

## PAYROLL/EMPLOYMENT POLICY INFORMATION

**RT-Connections, LLC (RTC) will be your employer of record, and will process your weekly paycheck, pay the taxes and provide a W-2 at year end. To do this, we will collect the following paperwork:**

1. Signed Payroll/Employment Policy
2. W-4
3. I-9
4. Direct Deposit Authorization
5. Emergency Contact Information (included on the signature page of this document)

As an **interim contractor or temporary worker** for our client company, you will be paid by RTC on a weekly basis, every Friday. Checks will be direct deposited or mailed, according to your preference and instruction at the on-set of your assignment. We must receive your approved timesheet by 5:00p on Tuesday for the previous week's hours worked in order to guarantee timely processing of your paycheck. Should you opt to receive a paper check in the mail, rather than direct deposit, please be advised that, if a paper check is lost in the mail, it is our policy to wait seven (7) business days before issuing a new check. Additionally, the bank fee(s) associated with the stop-payment on the lost check, will be deducted from replacement check. You will also have to sign a release prior to our reissuing a replacement check, agreeing to promptly return the original check if it should arrive in the mail.

**Compensation** - You will be paid for hours worked. Hours worked in excess of forty per week will be paid at time and one-half, unless you fall under exempt status based on the nature of your position and in accordance with FLSA regulations. The work week begins on Monday and ends on Sunday. Bonuses, sick leave, severance pay, parking/toll reimbursements and pay for time not worked is not compensated by RTC, unless we receive written authorization from your hiring manager/supervisor. You must submit your timesheet and have it approved by your supervisor or an authorized company representative prior to 5:00p on Tuesday for the previous week's work, to receive compensation.

**Safety/Reporting Injuries** - Should you suffer an on-the-job injury, you must inform the client company and RTC the day of the injury in order for us to complete the necessary documentation required for your medical care.

**Drug Policy** - Manufacture, use, sale, possession or distribution of illegal substances or alcohol on or off the client company's premises at any time is prohibited. Random drug tests and/or reasonable searches for drugs may be utilized by RTC. These tests/searches are not intended as accusations of illegal drug use but a safeguard to protect the working environment for our clients. Your refusal to submit to a drug test/search or results of a positive outcome, i.e. the presence of illegal substance in your system or on your personal property may be cause for termination.

**Confidential Information** - Please keep all client information confidential. This information may not be copied, taken or communicated in any way to other parties, during or after this assignment. Office equipment, voice mail, e-mail, computers etc. or work areas are for the client company's business use and are subject to access by the client company. Your misuse may result in disciplinary action and/or termination.

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**Disciplinary Issues** - You are required to follow the client company’s behavioral policies while on assignment. Fighting, use of client equipment for personal use, including internet and telephone, or excessive use of personal cell phone during business hours while on company time, use of offensive language, illegal drug or alcohol use, mismanagement of position, absenteeism, tardiness, harassment and violence among other offenses are considered disciplinary issues between you and RTC. Discipline may include termination.

**Discrimination** - RTC is an Equal Opportunity Employer and complies with State and Federal laws regarding discrimination.

**Sexual Harassment** - Please immediately inform RTC of any harassment or accusation of harassment on the job.

**Termination** - Employment is “at will” meaning that either you or RTC may terminate employment at will at any time, with or without cause. You are required to call our office and advise us of your last day on the assignment and availability for further work within 24 hours of notification of, or the actual end of your assignment. Your failure to inform RTC may negatively affect your employment status and potentially delay or relinquish your right to pursue unemployment benefits.

*This information is a guideline and not intended to imply any contractual rights. It may be changed or modified by RTC at any time without advance notice to you. Please contact our office if you have questions/concerns regarding these policies.*

\* *With your signature, please acknowledge below that you have received, read and understand this policy information, and return this signature page via fax (713) 904-2581, or scan/email to payroll@rt-connections.com:*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMPLOYEE CONTACT INFORMATION**

**PRINTED NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**COUNTY OF RESIDENCE:** \_\_\_\_\_

**HOME TELEPHONE NUMBER:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**EMERGENCY CONTACT NAME:** \_\_\_\_\_

**EMERGENCY CONTACT PHONE #:** \_\_\_\_\_