



HIRE DYNAMICS WORK ASSOCIATE AGREEMENT

If I successfully complete Hire Dynamics' assessment program and am accepted for employment, every effort will be made by Hire Dynamics to make such employment a pleasant and profitable experience. Because I take pride in my work and performance, I may be chosen to represent Hire Dynamics on various staffing assignments. In return, I agree to the following employment conditions:

Payroll Procedures

- For hours worked each week, time must be approved by an associate's immediate supervisor and forwarded to the Hire Dynamics Branch Office where the associate registered by **Monday, 12:00 noon** of the following week.
- Payroll checks (for the previous week's time) will be made available every **Friday**.
- Each associate must sign for his/her own check.
- If an associate's assignment ends, his/her paycheck must be picked up the **Friday** of the following week the respective assignment ends at the Branch Office where the associate registered. Failure to do so by the following Monday will result in the Branch Office mailing the associate's last check to the most current address of record. If the check is lost in the mail, the associate may request another pay check be written, however, a stop payment fee of \$29 will be deducted from the requested check.

Call In Procedures

- If an associate's assignment ends, the associate must contact the Branch Office where he/she registered for additional work on a weekly basis. If the associate fails to contact Hire Dynamics or refuses an assignment, the associate will be considered to have left work voluntarily without cause and unemployment benefits may be denied.

Injury/Incident

- If an associate is injured on the job, his/her supervisor at the work site must be notified immediately.
- The Hire Dynamics Branch Office where the associate registered must also be contacted.
- A Hire Dynamics representative will deliver a Incident/Injury Report and Witness Statement which must be completed by the injured associate, the associate's supervisor and a related witness.
- The injured associate must visit a medical clinic approved by Hire Dynamics' workers' compensation insurance carrier (which are posted in the Branch Office). A Hire Dynamics representative will contact such clinic to notify the physician of the associate's arrival.
- A post-injury drug test will be performed at the medical clinic even if no medical attention is required. Failing to pass the drug test will result termination from Hire Dynamics and more than likely result in denial of a workers' compensation claim.
- Documentation of the injured associate's clinic visit must be forwarded to the Branch Office where he/she is registered.
- If the injured associate is assigned to modified/light duty and there is none available at a client work site, the associate must report to the Branch Office where he/she registered for modified duty in order to receive pay.

Vacation Pay

- An associate is entitled to 40 hours of vacation pay for every 1,900 regular hours worked during a one-year period from the date of his/her first paycheck. The 1,900-hour requirement starts over from zero hours at each anniversary date.

Tardiness/Absenteeism

- Punctuality at an associate's worksite is expected. If a associate believes he or she will be late or absent, the associate must contact the Hire Dynamics Branch Office where he/she registered and his/her work site supervisor. Failure to do so may result in loss of work and effect unemployment benefits.

For any associate who does not show up for work without notifying Hire Dynamics branch office or walks off the job prior to the end of the shift, **minimum wage of government, federal, or state, whichever is higher, per hour will apply for all time due.**

_____ (initial) _____(date) Initial and date to signify that you have read and understand the previous paragraph.

I have carefully read and agreed to all of the above conditions of employment. Further, I have received a copy of this agreement.

Employee Signature/Date

Witness Signature/Date