

## REARDON ASSOCIATES - TEMP AGREEMENT

We are pleased to have you representing Reardon Associates as a Temporary Employee. In order to maintain the high standards and professional reputation we have established with our clients, we ask that you abide by the following criteria when accepting an assignment:

Report to individual whose name you have been given and ask about any company rules of which you should be aware. Please contact Reardon Associates on the first day of an assignment to let us know you arrived and to give us an extension or direct line at which we may reach you.

Upon accepting an assignment, you are expected to remain at the position for the duration. If you are unable to complete the assignment, you are required to give Reardon Associates sufficient notice to enable us to find a suitable replacement. In the event of illness, emergency, or if you are unavoidably detained, notify Reardon Associates immediately. Remember, we have an after hours voice mail service.

Please keep your pay rate confidential while on assignment. If you have any problem, call your Reardon Associates Placement Counselor.

Any changes in your status at a company must go through Reardon Associates. This includes changing departments, extending or terminating an assignment, as well as any interest in permanent employment at a particular company.

Please notify this office when your assignment has been completed. This information is necessary for our records and also informs us when you are free for future assignments. Failure to do so results in our assumption of your voluntary termination from Reardon Associates and may affect your unemployment.

At the end of each work week, have your time slip signed and verified by your supervisor. Please fax your time slip to us at: **Burlington Office - 781-229-6814**    **Dedham Office - 781-329-9918**

Time slips must be received by the Burlington or Dedham offices no later than 12 noon Monday, to guarantee your paycheck. Please note: YOUR CHECK WILL NOT BE RELEASED WITHOUT A SIGNED TIMESLIP TO VERIFY YOUR HOURS.

Checks are mailed from our Dedham office on Tuesday afternoon. In the event of a Monday or Tuesday holiday, they will be mailed one day later. If you would like direct deposit, please contact your Reardon Associates Placement Counselor to get the instructions on providing a voided check from the bank account in which you would like your paycheck deposited.

Any difficulties (of any nature), you may incur while on assignment should be communicated to your Placement Counselor. We cannot resolve any problems if we are not informed of them. We are here to intervene for you – please do not report a complaint to your supervisor or personnel before letting us know.

Remember, mailed checks are subject to U.S. Post Office delays. We cannot issue a stop payment and re-issue a check until 10 mailing days have passed.

I HAVE FULLY READ THIS AGREEMENT AND UNDERSTAND THAT MY FAILURE TO COMPLY WITH IT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_