

# **ROCK COAST PERSONNEL TEMPORARY SERVICES TIMECARD**

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Address \_\_\_\_\_

Employee Telephone # \_\_\_\_\_

Employee Signature \_\_\_\_\_

I hereby certify that the hours shown were worked by me, were certified by an authorized representative of the Customer and any injuries that occurred were reported to \_\_\_\_\_ at Rock Coast Personnel.

	Date	Start Time	End Time	Less Lunch	OT	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Assignment Completed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(There is a minimum charge per employee of four hours for any one day.)

Customer Verification and Signature	HRS.	MINS.
<b>X</b>		

**\*Please read the back of this sheet before signing\***

By signing this timecard you agree to the terms and conditions as described on the back of this card.

**This timecard must be received by Rock Coast Personnel no later than Monday at noon in order to be paid in the current pay period.**

Phone (207) 799-6732 Fax (207) 799-6739

White - Rock Coast Yellow - Employer Pink - Employee

## **TERMS AND CONDITIONS**

### **FOR THE CUSTOMER**

1. There will be a minimum charge per employee of four hours for any one day.
2. We, the customer, understand that we will be invoiced at Rock Coast's prevailing overtime rate for any overtime hours. We agree that time and one-half is charged for all work performed by Rock Coast Personnel's employees over 40 hours per week and additionally as required by law.
3. We realize that Rock Coast Personnel has expenses in maintaining a temporary staff (advertising, recruiting, testing, checking references, etc.) and that if we transfer one of their employees to our payroll conversion fee arrangements must be made with Rock Coast Personnel. We agree not to interfere with or disrupt the relationship between Rock Coast Personnel and temporary employees while said employees are on assignment and for one year thereafter.
4. We further agree not to authorize Rock Coast's employees to operate any vehicles without Rock Coast's prior written consent. We realize that the insurance Rock Coast furnishes does not cover physical damage to our vehicle whether owned or rented while being operated by Rock Coast's employees nor for bodily injury or property damage including cargo, fire, theft or collision claims resulting therefrom. We agree to provide all such insurance at our own cost.
5. If a Rock Coast employee is injured during the assignment, we will promptly notify the Rock Coast office.
6. We agree that should Rock Coast file suit to collect any money due or to come due hereafter, the prevailing party will be entitled to reasonable attorney's fees and costs of collection. Reasonable attorney's fees will reflect actual time spent by counsel. Any legal work performed by corporate counsel shall be charged based on average hourly fees prevailing in law firms at the sites of the action for like quality and quantity of legal representation.
7. We agree not to leave on our premises any cash negotiable instruments or other valuable items in the presence of any of Rock Coast's employees or entrust the same to the care, custody and control of any of Rock Coast's employees without Rock Coast's prior consent.
8. We agree not to advance any money to Rock Coast's employees without Rock Coast's prior consent. We also agree that Rock Coast will not be responsible for claims made under Rock Coast's fidelity bond unless we report such claims in writing to Rock Coast within 10 days of discovery and cooperate fully in the investigation and subsequent prosecution.
9. We will furnish Rock Coast employees with a safe place to work as we do for our own employees. We represent that we are familiar with all applicable OSHA requirements and regulations. As Rock Coast employees are assigned to work on our premises and under our supervision, we will indemnify and hold Rock Coast harmless in the event that any OSHA citations are issued and/or any claims or actions are brought based on OSHA violations.
10. All further services to be provided are also expressly subject to the customer's acceptance of these Terms and Conditions. We, the customer, agree that these Terms and Conditions shall apply to all such future orders. No oral statement of any person shall modify or otherwise affect the foregoing Terms and Conditions.

### **FOR THE EMPLOYEE**

1. I will promptly notify the Rock Coast office if I am injured during an assignment.
2. I understand that I must contact Rock Coast's office after completing the assignment to determine if there is other work available for me. I agree that if I do not contact Rock Coast upon completion of an assignment, Rock Coast will assume I am not available for work.
3. I agree to return all of Rock Coast's equipment, uniforms or any advances which Rock Coast may entrust into my care during the assignment. If said property is not promptly returned and Rock Coast files suit to retrieve and collect it, the prevailing party in such action shall be entitled to reasonable attorney's fees and cost of collection as set forth above.
4. I understand that this timesheet is the record that I was on assignment and worked the hours shown on the face hereof. Rock Coast cannot issue payment without presentation of a timesheet initiated by me and signed by the authorized representative of Rock Coast's customers. I understand that Rock Coast's payroll subcontracting company processes the timesheets and that reasonable time must be allowed for checks to be mailed. I agree that any time sheet not submitted for payment within 90 days from the end of the work week it represents will be void and Rock Coast will not be responsible for payment of any work shown thereon. I will promptly notify Rock Coast in writing if my paycheck is not delivered in a timely manner and sign Rock Coast's "Indemnity Agreement" form in order to obtain a replacement.