

TECHNICAL SEARCH CONSULTANTS  
EMPLOYEE AGREEMENT

Technical Search Consultants has founded our business on quality, service, confidence and trust. In order for us to serve our two clients (you and our client companies), We have initiated the following policies:

1. Attendance & Punctuality

Please do not accept a job if the conditions, hours, pay or length do not suit your needs. Upon accepting a job opportunity the following must be committed to:

A.) If you cannot or do not want to stay with a company, a 48-hour notice must be given.

B.) You must call your Technical Search Consultants representative if you are going to miss work for any reason. Failure to contact your representative will be cause for immediate dismissal.

B.) You must advise your Technical Search Consultants representative if you have a prior Appointments scheduled such as a doctor, dentist, court or vacation time. You need to let us know prior to starting your new job. This will allow us to secure your position with the company your are working for. Failure to comply with this policy could result in immediate dismissal.

2. Time Sheets

You will be provided with a timesheet every week. It is your responsibility to have it in our office every Monday by 12:00 noon. You can fax it, mail it, or drop it off. During off-hours, you can slide it under our office door.

In the event you forget, you can call in your hours (we have 24-hour voice mail) but we still must have your time sheet by Wednesday in order for you to receive your paycheck.

3. Pay Day

Paydays are Wednesday. If you are unable to pick up your paycheck from our office, it will be mailed to you at 5:00 p.m. Wednesday evening. Should you want someone else to pick up your paycheck you must provide us with written permission. The person picking up your paycheck must show proper identification. NOTE, We are not responsible for the US Postal Service. Should your paycheck get lost in the mail, we cannot put a stop payment on it or re-issue a new check for 15 days after the date of the paycheck. If you need a new paycheck before the 15-day period, you may pay a stop payment fee of \$30.00 and we will re-issue a check immediately.

I have read and agreed to the above condition of employment.

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

TSC Representative \_\_\_\_\_ Date \_\_\_\_\_