



Riverside Personnel Services, Inc.

Temporary Division

3590 Central Ave., Suite 200, Riverside, CA 92506 (951) 788-7900
Fax (951) 788-1676

Print firmly with ball point. Fill out completely and legibly.

www.riversidepersonnel.com

WEEK ENDING DATE (SUNDAY)		EMPLOYEE NAME		DAILY TOTAL HOURS		SRVRS INITIALS	
COMPANY NAME		LAST 4 DIGITS OF SOCIAL SECURITY NUMBER		REG. TIME		OVERTIME	
COMPANY ADDRESS		LESS LUNCH		REG. TIME		OVERTIME	
DATE		FINISH TIME		REG. TIME		OVERTIME	
START TIME		FINISH TIME		REG. TIME		OVERTIME	
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

(Round to nearest 1/4 hour) WEEKLY TOTAL TIME:

EMPLOYEE READ AND OBSERVE: Complete, sign and have supervisor sign. Time Card at end of week or assignment, whichever comes first. Leave PINK copy with client; Mail, fax or hand deliver WHITE copy to RPS so that it is received **NO LATER** than Noon the following Monday (failure to do so may result in paycheck being delayed at least one week). Keep YELLOW copy for your records. Place hand-delivered Time Cards in RPS 3 24-hour drop box outside the office entrance on the second floor. Psychchecks are available Wednesday **NO EARLIER THAN 11:00 AM AND NO LATER THAN 5:30 PM AND IF NOT PICKED UP DURING THIS TIME IT WILL BE MAILED** Wednesday evening. Psychchecks will not be mailed or released if RPS does not have the original Time Card. Postal holidays may delay delivery of Time Cards you mail to RPS, and psychchecks RPS mails to you. Monday and Tuesday holidays may cause payroll preparation to be delayed.

RPS-1 2/85

EMPLOYEE TIME CARD

EMPLOYEE READ AND SIGN: I certify that I have worked the hours shown on this Time Card. I understand that I am to contact RPS after completing this assignment. I understand that this company may not employ me for at least 180 days after the completion of this assignment, unless it is through RPS. I understand that if I work at one or more companies during the week (Mon-Sun), I may not work in excess of 8 hours/day or 40 hours/week except with RPS's prior permission.

ASSIGNMENT COMPLETED: NO YES, CALL RPS

RPS Employee Signature _____ Date _____

CLIENT READ AND SIGN: Signature indicates acceptance of Terms and Conditions on front and back of this Time Card, and certifies that the hours shown are correct and that the services were performed satisfactorily. RPS Employee will be paid and your company will be billed for the hours shown. Client understands that RPS will pay its employees as assigned work. Client understands that RPS will pay its employees overtime as required by law. A four-hour minimum charge per day will be incurred once an RPS employee reports for work. Client agrees not to hire or refer RPS employees without prior written consent of RPS.

Authorized Signature for Client _____ Date _____

COPIES: WHITE - RPS YELLOW - EMPLOYEE PINK - CLIENT

DEFINITION OF EMPLOYEE
RIVERSIDE PERSONNEL SERVICES, INC., SHALL BE HEREIN REFERRED TO AS "RPS."
TEMPORARY PERSONNEL SERVICES, INC.
TEMPORARY DIVISION TERMS AND CONDITIONS

CONVERSION POLICY
AFTER WORKING WITH AN RPS EMPLOYEE, YOU MAY WISH TO "CONVERT" OR HIRE THAT PERSON ONTO YOUR OWN PAYROLL. A TEMPORARY ASSIGNMENT WITH RPS IS NOT A GUARANTEE THAT RPS PERFORMS A VALUABLE SERVICE THAT IS MADE POSSIBLE ONLY BY A SPECIAL INVESTMENT IN RECRUITING, ADVERTISING, TESTING, CHECKING OF REFERENCES, AND PROVIDING A RETURN ON YOUR INVESTMENT. THEREFORE, IN CONSIDERATION FOR THIS SERVICE BEING MADE AVAILABLE, YOU AGREE TO THE FOLLOWING:
A) WHEN YOU HIRE AN RPS EMPLOYEE ON EITHER A TEMPORARY OR REGULAR FULL-TIME BASIS WITHIN 180 CALENDAR DAYS OF THE LAST DAY THAT THE EMPLOYEE WORKED ON ASSIGNMENT WITH YOUR FIRM OR INTERVIEWED FOR YOUR ORGANIZATION, THE EMPLOYER FEES ON THE REGULAR FULL-TIME ASSIGNMENT FOR CONTINUOUS PERIODS OF 560 HOURS (EQUIVALENT TO 14 WEEKS AT 40 HOURS PER WEEK) AT A PAY RATE AND SUBSEQUENT BILLS SHALL BE NEGOTIATED WITH THE EMPLOYER. YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS. YOU AGREE THAT YOU WILL NOT BE REQUIRED TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
B) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO ACCEPT THE TERMS OF THIS AGREEMENT AS STATED UNDER "TERMS AND CONDITIONS." YOU MAY NOT REFER AN RPS EMPLOYEE TO ANY OTHER ORGANIZATION, TEMPORARY OR REGULAR, WITHOUT THE WRITTEN KNOWLEDGE AND EXPRESS CONSENT OF RPS. IN THE EVENT THAT THE CANDIDATE REMAINS AN RPS EMPLOYEE, AND OR BY ANYONE TO WHOM YOU REFER HIM OR HER, THE CANDIDATE REMAINS AN RPS EMPLOYEE AND YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
C) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
D) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
E) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
F) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
G) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
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W) IF YOU AGREE TO HIRE AN RPS EMPLOYEE ON A REGULAR FULL-TIME BASIS, YOU AGREE TO PAY THE EMPLOYER FEES ON THE REGULAR FULL-TIME BASIS.
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BILLING
A) WHEN YOU SIGN THE RPS EMPLOYEE'S COMPLETED TIME CARD, YOU ARE VERIFYING THAT THE EMPLOYEE HAS WORKED THESE HOURS SATISFACTORILY. RPS WILL PAY THE EMPLOYEE AT THE APPROPRIATE PAY RATE AND YOU WILL BE BILLED ACCORDING TO THE INSURANCE PAYMENTS, AND LIMITED EMPLOYEE BENEFITS, THERE IS A FOUR-HOUR MINIMUM CHANGE PER DAY ON A TEMPORARY EMPLOYEE HAS BEEN DISPATCHED TO YOUR OFFICE. B) IF YOU ASK AN RPS EMPLOYEE TO WORK OVERTIME (DEFINED BY CALIFORNIA LAW AS MORE THAN 8 HOURS APPROVED IN ADVANCE BY RPS) AND THE EMPLOYEE WORKS OVERTIME AS REQUIRED BY LAW, OVERTIME MUST BE PAID AT ONE-HALF (1/2) TIMES THE APPROPRIATE PAY RATE AND WILL BE BILLED ACCORDING TO THE EMPLOYEE'S TIME CARD, YOU ARE AUTHORIZING US TO PAY THE EMPLOYEE AS REQUIRED AND TO, IN TURN, BILL YOU. SIGNING THE EMPLOYEE'S RPS TIME CARD FURTHER CERTIFIES THAT THE RPS EMPLOYEE DIRECTLY FOR ASSIGNED WORK.
C) YOU WILL RECEIVE EACH WEEK AN ITEMIZED INVOICE FOR TEMPORARY SERVICES, BASED ON HOURS SHOWN ON RPS TIME CARDS. THIS INVOICE IS DUE AND PAYABLE NET UPON RECEIPT, BASED ON HOURS IF FULL PAYMENT OF YOUR OUTSTANDING ACCOUNT IS NOT RECEIVED WITHIN 30 DAYS. WE WILL CHARGE INTEREST AT THE RATE OF 1.5% PER CALENDAR MONTH (18% ANNUAL PERCENTAGE RATE). IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT WE ARE KEPT AWARE OF EXTRAORDINARY CIRCUMSTANCES IN YOUR FINANCIAL SITUATION.
D) RPS EMPLOYEES ARE NOT AUTHORIZED TO HANDLE KEYS, MONEY OR VALUABLES. RPS EMPLOYEES SPECIFICALLY EXCLUDED TO MONITOR, SECURITIES OR NEGOTIABLE INSTRUMENTS CONTROLLED OR TRANSFERRED BY AN RPS EMPLOYEE IN HIS/HER DUTIES WITH A CLIENT FOR THIS REASON, WE ASK THAT YOU DO NOT ENTRUST RPS EMPLOYEES WITH THE CARE, CUSTODY OR CONTROL OF CASH, NEGOTIABLE, VALUABLES OR OTHER SIMILAR PROPERTY. PLEASE DO NOT ASK RPS EMPLOYEES TO MAKE DEPOSITS, ACT IN A CASHIER'S CAPACITY, OR HANDLE VALUABLES IN ANY WAY. RPS EMPLOYEES WILL BE RESPONSIBLE FOR ANY LOSSES AND DAMAGES INCURRED AS A RESULT OF AN RPS EMPLOYEE OPERATING SUCH LIABILITY DAMAGE SUSTAINED OR INCURRED AS A RESULT OF OR INVOLVING VIOLATION BY CLIENT. C) THE CLIENT AGREES THAT DISCOVERY AND COOPERATES FULLY IN THE INVESTIGATION OF ANY VIOLATION. D) THE CLIENT AGREES TO PROMPTLY NOTIFY RPS IF AN RPS EMPLOYEE IS INJURED DURING AN ASSIGNMENT. OUR WORKERS' COMPENSATION INSURANCE CARRIER MUST BE NOTIFIED IMMEDIATELY. E) THE CLIENT SHALL DEFEND, INDEMNIFY AND HOLD RPS HARMLESS FROM AND AS A RESULT OF ANY VIOLATIONS OF ANY FEDERAL, STATE, OR LOCAL LAW, REGULATION, OR ORDINANCE RELATING TO HEALTH AND SAFETY WITH RESPECT TO PREMISES OWNED OR CONTROLLED BY CLIENT AND TO WHICH RPS EMPLOYEES ARE ASSIGNED.
F) EMPLOYER STATUS
AS THE CLIENT, YOU UNDERSTAND THAT RPS IS THE TEMPORARY EMPLOYEE'S EMPLOYER, AND YOU ACCEPT THE OBLIGATION TO ENFORCE THESE TERMS AND CONDITIONS, YOU EMPLOYEES EQUAL EMPLOYMENT OPPORTUNITY FOR ALL APPLICANTS, REGARDLESS OF RACE, RELIGION, AGE, SEXUAL PREFERENCE, COLOR, SEX, OR NATIONAL ORIGIN, AND IS IN ACCORDANCE WITH STATE AND FEDERAL POLICIES PERTAINING TO AGE, RPS PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL QUALIFIED MENTALLY OR PHYSICALLY HANDICAPPED PERSONS AND TRAINING, EDUCATION AND EXPERIENCE.
G) GUARANTEE
OUR GOAL IS TO PROVIDE YOU WITH THE COMPLETE SATISFACTION OF A JOB WELL DONE BY EACH RPS EMPLOYEE. IF YOU ARE NOT SATISFIED WITH THE PERFORMANCE OF AN RPS EMPLOYEE, CALL RPS PRIOR TO THE END OF THE ASSIGNMENT AND THE CHARGES WILL BE ADJUSTED.
H) OTHER TERMS AND CONDITIONS
SHOULD RPS BE FORCED TO TAKE LEGAL ACTION TO ENFORCE THESE TERMS AND CONDITIONS, YOU AS CLIENT AGREE THAT THE CLIENT FIRM SHALL BE LIABLE FOR ALL ATTORNEYS' FEES AND ALL COURT COSTS.
I) THE CLIENT AGREES THAT NO VERBAL STATEMENTS OR CONDITIONS SHALL APPLY TO ALL CURRENT AND FUTURE ORDERS.
J) THESE TERMS AND CONDITIONS SHALL APPLY TO ALL CURRENT AND FUTURE ORDERS.
K) THE CLIENT AGREES THAT THE FOREGOING TERMS AND CONDITIONS SHALL APPLY TO ALL CURRENT AND FUTURE ORDERS.
L) THE CLIENT UNDERSTANDS AND AGREES TO PROVIDE A SAFE WORK ENVIRONMENT PER THE GUIDELINES SET FORTH IN CAL/OSHA REGULATIONS.

LIABILITY
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