



EMPLOYER, EMPLOYEE CONTRACT

I, THE UNDERSIGNED, UNDERSTAND THAT EXTRA RESOURCE STAFFING HAS A 720-HIRE TEMPORARY TO PERMANENT POSITION POLICY.

THIS MEANS THAT I MUST WORK THROUGH EXTRA RESOURCE STAFFING A MINIMUM OF 720 HOURS, WITHIN THE CURRENT CALENDAR YEAR, AT THE SAME CLIENT COMPANY BEFORE I MAY BE HIRED BY THAT CLIENT COMPANY FOR A PERMANENT POSITION. (INITIAL PLEASE) _____

I ACKNOWLEDGE THAT EXTRA RESOURCE STAFFING RESERVES THE RIGHT TO PLACE ME AT DIFFERENT JOBS, LOCATIONS AND AT DIFFERENT RATES OF PAY AND I ACCEPT THESE TERMS FOR EMPLOYMENT. (INITIAL PLEASE) _____

IF I AM INJURED ON THE JOB I AGREE TO TAKE A DRUG AND/OR ALCOHOL TEST AT EXTRA RESOURCE STAFFING REQUEST OR AT ANY TIME EXTRA RESOURCE STAFFING FEELS THIS TESTING BE NECESSARY. (INITIAL PLEASE) _____

IF I CHOOSE TO DISCONTINUE WORKING FOR EXTRA RESOURCE STAFFING BEFORE COMPLETING MY 720 HOUR COMMITMENT WITH ANY CLIENT COMPANY EXTRA RESOURCE STAFFING HAS PLACED ME WITH, I CANNOT ACCEPT ANY POSITION FROM ANY CLIENT COMPANY EXTRA RESOURCE STAFFING HAS REFERRED ME TO. IF I ACCEPT ANY POSITION WITH ANY CLIENT COMPANY EXTRA RESOURCE STAFFING HAS REFERRED ME TO WITHIN ONE YEAR OF LEAVING EXTRA RESOURCE STAFFING I WILL BE CHARGED A \$500 PLACEMENT FEE (INITIAL PLEASE) _____

RULES AND TERMS OF EMPLOYMENT

IT IS EXPECTED AND ESSENTIAL THAT EMPLOYEES ARE AT WORK AS SCHEDULED AND AVAILABLE TO BEGIN WORK PROMPTLY AT ESTABLISHED TIMES FOR THEIR ASSIGNMENT. ABSENCES AND TARDINESS PLACE A BURDEN ON EMPLOYEES' CO-WORKERS AND ALSO CAUSE CUSTOMER SERVICE AND EFFICIENCY TO SUFFER.

IF YOU ARE UNABLE TO REPORT TO WORK OR EXPECT TO BE LATE, YOU SHOULD CONTACT BOTH YOUR CLIENT COMPANY SUPERVISOR AND EXTRA RESOURCE STAFFING AT LEAST 2 HOURS PRIOR TO THE START OF YOUR SCHEDULED SHIFT.

IF YOUR ABSENTEEISM OR TARDINESS IS DETERMINED TO BE EXCESSIVE, YOU WILL RECEIVE A WRITTEN WARNING, AND/OR WILL BE SUBJECT TO TERMINATION.

IN THE CASE EXTRA RESOURCE STAFFING NEEDS TO PROVIDE YOU WITH WRITTEN COMMUNICATION IT WILL BE SENT VIA EMAIL TO THE ADDRESS YOU PROVIDE. IT IS ESSENTIAL THAT YOU REGULARLY CHECK YOUR EMAIL ACCOUNT FOR SUCH COMMUNICATIONS.

IN CASE OF EMERGENCY YOU MUST IMMEDIATELY NOTIFY EXTRA RESOURCE STAFFING ON THE DEDICATED EMPLOYEE PHONE LINE WHICH IS PROVIDED TO YOU AT THE TIME OF HIRE.

IF YOU ACCEPT AN ASSIGNMENT AND FAIL TO SHOW UP AT THE ASSIGNMENT WITHOUT GIVING EXTRA RESOURCE STAFFING NOTICE WE WILL ACCEPT THIS AS YOUR RESIGNATION.

IF YOU ARE CONTACTED BY EXTRA RESOURCE STAFFING AND NOTIFIED THAT YOUR ASSIGNMENT WITH OUR CLIENT HAS ENDED, THAT DOES NOT SUGGEST YOUR EMPLOYMENT WITH EXTRA RESOURCE STAFFING HAS ENDED. YOU MUST REQUEST A REASSIGNMENT WITHIN 24 HOURS.



WITHIN SEVEN (7) DAYS AFTER COMPLETING SERVICES FOR OUR CLIENT, YOU ARE UNDER A DUTY TO NOTIFY EXTRA RESOURCE STAFFING OF THE COMPLETION OF YOUR SERVICES.

IF YOU ARE OR SHOULD BECOME PREGNANT AT ANY TIME DURING YOUR EMPLOYMENT WITH EXTRA RESOURCE STAFFING YOU MUST ADVISE US IMMEDIATELY SO THAT WE CAN ADJUST YOUR ASSIGNMENT, IF NECESSARY, IN YOUR BEST INTEREST. A DOCTOR'S RELEASE AND/OR RESTRICTIONS MUST BE FURNISHED PERIODICALLY.

REASONS FOR DISMISSAL AND/OR DISQUALIFICATION OF EMPLOYMENT AND/OR UNEMPLOYMENT BENEFITS

- FAILING A DRUG TEST
- REFUSING TO TAKE A DRUG AND/OR ALCOHOL TEST
- USING OR POSSESSING A CONTROLLED SUBSTANCE AT YOUR WORKPLACE
- ALL TESTS WILL BE ADMINISTERED AT A NON-DISCRIMINATORY CLINIC OR LAB.
- FAILURE TO PROVIDE EXTRA RESOURCE STAFFING WITH NOTICE OF THE COMPLETION OF YOUR SERVICES WITHIN SEVEN (7) DAYS CONSTITUTES A VOLUNTARY QUIT THAT WILL AFFECT YOUR ELIGIBILITY FOR UNEMPLOYMENT COMPENSATION SHOULD YOU SEEK UNEMPLOYMENT COMPENSATION FOLLOWING COMPLETION OF YOUR SERVICES.
- NOT CALLING IN OR REPORTING FOR WORK IS UNACCEPTABLE BEHAVIOR. NO CALL/NO SHOW OCCURANCES WILL RESULT IN DISCIPLINARY ACTION. THREE (3) NO CALL/NO SHOW OCCURANCES WILL RESULT IN TERMINATION OF EMPLOYMENT. OCCURANCES WILL BE CALCULATED ON A 12 MONTH ROLLING BASIS.
- IF YOU RECEIVE TWO (2) OR MORE WRITTEN ATTENDANCE WARNINGS WITHIN A SIX MONTH PERIOD, YOU MAY BE TERMINATED IMMEDIATELY.
- FAILURE TO REQUEST ADDITIONAL WORK FROM EXTRA RESOURCE STAFFING WITHIN 24 HOURS OF BEING RELEASED FROM AN ASSIGNMENT CONSTITUTES A VOLUNTARY QUIT THAT WILL AFFECT YOUR ELIGIBILITY FOR UNEMPLOYMENT COMPENSATION SHOULD YOU SEEK UNEMPLOYMENT COMPENSATION FOLLOWING COMPLETION OF YOUR SERVICES.
- FOR ALL ATTENDANCE OCCURRENCES FOR ALL EMPLOYEES EXTRA RESOURCE STAFFING RESERVES THE RIGHT TO DEVIATE FROM THESE GUIDELINES IN INDIVIDUAL CASES AS WARRANTED, OR TO AMMEND THESE GUIDELINES AS NECESSARY. OUR ATTENDANCE RULES DO NOT ALTER IN ANY WAY THE AT-WILL NATURE OF YOUR EMPLOYMENT. EXTRA RESOURCE STAFFING MAINTAINS THE RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I HAVE READ THE ABOVE CONTRACT AND FULLY UNDERSTAND THE ABOVE CAPTIONED AGREEMENT.

SIGNED: _____ DATE: _____

To the Applicant: We appreciate your interest in our company and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications and to determine if such a position is available. In the event you are hired, your duties shall include those duties assigned to you from time to time by any officer or supervisor of the Company and you will be expected to assist in all such duties requested.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, height, weight, national origin, age, marital or veteran status, arrest record, or the presence of medical condition or handicap.

ARE YOU ABLE TO PERFORM THE FUNCTIONS OF THE JOB APPLIED FOR WITH OR WITHOUT REASONABLE ACCOMMODATIONS?
YES _____ NO _____