

 <p>CONTEMPORARIES EXPERIENCE ▪ ADAPT ▪ INTEGRATE</p> <p>1010 Wayne Avenue, Suite 310 Silver Spring, Maryland 20910 Phone (301) 565-0445 Fax (301) 565 -0452</p>	WEEK ENDING DATE (SUN.)		EMPLOYEE NAME (PRINT)				† MAIL CHECK
	SOCIAL SECURITY NUMBER		CLIENT				† HOLD CHK. AT OFFICE:
	REPORT TO			Show all hours to nearest quarter hour (i.e. 0.25; 0.50; 0.75)			
	DATE		TIME IN	TIME OUT	LESS LUNCH HOURS	REGULAR HOURS	OVERTIME HOURS
	/ /	MON.	:	:			
	/ /	TUE.	:	:			
	/ /	WED.	:	:			
CLIENT AUTHORIZED SIGNATURE		/ /	THR.	:	:		
NAME:	TITLE:	/ /	FRI.	:	:		
DEPARTMENT	Assignment Completed? † Yes † No	/ /	SAT.	:	:		
EMPLOYEE MUST SIGN THIS FORM		/ /	SUN.	:	:		
I certify that I worked the hours reported on this ticket during the week shown and I did not experience any accident or injury that I did not report directly to ConTemporaries, Inc.		WRITE TOTAL HOURS WORKED IN WORDS:			TOTAL HOURS FOR WEEK:		
EMPLOYEE SIGNATURE: _____							

**TO RECEIVE YOUR PAYCHECK, THIS TIMESHEET
MUST BE RECEIVED AT THE OFFICE
NO LATER THAN MONDAY AT 8:30 AM**

Employees and Service – The service provided by ConTemporaries, Inc. and People 2.0 Global, Inc. (“People 2.0,”) jointly called “CONTEMPORARIES” is the recruitment and supply of individuals who are Employees of People 2.0 Global, Inc. (“Employees”) to work under the supervision and direction of the CLIENT. CONTEMPORARIES has the sole right to determine wages and People 2.0 is responsible for all payroll and payroll related taxes, including Worker’s Compensation, for the Employees provided. CLIENT will not pay any Employee directly. CLIENT is responsible for workplace security, supervision and, the on-site work performance and productivity of the Employees provided, unless specific agreement to the contrary is in writing. CLIENT shall indemnify and hold CONTEMPORARIES harmless from any and all claims and damages arising out of CLIENT’s violation of any labor or employment law, including without limitation regulations of OSHA, Title VII, the ADA and etc.

Responsibilities - CLIENT agrees to use Employees only to perform the duties of the job position described when personnel were requested and agrees that duties will not be altered or expanded in any way without the prior written consent of CONTEMPORARIES. CLIENT agrees that Employees will not be entrusted with cash, checks or negotiable instruments without the prior written agreement of CONTEMPORARIES and agrees that CONTEMPORARIES shall incur no liability as a consequence of any violation of this agreement. In the event an Employee is injured while performing duties for CLIENT that are different from the specific duties agreed and indicated above, CLIENT will indemnify, defend and hold harmless CONTEMPORARIES from any claims, costs and expenses incurred as a result of that injury, including any medical and/or Worker’s Compensation claims. CONTEMPORARIES does not accept responsibility for any property loss or damage that may be caused by the negligent or deliberate acts or omissions of the Employees provided. CLIENT understands and agrees that CONTEMPORARIES will not accept responsibility for any claims, losses or damages not reported to CONTEMPORARIES in writing within ten (10) days of receiving notice of such claim, loss or damage. **Safety and Equipment** – It is understood that CLIENT controls the workplace and is responsible for providing a safe workplace for Employees. Unless there is a different, specific agreement in writing, CLIENT is solely responsible for compliance to all applicable health and safety laws, including any pertinent OSHA and/or FDA regulations and requirements. CLIENT will communicate to CONTEMPORARIES and Employees all hazards in the workplace, provide any training or equipment which may be required or normal and customary in its business, and will take due care to protect Employees from exposure to any hazardous conditions or materials. CLIENT agrees that Employees will not operate motor vehicles, forklifts, drill presses, punch presses or power saws without the advance written approval of CONTEMPORARIES management, and that CONTEMPORARIES will not be responsible for any damage to such vehicles or equipment that may result from unauthorized use by Employees. CLIENT will not permit Employees to work with hazardous chemicals or materials, or to work more than five (5) feet above the ground or on ladders, scaffolds, platforms or rooftops, or in excavations, the floor of which is more than five (5) feet below the ground.

Timekeeping and Minimum - CLIENT's signature on this timekeeping form indicates that (1) the work hours shown are correct, (2) that work was performed in an acceptable and satisfactory manner, (3) no Employee is known to have sustained an injury that was not reported to CONTEMPORARIES, and (4) CLIENT has agreed to pay for all time shown. A four (4) hour minimum charge per Employee per day applies at all times. If CLIENT retains any Employee for more than eight (8) hours and fails to advise CONTEMPORARIES of any complaints regarding that Employee, CLIENT will pay for all time that Employee works.

Rates and Invoices - Bill rates quoted apply only to the job position(s) described at the time CLIENT requested personnel from CONTEMPORARIES. They are based on CLIENT representations of ordering frequency and volumes, and are dependent on payment by agreed terms. CONTEMPORARIES will invoice CLIENT weekly. Invoices represent wage costs, and are due upon receipt unless other terms are specifically approved in writing by CONTEMPORARIES. Interest on past due invoices will be charged at the rate of 1.5% (0.015) per month or the highest rate permitted by applicable law.

Overtime - CLIENT agrees to pay an overtime rate of one and a half (1-1/2) times the regular Bill Rates shown above for all work performed by Employees (a) in excess of forty (40) hours per person per week at a CLIENT work site, or (b) on Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas and/or New Years Days. CONTEMPORARIES reserves the right to charge overtime rates for personnel provided with less than sixteen (16) hours advance notice.

Hiring of Employees - CLIENT acknowledges that CONTEMPORARIES has incurred substantial expenses to recruit, screen, process, orient and retain its Employees. CLIENT agrees to pay a liquidation fee for any Employee CLIENT may hire within ninety (90) days of (a) the date the Employee was provided for an interview or (b) the last day on which the Employee performed work at a CLIENT site, unless that Employee has first completed at least eight hundred (800) work hours billable to and fully paid by CLIENT. The liquidation fee per Employee hired will be equal to eight hundred (800) times the bill rate applicable to the employee, less one (1) times the applicable bill rate for every billable hour the Employee has worked on behalf of Agency at a CLIENT site.