

## temporary employment agreement

*The following outlines Editech's basic policies and procedures relative to employee/subcontractor job performance and client interface. It is intended to provide you with a clear understanding of what we expect of you as a representative of our company.*

*We believe that our clients, our workers, and our company should interact in a manner that is mutually beneficial and respectful. Please read the following carefully and sign it to verify your understanding of our policies and your promise to adhere to them.*

### About my relationship with Editech

- I understand that Editech is a service organization. As a representative of Editech, I will provide the best service possible, including the quality of my work, my reliability, and my attitude.
- I will not accept an assignment from Editech unless I am able to commit to the project for its duration.

### About my assignment

- I will be on time—always. If I am going to be late due to an emergency, I will call the Editech office (*not the client*) immediately. I understand that Editech has a 24-hour-a-day answering service, and I will call as early as possible so that alternative arrangements can be made or assistance rendered to me.
- I will place a call to the Editech office several hours after my assignment begins to provide Editech with a phone number where I can be reached in case of an emergency and to confirm that everything is proceeding as planned.
- I will ask for clear instructions from the client regarding the scope of work that is expected of me and will notify Editech if this differs from the expected scope of work.
- I understand that it is against the law to use client/employer computers for personal use and that a number of Editech's clients have specific prohibitions against this in their contracts. In any case, I will not use client computers for personal work.
- I agree to work the hours required by the client. If I have to leave early for any reason, I will contact the Editech office as soon as I am aware of my planned departure and prior to leaving. I understand that Editech has made an agreement with the client to have me work a certain number of hours a week. I will work at least that number of hours because I realize that working fewer hours may cause the client to fall behind schedule and Editech to lose revenue.
- I understand that the dress is standard business attire unless otherwise notified, and I will follow the policies and procedures of the client in all other regards, including restrictions on smoking. I understand that Editech discourages smoking at client sites and prohibits smoking in Editech offices.
- I will not accept personal telephone calls while on assignment for Editech except in the case of an emergency. If I need to make calls, I will do so during breaks or lunch periods.
- I understand that all work I perform or am exposed to through Editech is considered confidential.
- I will work as efficiently and professionally as possible, asking for additional work if I have spare time.
- If I am unable to complete an assignment for a reason beyond my control, I will give Editech two days' notice for assignments of total duration less than two weeks and one week notice for assignments that are two weeks in duration or longer.

### About my relationship with the client

- If problems arise on the job relative to the scope of work (e.g., agreed-upon payment, hours of work, scope of work), I will continue to perform in a courteous, professional manner but will call Editech as soon as practical for guidance and assistance.

- I understand that my pay rate is confidential. I will not discuss it with any employee of the client company, other temporary employees, or anyone else working at the client location. I understand that under no circumstances am I to negotiate or discuss rates with the client, nor am I to market my services to the client as an independent contractor or to solicit the services of other Editech employees; failure to comply with this policy may result in my removal from the assignment.
- If asked to perform work that is outside the scope of my understood assignment, I will try to accommodate the client but will call Editech as soon as possible so that Editech can negotiate with the client for a possible change in rate, etc.

### When my assignment is complete

- When I leave my assignment, whether as scheduled or prior to that time—regardless of the reason—I will turn over to an authorized representative of the client company any and all materials, keys, or other items belonging to the client and provided to me by the company. Should I fail to return anything to such an authorized representative, I understand that I may be held fully responsible for any costs associated with the loss of those items.
- I understand that I will be paid only for those hours actually worked.
- I will notify Editech of any changes in my name, address, marital status, number of dependents, and any other information that will affect my personnel file. I also will notify Editech when I learn additional skills or acquire additional computer software and hardware so that my files may be updated.

- Any provision herein shall be invalidated if determined to be prohibited by law; however, this shall in no way affect the remaining provisions of this Agreement, and they shall remain in full force and effect.
- I have read and agree to comply with the terms outlined above. I understand that failure to comply with any of these provisions could result in my termination from an assignment and disqualification from future assignments.

\_\_\_\_\_  
Temporary Employee's Name (Please Print)

\_\_\_\_\_  
Temporary Employee's Signature

\_\_\_\_\_  
Date



## subcontract/employment agreement

I, \_\_\_\_\_, agree not to solicit nor accept business from clients of Editech Staffing (Editech): (1) to whom I have agreed to have my resume submitted by Editech, (2) with whom I have interviewed as a representative of Editech, or (3) for whom I have performed work as a subcontractor to or temporary employee of Editech without the written approval of its President, Pam Wingfield. This agreement is in effect for a period of six months starting on the date of either my resume submittal to or interview with each and every client as a representative of Editech or on the last day of the last assignment performed for Editech for each and every client to whom I am assigned by Editech.

Additionally, I will not refer others to the aforementioned clients for my own or others' benefit without the written approval of Editech's President, Pam Wingfield, nor will I solicit the services of other Editech employees for the purpose of performing work for my clients.

If I am offered a permanent job through an Editech assignment, and I wish to accept that position, I will only accept that position on the condition that Editech receives an acceptable (to Editech) placement fee from the employer making the job offer.

Should I act in a manner contrary to this agreement, Editech has the right to collect from me all payments received by me or the aforementioned others as a result of the solicitation of Editech clients.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

Editech Staffing \_\_\_\_\_ Date \_\_\_\_\_



TO: \_\_\_\_\_

FROM: Human Resources Department

SUBJECT: Overtime Policy

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This memo is intended to clarify Editech's overtime policy.

When working for more than one Editech client (including work performed in Editech's offices), Editech temporary employees must obtain the approval of an Editech staff member prior to working more than 40 hours in a single week. Employees should monitor their hours, taking into account time worked for all clients, and contact the Editech office as soon as they anticipate that they will work more than 40 hours in that week.

We do not want to inconvenience our clients but rather to provide the best service possible to them. For this reason, it is essential that employees contact us as soon as they anticipate working more than 40 hours in a week.

Please read and complete the following section, and if you have any questions about this policy, feel free to contact Editech's offices at (703) 925-9100.

I agree to contact the Editech office as soon as I anticipate working in excess of 40 hours in one work week when working on multiple assignments (including work performed in Editech's offices). I understand that overtime must be pre-approved by an Editech staff member.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



On occasion, certain clients of Editech Staffing (Editech) may request personal information about you to aid in granting you computer access on site, to help in the determination for issuing/renewing a security clearance, for record-keeping or compliance purposes, and/or to contact you directly, for example. To avoid potential delays to or disruptions in assignments, this form has been created to grant Editech permission to release such information upon the request of one of our clients.

I, \_\_\_\_\_, hereby authorize Editech Staffing to release the following information to its client(s), if and only if requested by the client(s) (please check all that apply):

- \_\_\_\_\_ Social security number
- \_\_\_\_\_ Phone number
- \_\_\_\_\_ Address
- \_\_\_\_\_ E-mail address
- \_\_\_\_\_ Reference information (including names and contact information)
- \_\_\_\_\_ Other (specify): \_\_\_\_\_

I understand the meaning of this release and consent form, and I have had the opportunity to raise questions about it before signing it. My signature below is completely voluntary, without coercion or duress of any kind, and I am signing this release and consent form solely as a condition of consideration for, or continuation of, assignments with certain Editech clients.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Editech Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
**11700 Bowman Green Dr.  
Reston, VA 20190-3501  
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