



PROFESSIONAL TEMPORARY AND  
PERMANENT PLACEMENT FOR  
OFFICE AND GENERAL LABOUR  
www.protempscanada.com

## TERMS & CONDITIONS

- Please check box

For your office location

- CALGARY BRANCH  
#15, 6624 CENTRE STREET SE  
CALGARY, ALBERTA, T2H 0C6  
TEL: (403) 264-9000  
FAX: (403) 261-4766
- EDMONTON BRANCH  
103, 10320 - 102 AVENUE  
EDMONTON, ALBERTA, T5J 4A1  
TEL: (780) 425-9000  
FAX: (780) 426-3413

### ALL SIGNED TIMESHEETS MUST BE AT PROTEMPS BY MONDAY NOON

EMPLOYEE FIRST NAME

LAST NAME

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### ASSIGNMENT

MONTH	DAY	YEAR	WEEK ENDING (Friday's date)	ON GOING <input type="checkbox"/>	FINISHED <input type="checkbox"/>
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COMPANY NAME	
COMPANY ADDRESS	
P.O. / JOB NO:	REPORTING TO:

DATE	START TIME	FINISH TIME	TOTAL HOURS	MINUS LUNCH	TOTAL REG.	TOTAL O.T.	INITIAL O.T.	KM TRAVEL
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
					REG HOURS	O.T. HOURS		

CLIENT MUST INITIAL FOR O.T. HOURS TO BE PAID \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CLIENT PRINT NAME

\_\_\_\_\_  
CLIENT PHONE #

CLIENT SIGNATURE FOR HOURS (TERMS & CONDITIONS ON ADJACENT PAGE) THE CLIENT ACKNOWLEDGES THAT THE PLACED EMPLOYEE IS UNDER THE SOLE DIRECTION AND SUPERVISION OF THE CLIENT WHILE ON ASSIGNMENT.

**NOTE:** ALL OUR TEMPORARY STAFF ARE EMPLOYEES OF PROTEMPS LTD. SHOULD YOU BE INTERESTED IN HIRING ON A PERMANENT BASIS, PLEASE CONTACT US. SEE TERMS AND CONDITIONS.

- THE MINIMUM CHARGE FOR EACH TEMPORARY EMPLOYEE IS FOUR HOURS PER DAY.
- ALL SALARIES, DEDUCTIONS AND HOLIDAY PAY ARE PAID DIRECTLY BY **PROTEMPS LTD.**
- WHILE EVERY EFFORT IS MADE **BY PROTEMPS** TO MAINTAIN HIGH STANDARDS OF INTEGRITY AND RELIABILITY AMONG OUR TEMPORARY STAFF AND TO PROVIDE STAFF IN ACCORDANCE WITH CLIENT REQUIREMENTS, **PROTEMPS** ASSUMES NO RESPONSIBILITY FOR ANY LOSS, EXPENSE, DAMAGE OR DELAY ARISING DIRECTLY OR INDIRECTLY AS A RESULT OF ANY FAILURE TO PROVIDE STAFF FOR ALL OR PART OF THE PERIOD OF THE MISCONDUCT OR NEGLIGENCE OF THE STAFF PROVIDED.
- CLIENT HAS THE SOLE RESPONSIBILITY FOR SUPERVISION, DIRECTION AND CONTROL OF EMPLOYEE REPORTING AT DESTINATION SPECIFIED BY CLIENT. CLIENT AGREES AND ACKNOWLEDGES THAT **PROTEMPS** SHALL NOT BE RESPONSIBLE FOR ANY ACT, NEGLIGENCE OR DEFAULT OF THE EMPLOYEE THEREAFTER AND UNTIL CLIENT HAS RELEASED EMPLOYEE AND CLIENT SPECIFICALLY RELEASES **PROTEMPS** FROM ALL CLAIMS CAUSED OR ARISING OUT OF ANY SUCH ACT, NEGLIGENCE OR DEFAULT OF WEEK EMPLOYEE AND AGREES TO INDEMNIFY AND ENDING SAVE PROTEMPS HARMLESS THEREFROM.
- IT IS UNDERSTOOD THAT THE UNDERSIGNED WILL NOT ENTRUST **PROTEMPS** EMPLOYEES WITH THE HANDLING OF CASH, NEGOTIABLES, OR OTHER VALUABLES WITHOUT PRIOR WRITTEN PERMISSION FROM **PROTEMPS** AND THEN ONLY WHEN AN EMPLOYEE'S SPECIFIC DUTIES NECESSITATE SUCH ACTIVITIES.
- IT IS UNDERSTOOD THAT THE CLIENT'S VEHICLE (WHETHER LEASED OR OWNED), IF OPERATED BY A PROTEMPS EMPLOYEE, WILL BE ADEQUATELY INSURED BY THE CLIENT WITH PUBLIC LIABILITY, PROPERTY DAMAGE, COLLISION, FIRE AND THEFT COVERAGE, AND THAT THE EMPLOYEE AND PROTEMPS SHALL HAVE THE FULL BENEFIT AND PROTECTION OF SUCH INSURANCE.
- ACCEPTANCE OF THE SERVICES OF OUR TEMPORARY STAFF WILL BE DEEMED ACCEPTANCE OF OUR TERMS.
- AFTER TWELVE FULL CONSECUTIVE WEEKS OF TEMPORARY EMPLOYMENT, THE CLIENT MAY HIRE OUR EMPLOYEE ON A PERMANENT BASIS AT NO FURTHER CHARGE. GUARANTEE NOT APPLICABLE. ALTERNATIVELY, THE CLIENT MAY CHOOSE TO PAY **PROTEMPS** THEIR PERMANENT PLACEMENT FEE. SHOULD THE EMPLOYEE BE HIRED FOR ANY OTHER POSITION WITHIN THE FIRM/COMPANY WITHIN A TWELVE MONTH PERIOD, THE EMPLOYER/CLIENT IS OBLIGATED TO PAY A PLACEMENT FEE IN ACCORDANCE TO OUR PERMANENT FEE SCHEDULE.