

houston city

personnel & temporaries

THE RIGHT PERSON. THE RIGHT JOB. GUARANTEED.

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DROP OFF: 2401 Fountainview, Suite 610 or
DROP BOX near front entrance to building

EMPLOYEE NAME (PRINT)	SOCIAL SECURITY NUMBER (last 4 digits only)
CLIENT COMPANY NAME	COMPANY ADDRESS

TOTAL HOURS TO NEAREST 1/4 HOUR OVERTIME PAID AFTER 40 HRS WITHIN A MONDAY - SUNDAY WEEK						
	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						
	WEEK ENDING DATE (SUNDAY) / /			TOTAL HOURS FOR WEEK		

CLIENT COMPANY AGREEMENT	EMPLOYEE AGREEMENT
<p>It is understood and agreed that the undersigned is an authorized representative of the Company and, hereby certifies that the above hours are correct and that the work was performed satisfactorily. We understand that the employee of Houston City Temporaries is referred to us on a temporary basis and may be seeking permanent employment. If our Company, affiliate or subsidiary, or outside company that has learned of this employee through us, employs this person on a temporary or permanent basis within 1 year after ending an assignment, a fee will be due (this includes going through another temporary or outsourcing service). We agree to pay Houston City Personnel Group its fee in accordance with the published fee schedule (see page 2) in effect at Houston City Personnel Group. I, also, confirm the client's agreement to the terms listed on the second page of this form.</p> <p>Supervision: We understand that the supervision of the assigned Houston City temporary is our (The Customer) responsibility. Customer will not advance cash or other valuables to HCT employee and Customer waives all right of claim from HCT for any such advances. Without HCT's prior written consent, Customer will not entrust HCT employee with unattended premises, cash, credit cards, check writing materials, confidential or trade secret information, keys, or other valuables or let them operate motor vehicles or machinery. All claims, defenses, and costs associated with HCT employee arising from nonobservance of this section shall be Customer's responsibility.</p> <p>Fidelity Bond: HCT is not responsible for fidelity bond claims not reported to it by Customer immediately upon discover of the loss. Customer will indemnify, defend and hold HCT harmless from all suits, claims, and costs arising from an unsafe workplace or from the inherent risks of Customer's business or operation.</p> <p>_____ CLIENT SIGNATURE</p> <p>_____ PRINTED NAME OF PERSON SIGNING DATE</p>	<p>I certify that I worked the hours shown on this time sheet on the days indicated and that this time sheet has been certified by a person that I believe is an authorized representative of the Client. I will contact Houston City Temporaries after completing this assignment, and once a week thereafter. I understand that if I do not do so, Houston City Temporaries will assume that I am unavailable for work and that this could jeopardize my employment benefits. I acknowledge that notices pertaining to my employment are posted at Houston City Temporaries' office.</p> <p><i>I certify that I have read and understand Houston City Temporaries Payroll Procedures.</i></p> <p>_____ SIGNATURE OF EMPLOYEE</p> <p><input type="checkbox"/> DIRECT DEPOSIT / MAIL STUB <input type="checkbox"/> I WILL PICK UP MY CHECK <input type="checkbox"/> PLEASE MAIL MY CHECK (INDICATE ADDRESS IF NEW) <input type="checkbox"/> PLEASE CHANGE MY ADDRESS</p> <p>_____ _____ _____</p>
<p>INFORMATION BELOW MUST BE COMPLETED FOR PAYMENT OF OVERTIME</p> <p>OVERTIME APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/> # OF O T HOURS APPROVED <input style="width: 50px;" type="text"/></p> <p><small>Overtime pay will be paid (with client's approval) and billed at 1 1/2 times the regular hourly pay rate of the temporary employee (on hours over 40 hours per week).</small></p> <p>_____ OVERTIME APPROVAL SIGNATURE (REQUIRED)</p>	

CLIENT AGREEMENT

Houston City Personnel & Temporaries appreciates the opportunity to be of service to you. Please read the following contract between Houston City Temporaries ("HCT") and you, as its Client. Except as modified separately in writing, these terms govern all of Client's completed and future staffing assignments. "Client" includes all subsidiaries, affiliates, and partners of the named Client.

Hiring:

HCT incurs great expense to find, screen, test and train the personnel it assigns to Customer. Therefore, if Customer hires any HCT employee within 1 year after ending a temporary assignment, Customer shall pay HCT a fee based on the following placement schedule

FEE SCHEDULE

Annual Earnings	Fee Percentage	Annual Earnings	Fee Percentage
to \$29,999	20%	\$30,000 and up	25%

Employer Relationship:

We, the Client, recognize Houston City Temporaries' employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc., with Houston City Temporaries.

THANK YOU FOR CALLING HOUSTON CITY TEMPORARIES.
WE LOOK FORWARD TO SERVING YOU AGAIN.
YOUR COMMENTS ARE ALWAYS APPRECIATED.

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