

# ALKAR HUMAN RESOURCES TIMECARD

We appreciate the opportunity to be of service to you. **Please read this**, as it sets forth the terms on which you agree to use our services. We are relying upon the fact that: the signature on this time card represents your acceptance of the agreement; and that the person signing it has authority to bind your company to these terms and conditions. These terms and conditions may not be changed unless we agree in writing.

## HIRING AN ALKAR TEMPORARY EMPLOYEE

Customer understands **ALKAR HUMAN RESOURCES'** employees are assigned to the CUSTOMER to render temporary staffing services and absent agreement to the contrary are not assigned to become employees of record of CUSTOMER. If you elect to hire someone we have supplied to you, your subsidiary, or any related company, or contract with them for any position, and do so without our 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 regular placement fee schedule effective as of the date of your hiring or contract. This obligation continues for 120 days from the last day the employee worked at your company.

- ALKAR HUMAN RESOURCES** reserves the right to establish the wages and fringe benefits, if any, of its employees, and assumes the responsibility for the payment of such compensation, the withholdings and payment of all required payroll taxes, and the compliance with state laws requiring workers compensation and other statutory benefits, except where such obligations are specifically imposed by law.
- ALKAR HUMAN RESOURCES** will secure and maintain Workers Compensation, General Liability, Fidelity Bond and Errors & Omissions insurance coverage for our employees.
- ALKAR HUMAN RESOURCES** shall incur no liability as a consequence of CUSTOMER having entrusted cash, negotiable securities, or other items of value to any employee of ALKAR HUMAN RESOURCES except with prior written consent of **ALKAR HUMAN RESOURCES**. CUSTOMER agrees to waive any claim, indemnify and hold harmless **ALKAR HUMAN RESOURCES** from any costs, claims or losses which occur in whole or in substantial part from CUSTOMER's failure to comply with this provision.
- CUSTOMER agrees that they will not, without the prior written consent of **ALKAR HUMAN RESOURCES**, utilize **ALKAR HUMAN RESOURCES'** employees to operate machinery, equipment or drive clients owned, non-owned or leased vehicles. CUSTOMER agrees to defend, indemnify and hold harmless ALKAR HUMAN RESOURCES for any costs, claims or losses due to the damage to, loss of or loss of use of clients machinery, equipment, property or of owned, non-owned, leased vehicles (including contents) while being used by or in the care custody or control of ALKAR HUMAN RESOURCES' employees.
- CUSTOMER agrees to defend, indemnify and hold harmless **ALKAR HUMAN RESOURCES**, and its agents, for any claim arising out of CUSTOMER violation of all applicable state and federal civil right laws and other employment laws as they pertain to **ALKAR HUMAN RESOURCES** employees, including EEOC guidelines for employer consideration of arrest and conviction histories.
- CUSTOMER agrees to obtain **ALKAR HUMAN RESOURCES'** approval for any change in job duties from those for which our employee was initially placed.
- CUSTOMER agrees to reimburse **ALKAR HUMAN RESOURCES** for any additional costs, including, without limitation, the increased cost of insurance premiums for workers compensation coverage.
- CUSTOMER agrees that the signature on the reverse certifies that the hours worked are correct and acceptable for billing purposes, including sick leave and that the work was performed in a satisfactory manner. If CUSTOMER is unprepared to certify, please call us BEFORE the signature is supplied.
- All sums are due to **ALKAR HUMAN RESOURCES** will be paid Net 10 and any sums not paid within 30 days shall be subject to a finance charge of 1.5% per month or part thereof (18% per annum.)
- This agreement will be construed under the laws of the State of California.

**FAX: Payroll – (707) 224-4058**

**E-Mail: [Accounting@1alkar.com](mailto:Accounting@1alkar.com)**

YOUR NAME							
SOCIAL SECURITY NO.	XXX - XX -			WEEK ENDING SUNDAY	/	/	
*10 MIN. BREAK FOR 4 HRS. WORKED	DATE	DATE	DATE	DATE	DATE	DATE	DATE
	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
TIME IN							
*BREAK							
LUNCH OUT							
LUNCH IN							
*BREAK							
TIME OUT							
TOTAL STRAIGHT TIME							
TOTAL OVERTIME							
TOTAL DOUBLE TIME							
<small>We understand that ALKAR is a provider of temporary personnel and that the service it renders is made possible only by a substantial investment in advertising, testing and training of a large staff of personnel. Therefore in consideration for this service being made available to us, we agree that, in the event the above named employee becomes employed by us within 120 days from this date, we will agree to a cash settlement with ALKAR. The charge will be based on our regular fee schedule.</small>							



REPORT ALL TIMES TO THE NEAREST 1/4 HOUR

STRAIGHT TIME	OVERTIME	DOUBLETIME	OTHER PAY
HOURS	HOURS	HOURS	HOURS
ASSIGNMENT NO.			

CUSTOMER SIGNATURE (REQUIRED) DATE

COMPANY NAME DEPT.

TEMPORARY EMPLOYEE SIGNATURE

Have you sustained a work related injury this week?  yes  no

Check if:  assignment is complete  returning to assignment

In signing this document, the customer agrees to abide by the terms and conditions on the reverse side.