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C-O TIME CARD

TIME CARD MUST BE TURNED IN BY MONDAY AT 5:00 PM

0002701

FOR THE PERIOD OF: _____ TO: _____ CUSTOMER NAME: _____

EMPLOYEE NAME: _____ JOB NAME: _____

EMPLOYEE SIGNATURE: _____ LAST 4 OF SOCIAL SECURITY: _____

EMPLOYEE: I HEREBY CERTIFY AND DECLARE UNDER PENALTY OF PERJURY THAT (1) I AGREE TO THE TERMS AND CONDITIONS IN THE EMPLOYEE HANDBOOK AND ON THE REVERSE SIDE OF THIS FORM UNDER THE EMPLOYEE INFORMATION SECTION; (2) THIS FORM IS TRUE AND ACCURATE; (3) NO INJURIES WERE SUFFERED; (4) I HAVE RECEIVED ALL THE REST PERIODS AND MEAL PERIODS TO WHICH I AM LEGALLY ENTITLED ON EACH WORKDAY WITHIN THE PAY PERIOD COVERED BY THIS TIME RECORD; (5) THIS TIME RECORD FULLY AND ACCURATELY REPORTS ALL THE TIME THAT I HAVE WORKED DURING THE COVERED PAY PERIOD, AND (6) I AM MAKING THE DECLARATION FREELY AND VOLUNTARILY.

Date	Started	Begin Lunch	End Lunch	Finished	Reg. Hrs	OT. Hrs	DBL. Hrs	Mileage or Misc Reimb	Site Location	Job/ Comments
Total Hours										

AUTHORIZED SIGNATURE (CLIENT)

DATE

IMPORTANT FOR CLIENT: YOUR SIGNATURE CERTIFIES THAT (1) THE HOURS SHOWN ARE CORRECT AND WORK WAS DONE SATISFACTORILY; (2) YOUR SIGNATURE FURTHER CERTIFIES THAT ALL CLIENT INFORMATION ON THE REVERSE SIDE OF THIS FORM HAS BEEN MET; AND AUTHORIZES TO PAY OUR EMPLOYEE AND BILL YOUR COMPANY FOR THE HOURS NOTED.

CLIENT INFORMATION

Client named on the reverse side hereby agrees that RUSH Personnel Services named on the reverse side (hereinafter called "Contractor"):

- (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee, prior to completing 720 continuous working hours, without agreement from Contractor, Client will pay Contractor's conversion charge.
- (2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.
- (3) Client agrees Employee is entitled to a rest period of 10 minutes for each four hours worked or major fraction thereof. This means Employee is entitled to two 10-minute rest periods for an eight-hour shift. In addition, Employee is entitled not to work more than five hours without a meal period of at least 30 minutes, with the meal period being uninterrupted and duty-free.
- (4) Client has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than described at the time Client placed the job order.
- (5) Contractor's insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii) above.
- (6) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.
- (7) Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody and control.
- (8) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Contractor and not with Employee directly.
- (10) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

EMPLOYEE INFORMATION

- (1) Recording Your Time.** Report all time to the nearest 1/4 Hour. Do not show odd minutes.
- (2) Overtime.** All authorized work you perform in excess of 8 hours per day will be at time and one half the regular rate. If you are scheduled to work 10 hours; 4 days per week, authorized work performed in excess of 10 hrs will be paid at time and one half the regular rate. You are permitted to work overtime **only** if the client requests and approves such work. The client must obtain approval from Rush before overtime can be authorized.
- (3) Lunch.** You are entitled to a rest period of 10 minutes for each four hours worked or major fraction thereof. This means you are entitled to two 10-minute rest periods for an eight-hour shift. In addition, you are entitled not to work more than five hours without a meal period of at least 30 minutes, with the meal period being uninterrupted and duty-free.
- (4) Absence - Call your client supervisor first, then Rush,** when you are late, if you cannot work the prescribed hours, or if you won't be able to report for work. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.
- (5) Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.