

ASCOT STAFFING EMPLOYEE TIMECARD FOR WEEK ENDING (Sunday) ____ / ____ / ____

JOB ORDER #: **FAX TO: (510) 839-9543. TIMECARD MUST BE RECEIVED BY 9:00 AM TUESDAY. CONFIRM RECEIPT AT WWW.ASCOTSTAFFING.COM. FAX MACHINE CONFIRMATION NOTIFICATION IS NOT VALID PROOF OF RECEIPT BY ASCOT.**

EMPLOYEE NAME (PRINT): _____ **LAST 4 DIGITS OF SSN:** _____ **COMPANY/DEPT:** _____

	DATE	START	FINISH	LUNCH (Start Time/End Time)	TOTAL (Deduct Lunch)
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

Are you returning to Client Company? YES NO
 If no, are you available for work? YES NO
 If NO, why not? _____

Has overtime been approved by your Client Company supervisor? YES NO

TOTAL HOURS WORKED (To nearest ¼ hr): _____

YOUR SIGNATURE (EMPLOYEE) AFFIRMS THAT YOU HAVE AGREED NOT TO SUBMIT AN APPLICATION TO THE CLIENT COMPANY FOR A PERIOD OF 12 MONTHS FOLLOWING THE CONCLUSION OF THE ASSIGNMENT, WITHOUT PRIOR APPROVAL FROM ASCOT STAFFING.

EMPLOYEE SIGNATURE - I certify that the above is true: _____ **JOB SITE PHONE NUMBER:** _____

CLIENT COMMENTS:

CLIENT (SUPERVISOR) APPROVAL: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH THE TERMS & CONDITIONS LISTED BELOW, THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORILY.

CLIENT NAME (PRINT): _____ **CLIENT SIGNATURE** - I certify that the above is true: _____

PHONE NUMBER: _____ **E-MAIL:** _____ **DATE:** _____

CLIENT/EMPLOYEE TERMS and CONDITIONS

1. All hours worked will be paid in accordance with the regulations of the Industrial Welfare Commission, then billed accordingly. Should an overpayment in wages be discovered, employee authorizes Ascot Staffing to make necessary deductions in a subsequent paycheck(s) to rectify the overpayment.
2. The minimum assignment length is four hours.
3. Please call Ascot Staffing at your branch location: when you are unable to report to work; when you will be late for work; when you have completed an assignment; and every two days when you are not on assignment. Failure to call Ascot Staffing as instructed will be considered a voluntary resignation.
4. **PAST DUE ACCOUNTS:** In the event that the invoice is not paid in full within 30 days of the invoice date, then, in addition to all other remedies available to Ascot Staffing, there shall be a service charge of 1 ½% per month on the unpaid balance.
5. Each weekly timecard is a separate and individual contract between Ascot, the Client Company and Ascot's employee.
6. Client Company warrants that it is in compliance with all applicable Cal/OSHA safety rules and regulations. For safety purposes the Ascot employee named in this agreement has or will receive the same safety equipment and training as the Client Company's employees.
7. The client agrees to accept full responsibility for the work done by Ascot employees.
8. **TEMPORARY TO HIRE CONVERSIONS:**
 - If the client wishes to hire Ascot Staffing's employee, and the employee agrees, the client will agree to the terms and conditions of Ascot Staffing's Temporary to Hire Agreement.
 - Should an applicant referred by Ascot Staffing or who has served the client/employer as an Ascot employee, within one year of the last date of interview, resume referral or temporary work on behalf of the client/employer, accept employment with the client/employer, or accept employment with a division, subsidiary, affiliate or non-associated entity of the client/employer as a result of the elective referral by the client/employer, such employment shall be subject to a permanent placement fee of no less than 20% of the first year's annual salary. The client/employer issuing the job specifications or temporary work request to Ascot Staffing shall be responsible for the payment of the entire fee as if the client/employer had hired the referred employee directly.
9. The client agrees to immediately notify Ascot when the employee's assignment is ended.
10. Ascot does NOT authorize its employees to operate motor vehicles as part of their employment for a Client Company. Further, Client Company agrees that it will accept all liability and hold Ascot Staffing harmless from any liability or loss, including the costs of defense incurred from the operation of a motor vehicle.
11. Client Company may not change the pre-approved duties of the temporary employee without Ascot's prior written approval. Client Company also agrees to not allow the temporary employee to handle, control or be responsible for keys or entry devices of any kind, negotiables, valuable documents, money, jewelry, or other items of value. Client Company hereby holds Ascot Staffing harmless from any liability or loss, including costs of defense, unless Client Company obtains prior written authorization from an officer of Ascot Staffing for any such activity.
12. In any action at law or in equity brought to enforce or interpret the provisions of this agreement, including an action to collect Ascot's fees, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief.
13. Ascot and Client Company agree the contract shall be deemed to have been entered into in the City of Oakland, California, and any action to interpret or enforce the agreement, either in law or in equity, shall be brought only in Superior Court in and for Alameda County.