

Ethan Allen Staffing

Ethan Allen Personnel Group
59 Academy Street, Poughkeepsie, NY 12601

EMPLOYEE INFORMATION TERMS & CONDITIONS

It is your responsibility to advise your Coordinator and the supervisor at the assigned company if you are going to be late or unable to report to work. If you do not report to work and do not notify both your Coordinator and site supervisor, we will consider you resigned from your position.

LUNCH

Your lunch period will be determined by the supervisor to whom you are assigned.

OVERTIME

All authorized work you perform in excess of 40 hours per week will be at one and a half times the regular rate. You are permitted to work overtime only if the client requests and approves such work. Approval must be obtained from us by the client before overtime can be authorized.

FUTURE ASSIGNMENTS

If you do not contact us after each assignment, we will assume you are not available for work.

INJURIES

If you sustain an injury while on assignment, please follow these steps to report an accident:

- Report your injury to a job site supervisor and be sure to obtain his/her name.
- Call our office **IMMEDIATELY** to report your injury to our Risk Manager or speak with your Coordinator.

CLIENT INFORMATION TERMS & CONDITIONS

The client acknowledges the considerable cost and expense incurred by Ethan Allen Personnel Group, Inc. (EAPG) to advertise for, recruit and retain its temporary employees. Accordingly, in consideration of the services provided by EAPG, the client agrees that in the event the employee named on reverse side is employed by the client, or by any other division, subsidiary or affiliate, or is referred by client to any company or person for employment from start date through 90 days after completion of assignment, the client agrees to pay EAPG liquidated damages outlined below.

If you choose to hire a temporary employee directly, (prior to completing 500 hours for clerical, industrial and light manufacturing or 1000 hours for professional/skilled labor) you will be billed for a liquidation charge. The liquidation amount is calculated by subtracting the number of hours the employee worked from 500 or 1000 hours and multiplying the remainder by 25% of the bill rate. This option does not have a guarantee.

It is understood that the EAPG employee cannot be entrusted with cash, negotiable instruments, jewelry or other valuables without the express written permission of EAPG.

EAPG cannot be held responsible for any claims covered under a Fidelity Bond unless such claims are reported in writing to EAPG by the client within thirty (30) days after occurrence.

It is understood that the EAPG employees MAY NOT drive any motorized vehicle without the approval and written consent of EAPG.

The client shall not advance cash or other valuables to EAPG employees for any reason and the client specifically waives any and all rights to offset the amount of value of such cash or valuables advanced against any money owed EAPG. The client understands that EAPG invoices are for labor and therefore agrees to pay such invoices within ten (10) days of receipt.

Client agrees and/or warrants:

- Not to make any payments directly to employee
 - To verify all hours and totals before signing timecard
 - To pay our overtime bill rate for hours billed in excess of 40
 - That employee did not work any prevailing wage job
- Please keep the Company Copy of this timecard for your records

| POUGHKEEPSIE 845.471.9667 FISHKILL 845.896.7766 FAX 845.471.9856 | | | | | | | | |
|---|------|---------|-----|----------|------------------|--------------------|--------------|-----|
| EMPLOYEE NAME (Please Print) | | | | | | | | |
| | | | | | | | | |
| NAME OF COMPANY | | | | | | | | |
| | | | | | | | | |
| DIVISION / LOCATION | | | | | WEEK ENDING DATE | | | |
| | | | | | / / | | | |
| DAY | DATE | TIME IN | | TIME OUT | | LUNCH | HOURS WORKED | |
| | | HRS | MIN | HRS | MIN | | HRS | MIN |
| MON | | | | | | | | |
| TUES | | | | | | | | |
| WED | | | | | | | | |
| THURS | | | | | | | | |
| FRI | | | | | | | | |
| SAT | | | | | | | | |
| SUN | | | | | | | | |
| REPORT ALL TIME TO THE NEAREST 1/4 HOUR. IN CASE OF ERROR, MAKE OUT NEW TIME SHEET. CHECKS WILL BE HELD FOR UNSIGNED TIMESHEETS. | | | | | | TOTAL REG. HRS. | | |
| | | | | | | TOTAL O.T. HRS. | | |

EMPLOYEE - PLEASE READ!

1. Time sheet must be signed by an authorized representative of the company.
2. Enter hours worked for EACH day. To avoid delays... **BE ACCURATE.**
3. Use a separate time sheet for each assignment.
4. Ethan Allen Staffing work week starts on Monday and ends Sunday.

ARE YOU RETURNING TO THIS ASSIGNMENT? YES NO

I agree to the terms & conditions on the reverse side hereof. I certify that these hours were worked by me during the week ending shown above and were properly verified by an authorized representative of the company. No injuries were suffered during this period.

EMPLOYEE SIGNATURE



CLIENT - PLEASE READ!

DO NOT MAKE ANY PAYMENTS DIRECTLY TO THE EMPLOYEE

1. Before signing sheet, make certain all hours and days are recorded and totaled correctly.
2. Hours worked exceeding 40 hours per week are considered overtime.
3. Please keep the Company Copy of the time sheet for your records.

CLIENT AGREES: To Terms and Conditions on the reverse side hereof and that in the event the client employs this person on their payroll, client agrees to pay to Ethan Allen Personnel Group liquidated damages.

CLIENT SIGNATURE OF ACCEPTANCE

PRINT NAME



DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

| COORD INITIALS | REIMBURSEMENT | P.O. NO. | JOB NO. |
|----------------|----------------|-----------|-----------|
| / | | | |
| BRANCH NO. | WORK ORDER NO. | REG. HRS. | O.T. HRS. |
| | | | |