

Sci-Tek Staffing Terms and Conditions

STS Inc. d/b/a Sci-Tek Staffing is providing temporary/contract staffing associates to perform services for you in consideration of your agreement to the following terms and conditions:

1. Client agrees to the term's net due upon receipt and to pay a service charge of 1.5% per month to all invoices over 30 days. Client agrees to be responsible for paying all cost of collection, including, but not limited to reasonable attorney fees and collection fees for costs of unpaid accounts. Charges are based on the information approved by you, recorded by timecard or other mutually acceptable recording method.
2. We offer a temp to hire program that allows you to hire our associates after a pre-determined period of time or for an agreed upon fee. Client agrees to contact **Sci-Tek Staffing** immediately to establish date of release and/or settlement fees in the event client considers **Sci-Tek Staffing's** employee for permanent hire. If you hire our associate or use the associate through another staffing firm within 6 months of the associate's last day on assignment, you agree to pay a payroll transfer fee of 1% per \$1,000.00 (not to exceed 30%) of the associate's annual compensation, unless otherwise agreed to by us.
3. **Sci-Tek Staffing** recruits, screens, hires and places employees qualified to meet your job duties. Client agrees to notify us of any changes in the duties or workplace from those originally specified by client. Client will supervise, direct, and control the work performed by **Sci-Tek Staffing** employees.
4. Client agrees that it will not without written consent of **Sci-Tek Staffing** utilize our employees to: operate machinery or equipment, or to drive clients owned, non owned or leased vehicles, including but not limited to automobiles, vans, trucks, bicycles. It is further agreed by Client that **Sci-Tek Staffing** does not assume liability for damage to, loss of, or loss of use of clients machinery, equipment, property or of owned, leased vehicles (including contents) while being used by or in the care custody or control of **Sci-Tek Staffing** employees.
5. Client agrees to indemnify and hold harmless **Sci-Tek Staffing** and our employees for any claims for bodily injury, property damage arising out of the use or operation of Clients machinery, equipment, owned, non-owned or lease vehicles.
6. Client agrees to comply with all applicable laws and ordinances relating to worksite safety and health. Client further agrees to conform to all requirements and provisions of OSHA (Federal and State) and in particular agrees to provide any safety equipment, clothing or devices necessary or required by law for any work to be performed or used by client employees in the performance of similar work by Sci-Tek Staffing employees.
7. **Sci-Tek Staffing** assumes no liability for and Client agrees not to entrust **Sci-Tek Staffing** Employees with unattended premises, handling of cash, negotiable paper or other valuables without written consent from **Sci-Tek Staffing**.
8. Client agrees to comply with applicable state and federal civil right laws and other employment laws as they pertain to **Sci-Tek Staffing** employees and agrees to indemnify and hold harmless **Sci-Tek Staffing** with regards to alleged violation of such laws by client.
9. **Sci-Tek Staffing** reserves the right to establish the wages and other compensations (if any) of our employees. **Sci-Tek Staffing** assumes responsibility as the employer of these employees with respect to the payment of these wages and compensations due in compliance with all federal, state and city payroll and city payroll tax requirements.
10. Employee/Client acknowledges that he/she has received/provided meal and rest periods as mandated by state law.
11. Employee/Client acknowledges that he/she has not been injured/suffered or reported an on the job illness during the time period covered on the time sheet.