Exclusive Staffing LLC

Employee Agreement

I understand and agree that I am an employee of Exclusive Staffing LLC and although working at a customer of Exclusive Staffing LLC at a different location, I am directly employed by Exclusive Staffing LLC and will abide by the rules listed below.

- **I WILL NOT DISCUSS MY EMPLOYMENT AGREEMENT OR PAY RATE WITH ANY CO- WORKER OR CLIENT.**
- It is my responsibility to have a timesheet completed and signed by myself and my job supervisor and turned in by Mondays at noon. Non-receipt or delayed receipt can cause a delay in pay.
- If I require a replacement check due to any reason, there is a $25.00 fee to stop payment and re-issue another check.
- If I am going to be tardy or absent, I will notify Exclusive Staffing LLC. Tardiness or absences may cause termination of my employment.
- Exclusive Staffing LLC is not responsible for lost checks in the mail.
- Proper attire should be worn per type of assignment. Exclusive Staffing LLC will not allow baggy pants, holes in clothing, flip flops, profanity, nudity, etc. on attire.
- Failure to use safety equipment and adhere to safe practices at work will cause termination of employment.
- Any injuries occurring on the job need to be reported to the job supervisor and Exclusive Staffing LLC immediately.
- If you are injured on the job and fail a drug test your injury/medical claim will be denied and you will be terminated immediately.
- **I UNDERSTAND THAT I AM SUBJECT TO RANDOM DRUG SCREENINGS.**
- I understand that if I walk off a job, my pay rate for all hours worked that pay period will be $7.25 per hour and I will not be eligible for further assignments from Exclusive Staffing LLC.
- If my job assignment ends, it is my responsibility to call in to Exclusive Staffing LLC to become available for other assignments. This will reset my availability in the system.
- I will not fight, steal, or cause any other disrespectful disturbances at a job site.

Failure to follow the above rules will result in termination.

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Employee Signature   Date