



Individual Employee Timesheet

Employee Name (please print):

Employee Signature:

Week Ending (Saturday's date):

DATE	Job Classification	Start Time	Finish Time	Less Lunch	Regular Hours	Over Time
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
TOTAL hours						

Company Name: CITY OF GREATER SUDBURY

Division/ Section:

Authorized Signature:

Date:

P.O #: 9999000398

Contract #: SO_CPS19-25

TERMS & CONDITIONS

Client Authorization:

The individual signing this timesheet is an authorized representative of the client company and is hereby unconditionally accepting the following terms and conditions.

- Ont #1783178 o/a Workforce requires a signed agreement prior to the release of confidential employee information or the release of an employee.
- All hours worked in excess of 44 hours per week will be billable to the client at the rate of time and one-half the regular bill rate. (Unless terms otherwise agreed upon)
- The client understands and agrees that by authorizing a Workforce timesheet, the employee hours worked were performed in a satisfactory manner and that the client accepts to be billed at the agreed upon hourly rate.
- Workforce adheres to the Labor Standards as defined in the Ontario Employment Standards Act. Temporary contract employees will be paid vacation pay, statutory holidays, and overtime as per the Act.
- The client understands and agrees that the employee remains an employee of Workforce for a period of one year.
- In the event that the client decides to permanently hire a temporary employee, it is understood that a minimum transfer period of 600 hours will apply. If the request occurs prior to the completion of the 600 hour term, a pro-rated placement fee will be charged based upon the employee's hours worked to date.
- The client agrees to provide our employee with supervision, including instructions and information on the company safety rules and guidelines, which must include those of the site where they are working. Our employee will be responsible to be job ready with the basic PPE (Personal Protective Equipment) requirements (hard hat, reflective vest, first aid kit, flares, hearing protection, eye protection, CSA approved footwear, and that equipment will be in good working order). Costs of additional PPE, equipment and training may be the burden of the client.
- The client agrees to give authorization to Workforce or any of its employees any access to the client's Health and Safety policies and procedures at anytime upon request including while on any work site, and before, during, or after any placement of any employee.
- All provided employees are covered by the Workplace Safety & Insurance Board (Workforce Firm # 767936ME).
- The client will completely insure all of their buildings, machinery and/or vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage: Workforce and its employees will have full benefit and protection of such insurances. The client shall ensure and document that the employee is properly skilled and qualified in the operation of any machinery, tools, equipment or vehicles prior to the employee attempting any such operations.
- It is understood and agreed that the client will completely insure all cargo and merchandise handled by any employee.
- Workforce does not authorize or recommend that the client accept or offer cash advances to any employee. Workforce and management are not responsible for any debts incurred by any employee while employed and on placement with the client.
- Workforce employees are under the care and control of the client's organization. In the event that the employee becomes ill, or is injured while employed at the client's premises or any of its affiliates; it is the client's responsibility to arrange transportation to the nearest hospital or medical facility that will provide proper medical care. Workforce will require a detailed incident report should an employee become ill or injured and all information should be directed to Workforce Management immediately.
- Invoices will be issued monthly or at the end of the individual's contract term. All invoices will be paid in terms net 30 days.

Candidate Agreement:

Each candidate identified on this timesheet for payment is unconditionally accepting all terms and conditions.

- The candidate will not borrow money from the client and will be responsible for all delinquent debts incurred in the candidate's name.
- Timesheets must be signed by the client. All unsigned timesheets will not be accepted. In order to receive a paycheck, a signed timesheet must be presented to Ont #1783178 o/a Workforce by the candidate. Failure to do so may result in a delay in receiving a paycheck.
- The candidate shall under no circumstances seek or accept direct offers of temporary or permanent employment without discussing with a representative of Workforce management.
- The candidate will notify Workforce of any reason why he/she cannot report to an assignment, including lateness, sickness, or leave of absence.
- The candidate will notify Workforce once his/her assignment is complete.
- It is agreed that the hours submitted by the candidate are valid and correct.