

## 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:

### **Interviews/Orientation**

- You may be asked on a voluntary basis to interview on an unpaid basis with one or more of our clients for prospective assignments.
- Job assignments may be varying in timing and length of assignment which may lead to gaps in assignments.
- You will only earn wages when you perform actual work on assignments.
- I hereby authorize my prior employer to release any and all information relating to my employment to Hire Dynamics. I further release and hold harmless my past employer and Hire Dynamics from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

### **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.
- You are responsible for accurately recording all time worked and must review your payroll checks for accuracy.
- Payroll checks (for the previous weeks' time) will be made available every **Friday**.

### **Background Check**

- I understand that I voluntarily agree that Hire Dynamics may deduct \$35 annually to obtain my background check.
- I understand that I am required to self-disclose post-employment criminal convictions within three business days of the conviction to Hire Dynamics. Failure to do so may result in termination of employment.

### **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 review 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 designated person at 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.

### **Benefits**

- Hire Dynamics offers medical, dental, and vision insurance. Employees must enroll within first 30 days of start date. Open enrollment is held bi-annually. Additional information may be reviewed in handbook.
- 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 does not carry over but resets at zero hours at each anniversary date. Vacation will be forfeited upon termination unless otherwise prohibited by applicable law. Refer to Talent Handbook for specific details.

### **Tardiness/Absenteeism**

- Punctuality at an associate's worksite is expected. If an 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 prior to scheduled start time. 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 to the extent permitted by applicable law.**

\_\_\_\_\_ (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, understand if requested, I can receive a copy of this agreement and understand that the Talent handbook is available on-line at <http://www.hiredynamics.com/resource-center/document-center.php> and will abide by all policies in the handbook.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Witness Signature/Date