

# HOT JOBS



**STAFFING & RECRUITING**  
a TTP, Inc. Company

Email: info@970hotjobs.com

Phone: 970-963-2647

**Time slips must be emailed to  
info@970hotjobs.com by 9 AM Monday morning.**

Pay period week ending:				
Employee name:				
Company name:				
Assignment over?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Day	Time in	Time out	Less lunch	Total hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total hours worked this week:				
The undersign understand and agree to the Client and Temporary Employee Agreement on this two page document.				

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Temporary employee signature and date

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Supervisor signature and date

**Client and Temporary Employee Terms and Conditions**

1. This completed form must be emailed to Hot Jobs a Division of TTP Inc., at info@970hotjobs.com no later than Monday at 9 a.m. after the weeks' work. This form must be complete and signed by the client. The temporary employee cannot be paid or their paycheck released without this form completed, signed and received by Hot Jobs, a Division of TTP Inc. Hours received late will be recorded for payment the following week.
2. Completion of Assignment: The temporary employee must contact Hot Jobs, a Division of TTP Inc. after completing their assignment to discuss another assignment. If the temporary employee does not contact Hot Jobs, a Division of TTP Inc. after the completion of this current assignment, Hot Jobs, a Division of TTP Inc. may assume that the temporary employee is not available for another assignment.
3. Equal Opportunity: The temporary employee and the client understand and agree that Hot Jobs, a Division of TTP Inc. is an Equal Opportunity Employer and both Hot Jobs, a Division of TTP Inc. and the client observe the laws enforced by the U.S. Equal Employment Opportunity Commission (EEOC).
4. Authorized Representative: It is understood that the individual signing the time sheet for the client is an authorized representative of the client and hereby certifies that the hours worked are correct and the work was performed satisfactorily.
5. Overtime: The client acknowledges that all work performed by the temporary employee in excess of 40 hours per week (Monday through Sunday) will be paid at one and one-half the regular rate by the client.
6. Bill Rate: Client agrees to remit payment for temporary employee's services upon receipt of invoice from Hot Jobs, a Division of TTP Inc.
7. Past Due Invoices: Client and temporary employee agree that if invoices are 60 days past due the temporary employee of Hot Jobs, a Division of TTP Inc. will immediately cease working at the client's facility. Additionally, the client will be ineligible to receive temporary employees for a period of one-year.
8. Collections: Any invoice not paid within 60 days of the date of invoice is considered delinquent. Client shall pay all reasonable attorney's fees, court costs and other expenses incurred by Hot Jobs, a Division of TTP Inc. plus 1.5% per month finance charge, in collections of all unpaid invoices.
9. Temp to Hire: Client acknowledges and agrees that the temporary employee will work 640 hours before the temporary employee is eligible to be hired by the client. If the client would like to hire or convert the temporary employee prior to completion of 640 hours, the client agrees to pay Hot Jobs, a Division of TTP Inc. a fee that is difference between the pay rate of the temporary employee and the 640 hours remaining unless a written waiver of this provision or other written agreement has been made between the client and Hot Jobs, a Division of TTP Inc.
10. Restrictions: Client shall not allow a Hot Jobs, a Division of TTP Inc. temporary employee to operate machinery or vehicles without a prior specific written agreement from Hot Jobs, a Division of TTP Inc. Additionally, the client will not allow the temporary employee to handle cash, negotiable or other valuables unless a specific exception of this provision is made in writing by Hot Jobs, a Division of TTP Inc. The client agrees to not advance the temporary employee any wages, cash or other items of value. If the above condition is not observed, the client agrees to indemnify Hot Jobs, a Division of TTP Inc. and their insurers from any claims relating to damage, loss, theft, misconduct or similar issues.
11. Health and Safety: Hot Jobs, a Division of TTP Inc. warrants that the client complies with all occupational safety and health laws and regulations.

**No oral statement shall modify or affect the foregoing terms and conditions.**