EMPLOYEE AGREEMENT
Staffing

Welcome to Your Company Name. Your employment at Your Company Name is at will. This agreement is not designed to be a contract or to alter the at-will nature of the employment relationship. If you accept employment with Your Company Name, you agree to abide by the Company's rules and policies set forth in this agreement and the employee manual.

1. I understand that I am to call Staffing Connection the first day of each of my temporary assignments to alert the office of my direct work phone number and am to contact my Staffing Connection representative immediately if I am experiencing any difficulty on my assignment or if there are any changes in job description, location, or office hours. (We want to ensure that we have made a good match for both you and our client company).

2. I am to contact Staffing Connection immediately if it is impossible for me to report to work. Staffing Connection is available 24/7, so you may call us any time of the day or night. Our office hours are 8:00 to 5:00. Please call us in enough time that we might schedule a replacement for your position. If I do not report to my assignment and/or do not call Staffing Connection, I have voluntarily terminated my employment with Staffing Connection and will not be considered for any further assignments. I understand that I must notify Staffing Connection if I am late for work or take time off. If I fail to do this, I understand that I have voluntarily terminated my employment with Staffing Connection.

3. I understand that on the last day of each temporary assignment I am to call in available to a staffing coordinator at Staffing Connection and that the TWC may deny me unemployment benefits if I fail to do so. Refusal to call in available or to accept further work constitutes a voluntary resignation from Staffing Connection.

4. Once I have accepted a job assignment from Staffing Connection, I agree to honor that commitment. If I fail to complete the assignment, I understand that I have voluntarily terminated my employment with Staffing Connection.

5. While on a temporary assignment, if the Client Company offers me a permanent position or if one is discussed, I will contact my Staffing Connection representative immediately. All fees and conditions are to be handled by Staffing Connection. It is unlikely that one of Staffing Connections' client companies would ask me to work for them on my own rather than through Staffing Connection. I understand that if I go work directly for a client within one year of my temporary assignment, I will be responsible for paying all employment fees or charges incurred.

6. I understand that I am not to accept interviews during the office hours of my temporary assignment unless cleared with a Staffing Connection representative, not a representative of the Client Company. Otherwise, interviews may be accepted after office hours.

7. I understand that Staffing Connection is committed to maintaining a safe working environment for all employees. If I am ever asked to do anything unsafe, observe unsafe working conditions, or am injured at work, I will contact Staffing Connection immediately. Furthermore, I agree to perform all work in as safe a manner as possible. If I experience an accident or injury while working for Staffing Connection, I will notify Staffing Connection immediately. To fail to do so within 48 hours could result in immediate termination.

8. I understand I am required to present to Staffing Connection an actual signed time card to receive my paycheck. I also understand that overtime hours must be authorized. No payment can be made for unauthorized overtime. I further understand that all matters relating to the Staffing Connection wages and rates are confidential and I will not discuss them with clients and other employees, and in doing so, could result in my immediate dismissal from the assignment and possible termination from Staffing Connection.

9. I understand that all client information supplied to me shall be held in strictest confidence, and all product and materials, including, but not limited to, hardware, software, documentation, reports, manuals, letters, programs and any and all other sources of information given to me will be returned to client company at the completion of my assignment. I also agree not to disclose any company trade secrets or confidential information of the Staffing Connection client and/or Staffing Connection to any other services.

10. I understand that any monies due Staffing Connection resulting from loans, advances, damaged property, lost property including security badges, or unauthorized use of property, including, but not limited to the unauthorized or improper use of telephone, postage meters, computer equipment or software at Staffing Connection or the Staffing Connection client, may be deducted from my paycheck(s).

As a condition of my employment with Staffing Connection, I hereby acknowledge and agree to the above and that I have read and received a copy of this agreement and Staffing Connection Orientation documents on this _____ day of _____, 20____.

_____
Print Name

_____
Signature

_____
Witnessed By

_____
Date