



THE POLLACK GROUP / LE GROUPE POLLACK

POLLACK STAFFING PERMANENT / TEMPORARY PLACEMENT SERVICES
ADMINISTRATIVE SERVICES, INFORMATICS, EXECUTIVE SEARCH

225 METCALFE, SUITE 702, OTTAWA, ON K2P 1P9 CANADA

TIME SHEET FEUILLE DE TEMPS

TEL.: (613) 238-2233 FAX: (613) 238-4407

E-MAIL: pollack.group@pollackgroup.com

Web-Site: www.pollackgroup.com

EMPLOYEE NAME / NOM DE L'EMPLOYÉ	Date	Start time heure commencée	Finish time heure terminée	Less: lunchtime moins l'heure du dîner	Total daily hours worked total d'heures par jour	Change of Address and/or phone number Changement d'adresse et/ou # tél.
COMPANY OR DEPARTMENT / SOCIÉTÉ OU DÉPARTEMENT	Monday Lundi					
	Tuesday Mardi					
SUPERVISOR'S NAME / NOM DU SUPERVISEUR (PLEASE PRINT)	Wednesday Mercredi					
	Thursday Jeudi					
SUPERVISOR'S TELEPHONE # / # TÉLÉPHONE DU SUPERVISEUR	Friday Vendredi					EMPLOYEE'S SIGNATURE SIGNATURE DE L'EMPLOYÉ
	Saturday Samedi					
SUPERVISOR'S SIGNATURE / SIGNATURE DU SUPERVISEUR	Sunday Dimanche					I AGREE NOT TO APPLY OR SOLICIT A POSITION WITH A CLIENT / COMPANY WITHIN ONE YEAR WITHOUT POLLACK'S WRITTEN CONSENT. JE CONSENS À NE PAS FAIRE DEMANDE OU SOLLICITER UN POSTE AUPRÈS D'UN(e) CLIENT-COMPAGNE AU COURS DE LA PROCHAINE ANNÉE SANS OBTENIR AU PRÉALABLE L'AUTORISATION PAR ÉCRIT DE POLLACK LITE.
CONTINUING? / CONTINUE? <input type="checkbox"/> YES/OUI <input type="checkbox"/> NO/NON	POLLACK CONTACT	FOR THE WEEK ENDING / POUR LA SEMAINE SE TERMINANT LE			Total Hours for the Week	

INSTRUCTIONS

In order to receive payment, a timesheet must be signed by your supervisor verifying hours worked.

Afin de recevoir votre paye, une feuille horaire doit être signée par votre superviseur attestant aux heures travaillées.

OVERTIME APPROVAL
APPROBATION D'HEURES
SUPPLÉMENTAIRES

SUPERVISOR (SIGNATURE) SUPERVISEUR

WHITE/CLIENT

YELLOW - EMPLOYEE

SUBJECT TO CONDITIONS ON REVERSE / SOUS RÉSERVE DES CONDITIONS AU VERSO

The contract commences on the start date and terminates on the Sunday of the same week.

CLIENT TERMS AND CONDITIONS

Client signature is acknowledgment of:

- The exact hours worked by The Pollack Group temp constitutes Pollack's authorization to invoice for those hours in total, as approved, including overtime hours in accordance with the law and/or specific conditions pertaining to the assignment/contract; and
- Assigned temporary personnel are considered referrals of The Pollack Group for a period of twelve (12) months from start date of assignment with each client organization. The client hereby agrees to pay either a temporary or permanent placement fee, whichever is applicable, in the event that assigned temp employees of the Pollack Group is re-engaged by the client in any position in the client organization, any of its divisions, subsidiaries or affiliated companies within twelve (12) months from the start date of assignment.

TEMPORARY PERSONNEL TERMS AND CONDITIONS

- At the end of each week, temp help must complete the hours worked for each day (excluding lunch hours), total hours worked for the week and obtain a signature from their assigned supervisor. Daily time is calculated by hours and minutes (not as a percentage of an hour), to the nearest quarter hour.
- The Pollack Group shall pay temp help wages calculated at an hourly rate. Wages shall be paid weekly in arrears and shall be subject to deductions (unemployment insurance contributions, income tax and any other purposes for which deductions are required to be made by law).
- The Pollack Group temp help is under no obligation to accept any offer of work but if (s)he does so (s)he agrees to comply with the following conditions:
 - not engage in any conduct detrimental to the interests of The Pollack Group or the client;

- be present for the total number of hours during each day and/or week as are required by The Pollack Group or the client;
 - notify The Pollack Group in advance and/or immediately if for any reason temporary/contract personnel cannot report to an assignment, cannot arrive on time, or require time off;
 - have client initial the Overtime Approval Box when overtime hours are requested and worked;
 - take all reasonable steps to safeguard his/her own safety and the safety of any other person who may be affected by his/her actions at work;
 - comply with all reasonable instructions and requests within the scope of the agreed services made by The Pollack Group or the client;
 - notify The Pollack Group should a permanent or longer term position be offered to the temp by the client.
- The vacation pay of 4% is paid on a weekly basis or can be accumulated and released upon request. Once the contract is terminated the vacation pay is automatically paid out. The Pollack Group does not provide pensions rights. Temps are not entitled under this contract to secure payment from The Pollack Group for absenteeism due to sickness or bereavement leave.
 - Employment firms, such as The Pollack Group, are not obligated by law to pay statutory holidays (which include New Years Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day, Boxing Day OR St. Jean Baptiste Day). The Pollack Group may compensate for statutory holidays if the Employee has met prescribed conditions of entitlement. Speak with your Pollack Group Representative.
 - The Pollack Group may instruct temp help to end an assignment with the client at any time, without notice and without costs or penalties.
 - Temp help acknowledge having read and understood all of the above conditions and further, agree that such understanding does not constitute in any form whatsoever a contract of employment with The Pollack Group other than in a temporary capacity.