ProTemps

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

☐ MISSISSAUGA BRANCH
4283 VILLAGE CENTRE COURT, SUITE 200
MISSISSAUGA, ONTARIO, L4Z 1V3
TEL: (905) 270-0022 •FAX: (905) 270-4222

* Please check box for your office location

☐ BRAMPTON BRANCH
14 NELSON ST. W., SUITE 3
BRAMPTON, ONTARIO, L6X 1B8
TEL: (905) 451-8100 •FAX: (905)451-9586

☐ CALGARY BRANCH
824, 5TH AVENUE SW
CALGARY, ALBERTA, T2P 0N3
TEL: (403) 264-9000 •FAX: (403) 261-4766

☐ EDMONTON BRANCH
101, 10011- 109 STREET
EDMONTON, ALBERTA, T5J 3S8
TEL: (780) 425-9000 •FAX: (780) 426-3413

ALL SIGNED TIMESHEETS MUST BE AT PROTEMPS BY MONDAY NOON

EMPLOYEE NAME

															INITIALS

EMPLOYEE NUMBER

MONTH	DAY	YEAR	WEEK ENDING	ON GOING ☐	FINISHED ☐

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								
TUES								
WED								
THURS								
FRI								
SAT								
SUN								
TOTAL REGULAR HOURS TO BE PAID						O.T. HOURS		

CLIENT MUST INITIAL FOR O.T. HOURS TO BE PAID _____↑

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 . →

TERMS & 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.** WEEKLY.
- 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, NEGLECT 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, NEGLECT OR DEFAULT OF EMPLOYEE AND AGREES TO INDEMNIFY AND 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 OR 450 HOURS, WHICHEVER IS GREATER, OF TEMPORARY EMPLOYMENT, THE CLIENT MAY HIRE OUR EMPLOYEE ON A PERMANENT BASIS AT NO FURTHER CHARGE. 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.