

INTERIM COMPENSATION SOURCE, INC.
MAIN & ALTERNATIVE TELEPHONES: (713) 541-0024 * (713) 541-0021
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EMPLOYMENT POLICY

For the duration of your time working as a Temporary Employee (TE) assigned to a Client Company (CC) of Interim Compensation Source, Inc. (Interim), Interim will be your Employer of Record (EOR). Please read the foregoing document carefully, initial in the space provided on Page 1, sign as indicated on Page 2 and return this document to Interim. If you have questions regarding any section of this document, please contact the offices of Interim.

EOR Expectations:

Attendance – TE is to report to and leave CC location at the specified time required. Absenteeism and/or tardiness are assumed misconduct. In the event TE will be late or absent, it is directed the CC be contacted at least one (1) hour prior to normal arrival time, and TE failure to do so may result in disciplinary action. Interim requires a written explanation on TE timesheet recording the reason for absence or tardiness. Absences due to medically verifiable illness, jury duty and/or military leave are acceptable in moderation with valid documentation.

Confidentiality – TE must exercise care with reference to any and all confidential information of CC. This information may not be taken, copied or communicated in any form to other parties. Doing so is a third-degree felony and will be prosecuted by Interim as such. Any office equipment, i.e., voice mail, e-mail, computers or property on the premises of CC are for CC business purposes, are subject to CC or Interim access at any time and may not be regarded by TE as private or confidential. TE misuse as stated herein may result in disciplinary action.

Disciplinary Issues – TE failure to act appropriately is considered by Interim as misconduct. TE is required to follow the CC behavioral policies while on assignment. Fighting, use of offensive language, illegal drug or alcohol use, mismanagement of position, absenteeism/tardiness, harassment and violence are among the offenses considered as disciplinary issues between TE and Interim and will be documented. TE understanding of the issue may be submitted to Interim for consideration. Disciplinary action may include termination.

TE Expectations:

Paycheck Issuance and Compensation Guidelines – as a TE paid on a weekly hourly basis, scheduled paydays are each Wednesday, with exception made for weeks when recognized holidays occur on Monday, Tuesday or Wednesday. In that event, the payday will occur one, possibly two, day(s) later. In work weeks where no holidays occur, paychecks are mailed to the home address of TE or directly deposited into the bank account of TE each Tuesday, provided timesheets are received by Interim by no later than 9:00 a.m. each Monday. Interim allows the passage of thirty days of continued employment by a TE before honoring direct deposit. TE is allowed one change in bank account information per year. Interim is not responsible for lost or stolen paychecks; however, after the expiration of seven (7) business days, any lost or stolen paycheck will be replaced; and, depending upon the circumstances, TE may be charged a \$25.00 stop-payment, replacement check fee. Interim operates on a forty (40) hour work week, and time worked in excess of forty (40) hours will be compensated at time and one-half. Hours worked in excess of forty (40) each week must be approved by CC. Bonuses, severance pay, parking/toll reimbursements, vacation pay, sick leave and pay for time not work is not compensated or reimbursed by Interim, with exception made for instances in which the CC, at its option, wishes to have TE compensated or reimbursed. Deductions, other than those regulated by State or Federal law and/or stop-payment, replacement check expense, will not be from TE paychecks without prior consent of TE. Exceptions include adjusting paychecks to reflect actual hours worked in the event of timesheet error or miscalculation and/or deductions to reimburse CC for any alleged TE misuse of CC facilities or equipment. TE paychecks will be held by Interim in the event a TE departs the premises of CC with any property belonging to CC and will be held by Interim until such time as any property belonging to CC is returned to CC.

TE Initials: _____

Timesheet and/or Check Fraud – any TE discovered as having purposely falsified a timesheet or committed check fraud of any kind or nature will be pursued to the fullest extent of the law governing such actions and conduct.

Tax/Employment Records – Interim issues a W-2 at year end for TE tax records. TE is responsible for notifying Interim of any change of address to ensure W-2 is mailed to the correct address. Changes of address of submitted after December 31 of any calendar year may not be accepted. Should TE wish to change W-4 documented claimed exemptions or update employment records with new or additional information, TE must notify Interim in writing promptly. TE employment and/or tax records are not released without TE prior consent, except court-ordered requests made by government agencies.

Benefits – Interim does not offer group insurance, pension plans, paid holidays, vacation pay or any other benefits, with the exception of Workers’ Compensation Insurance.

Safety and Reporting of Injury – It is the responsibility of TE to become familiar with the safety and emergency procedures of CC. Should TE suffer an injury or have an accident, it must be reported to CC and Interim immediately so that proper attention may be given the matter and accurate, complete documentation of such injury or accident is recorded. Failure to do so may affect TE receiving Workers’ Compensation Insurance benefits.

Discrimination – Interim is an Equal Opportunity Employer and complies with all State and Federal laws governing discrimination. TE is required to inform Interim of any instance to which TE is subjected to discrimination.

Sexual Harassment – TE is required to inform Interim immediately of any harassment or accusation of harassment while in the employ of Interim. Harassment is defined by the Equal Opportunity Commission as “unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of any sexual nature when submission to the conduct enters into employment decisions and/or such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.”

Administrative Issues:

This Policy – This Employment Policy is a guideline and is not intended to imply any contractual rights. It may be changed or modified by Interim at any time without advance notice to TE.

Employment Termination – this policy is not intended to construe a guarantee of continued employment. Employment is “at will,” meaning either TE or Interim may terminate employment at will at any time. Termination may occur for any or no reason. Interim requires TE call the Interim office and advise Interim of TE last day on assignment and availability for further work on or before the first business day after TE assignment end. This is separate from any other requirement or understanding between TE and PC. TE failure to inform Interim, as instructed in this paragraph may negatively affect TE employment status and relinquish right to pursue unemployment benefits.

TE signature constitutes understanding, acceptance and acknowledgement of policies stated herein. TE is required to maintain a copy of this policy and contact Interim with any questions.

Temporary Employee Signature

Temporary Employee Printed Name

Temporary Employee Social Security No.

Date of Signature