \$2,500 up to a maximum of 20% of the annual salary.
- (2) TRC guarantees your satisfaction 100%. If you are dissatisfied with the TRC Employee, contact TRC on the first day of the assignment and you will not be charged.
- (3) Client agrees that the total hours will be billed to the nearest quarter hour, and that TRC charges 4 hours minimum per TRC Employee per day.
- (4) Client has not and shall not in the future without prior written permission from TRC in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job order.
- (5) Client is hereby notified that TRC's insurance may not cover loss or damage caused by Employee operating Client's owned or leased motor vehicles(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 damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 3(i) or 3(ii) above.
- (6) Client agrees to report all losses and claims to TRC promptly and in writing in order to permit TRC to report such claims to applicable insurers.
- (7) TRC carries proper liability and Worker's Compensation insurance; however, it is understood that Client shall provide TRC employees with a safe place of employment, which complies with all applicable federal, state and local laws, rules, regulations and requirements, and will indemnify and hold TRC harmless from any and all fines, penalties, and assessments, including attorney's fees from any alleged violation of the aforesaid as well as from any and all costs incurred by TRC due to an injury or work related illness suffered by TRC employee as a result of being assigned to your premises and/or work.
- (8) Client shall indemnify TRC against any claims arising from injury or losses caused by Client. TRC is not responsible for claims for damage to property within TRC's or Employee's care, custody and control.
- (9) Client agrees that all invoices are payable upon receipt and the Client will be obligated to pay interest at the rate of 1 1/2% per month for all balances not paid within 30 days. In the event of Client's non-payment of TRC's invoices, Client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.
- (10) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignment, wages and payroll procedures with TRC and not with Employee directly.
- (11) Client shall indemnify and hold TRC, its subsidiaries, affiliates and agents, harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

EMPLOYEE UNDERSTANDS AND AGREES:

- (1) **Overtime.** All authorized work you perform in excess of 40 hours per week will be at time and one half the regular rate. You are permitted to work overtime only if the Client requests and approves such work.
- (2) I understand that I am an employee of TRC and not the client. I understand that I am an employee at will and can be terminated with or without cause at any time.

UPDATE CONTACT INFORMATION

Has your address, email, or telephone number changed? Please provide changes below:

Name: _____

Home address: _____

Work Tel #: _____ Cell Tel #: _____ Home Tel #: _____

Work Email: _____

Personal Email: _____