

Temporary Name: _____

Company Name: _____

Reporting To: _____

Week Ending: _____

Day & Date	Start Time	Finish Time	Lunch Break	Total Hours Worked
Sat / / 09				
Sun / / 09				
Mon / / 09				
Tue / / 09				
Wed / / 09				
Thur / / 09				
Fri / / 09				
Total Hours:				

TEMPORARY AGREEMENT

I have worked the above hours and no injuries were sustained. I am aware that my hourly rate includes a loading for holiday and sick pay, and that I am only paid for actual hours worked. I also adhere to the workplace policies as directed by The Clarity Group.

Note: Hours worked that do not total 60 minutes, will be rounded to the nearest 15 minutes (i.e. 15, 30, 45) and paid accordingly.

Temporary's Signature: _____

NOTE: The timesheet must be signed by the client and yourself before payment can be made.

CLIENT AUTHORISATION

Please sign this form to confirm that the hours listed are correct and the work has been performed in a satisfactory manner. We/I have read and agree to the terms and conditions hereon and on **the reverse side** hereof and understand that **overtime is applicable after 38 hours**.

I acknowledge that the Temporary staff member on this timesheet is a valued employee of The Clarity Group and that in the event of the employee being offered a temporary, permanent, part time or casual position in this company / department, within a 90 day period of the last day of the temporary assignment with us, we are liable to pay a negotiated placement fee.

Client's Signature: _____

Name: _____

Position: _____

Please fax your signed timesheet to The Clarity Group by
close of business Friday. Fax: (03) 9592 6904

Client Terms & Conditions

We understand that overtime is payable in accordance with our relevant employment legislative requirements. We agree to notify The Clarity Group in writing should this be applicable to our company to enable prompt and accurate payments be made to temporary workers.

We agree to provide all Clarity temporary staff with a guide of all amenities, including kitchen, toilet etc. We will notify them of their breaks and introduce them to people of special importance to the assignment.

We agree not to authorize a Clarity Temporary staff member to operate any vehicle or other machinery, without The Clarity Groups prior written consent. We realise that the insurance The Clarity Group holds does not cover physical damage to our vehicles whether owned or rented while being operated by Clarity Temporary staff nor for bodily injury or property damage including cargo, fire, theft or collision claims resulting there from.

We further agree that since we direct and control Clarity Temporary staff, we will assume the liability. We will not authorise Clarity Temporary staff to approve plans, specifications, designs, maps or render any opinions without The Clarity Groups prior consent. We realise the insurance The Clarity Group holds covers neither design defects nor product liability.

We agree to take all precautions to ensure the safety of Clarity Temporary staff whilst on our site, as outlined under

Occupational Health & Safety Regulations. If a Clarity Temporary staff member is injured during the assignment, we will promptly notify The Clarity Group.

We agree not to leave on our premises, any cash, instruments or other valuable items thereon, unattended in the presence of any Clarity Temporary staff member or entrust the same to the care, custody and control of any Clarity Temporary staff member without The Clarity Groups prior consent.

We agree not to advance any monies or equipment, ie mobile phones, computers etc, to Clarity Temporary staff without The Clarity Groups prior written consent.

We agree that should The Clarity Group file suit to collect any monies due or to become due hereunder, the prevailing party will be entitled to reasonable legal fees and costs of collection. Reasonable legal fees will reflect actual time spent by counsel.

All further services to be provided are subject to the client's acceptance of these Terms and Conditions.

We agree that these Terms and Conditions shall apply to all future staff orders.

No oral statement of any person shall modify or otherwise affect the foregoing Terms and Conditions.

By signing the reverse side of this form we approve the hours listed for work and accept The Clarity Groups 'Terms of Payment' of 7 days.