



Revised April 2013

## STAFFING AGREEMENT

Staff Masters, Inc. is providing temporary/contract staffing associates to perform services for you in consideration of your agreement to the following terms and conditions.

2215 Hill Church Houston Road; Suite 2  
Canonsburg, PA 15317  
Phone: 724-916-4772 – Fax: 724-916-4777

### TIME CARD

<b>COMPANY NAME (PLEASE PRINT)</b>
<b>ADDRESS</b>
<b>CITY, STATE, ZIP</b>
<b>EMPLOYEE NAME (PLEASE PRINT)</b>
<b>SOCIAL SECURITY NUMBER #</b> / / / / / / / / /

**EMPLOYEE CERTIFICATION:** I hereby certify that the hours shown were worked by me during the week ending shown below, and were properly certified by an authorized representative of the company named above. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of the assignment they can assume I am not available for work. I certify that I have not sustained any work related injury or illness.

<b>WEEK ENDING</b>	<b>ARE YOU RETURNING TO THIS ASSIGNMENT?</b> [ ] Yes [ ] NO				
<b>EMPLOYEE SIGNATURE</b>					
<b>EMPLOYEE JOB TITLE</b>					
<b>DEPARTMENT</b>			<b>REPORT TO</b>		
<b>DAY</b>	<b>DATE</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>LESS LUNCH</b>	<b>TOTAL HOURS</b>
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
<b>TOTAL HOURS</b>					

**CLIENT AUTHORIZATION:** I certify that the above hours worked as shown and acceptance of the client terms and conditions show beside.

<b>CLIENT (PRINT NAME)</b>
<b>CLIENT SIGNATURE OF ACCEPTANCE</b>

**PLEASE COMPLETE AND RETURN BY MONDAY @  
NOON VIA FAX TO 724-916-4777**

Or email [payroll@staffmastersinc.com](mailto:payroll@staffmastersinc.com)

- We hire associates as our employees. We provide all wages taxes, withholding, benefits, workers' compensation and insurance for our employees and have employees sign waiver of client benefits. We will conduct drug screening, skills evaluations, and background investigations as permitted by law.
- We comply with all applicable Federal, State, and Local employment laws and regulations, including the Equal Employment Opportunity Act and Fair Labor Standards Act.
- We will recruit, screen, hire, and place associates qualified to meet your specifications. You agree to notify us of any changes in the duties or workplace of our associate(s) from those originally specified by you prior to change. You will supervise, direct, and control the work performed by our associates. You are responsible for all operations results, including, physical loss or damage to machinery, equipment, materials, data or other property in the care, custody, or control of an a Staff Masters associate, and bodily injury (except for bodily injury to the associate covered by workers' compensation).
- We provide associates to perform the duties specified by you. We are not present to direct the work. We cannot be responsible for, and you agree to indemnify and hold us harmless for losses or damage from work performed by associates in a reasonably prudent matter, as instructed by you, or losses resulting from misconduct or negligence by you. You agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.
- We can provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required if notified prior to assignment. We must know this to assign associates who are qualified to meet your specifications. During an assignment, if you permit our associate to operate a motor vehicle, forklift, or any other motorized equipment, you agree to indemnify and hold us harmless for; bodily injury, property damage, collision, or public liability claims, regardless of fault, unless caused by the intentional misconduct of our associate.
- If you entrust our associates with unattended premises or with the care, custody, or control of cash, checks, credit card numbers, negotiables, confidential information or trade secrets, or other valuable property, then you must indemnify and hold us harmless from any resulting loss or damage.
- We provide safety orientation to each of our labor associates. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable laws concerning occupational safety, health, disability discrimination, and sexual harassment. You indemnify us for any claims for violation of employment laws due to the misconduct of your employees.
- We offer an evaluation hire program that allows you to hire our associates after a pre-determined period of time or for an agreed upon fee. You must notify us of your intention to hire an associate to establish an evaluation hire period or fee. If you hire our associate or use the associate through another staffing firm within one (1) year of the associate's last day on assignment, you agree to pay a payroll transfer fee of 1% per \$1,000.00 (not to exceed 30%) of the associate's annual compensation, unless otherwise agreed to us in writing.
- We pay our associates weekly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method within 15 days of the invoice date. A monthly service charge of (18% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s).