



3273 Claremont Way  
Napa, CA 94558  
(707) 224-5468  
(800) 675-7080  
FAX (707) 224-3897

4717 Mangels Blvd  
Fairfield, CA 94534  
(707) 421-0110  
(800) 764-5224  
FAX (707) 421-0890

Visit Our Website  
[www.1alkar.com](http://www.1alkar.com)

## PROFESSIONAL AGREEMENT

**MINIMUM ORDER:** There is a 4-hour daily minimum per job order.

**IF YOU HIRE SOMEONE WE SENT TO YOU:** ALKAR supplies full time and temporary employees. If you like someone we have referred to you, and you, your subsidiary, or any related company, decide to hire or contract with them for any position, and do so without our written consent, you agree, even if the person was referred to a position by another agency, to pay us a placement fee in an amount in accordance with our Terms & conditions and/or Timecard agreement.

**PERFORMANCE GUARANTEE:** If for any reason you find one of our employees unsatisfactory within the first four hours, please notify ALKAR immediately. You will not be billed for the 4-hour time frame.

**ALKAR HAS A STRONG SAFETY CULTURE.** It is our goal to place ALKAR employees in a company that complies with Safety standards set by CAL-OSHA and industry specific institutions. An initial walk through will assist in determining if your company meets our safety standards followed by a yearly on-site walk through by an ALKAR representative.

**TIMECARDS REQUIRE A COMPANY REPRESENTATIVE'S SIGNATURE.** If you choose to use your own time keeping system, a Time Card Authorization form must be completed prior to any ALKAR employee being placed at your job site.

**DRIVING:** ALKAR employees do not have authorization to drive either a company owned vehicle or their own without prior approval from your ALKAR representative. In the event driving is required a "Driving Waiver" form must be completed and a copy of the company's auto insurance coverage must be presented.

**SERVING ALCHOLIC BEVERAGES:** As required by our insurance policies, if your Company uses our employee to serve alcoholic beverages, you must provide us with a current certificate of insurance that states your general liability and liquor liability insurance coverage and limits within ten days of providing the service. If a valid certificate is not presented, Palkar, Inc. can remove its employees from your premises.

**BILLING:** Invoices are generated weekly from timecards. Payment is due upon receipt, unless previous arrangements have been made.

Client Company agrees to hold Alkar Human Resources harmless and indemnify Alkar Human Resources for all damages that are the result of any negligent act or negligent omission or intentional misconduct of Client Company, it's directors, officers, employees or agents.

**SUPERVISION:** The services to be performed by staff provided by Alkar Human Resources will be performed under the direction, supervision and control of Client Company.

**HIRING OF TEMPORARY WORKERS:** If you are interested in hiring an ALKAR employee at anytime during a temporary assignment, please notify our office immediately. The following options are available:

*Temp to Hire Conversion:* Upon notification of **intent to hire** an ALKAR employee, the employee will remain on Alkar's payroll for 480 consecutive hours. At the completion of 480 hours worked, the employee will convert to the client's payroll with no additional fees charged.

*Buyout Option:* At anytime during the 480 consecutive hours Temporary to Hire conversion period, a client elects to transfer the ALKAR employee to their payroll, a fee based on Alkar's schedule of fees, Terms & Conditions will be due. A credit for temporary hours earned will be applied to the fee.

### INSURANCE INFORMATION

COVERAGE	LIABILITY LIMIT	COMPANY
Worker's Comp	Statutory	Castle Point
General Liability	\$2,000,000	National Union
Professional Liability	\$2,000,000	National Union
Umbrella	\$5,000,000	National Union