



The source for people who care.

AGREEMENT FOR STAFFING SERVICES

ARBOR Associates, Inc. agrees to provide staffing assistance. ARBOR assumes full responsibility for paying, withholding, and transmitting payroll taxes, unemployment, workers' compensation, and providing general and professional liability insurance for all staff assigned to your organization. The staff ARBOR assigns to your organization are employees of ARBOR, however, while assisting your organization, ARBOR staff are under your direct supervision. ARBOR staff are not permitted to transport consumers without prior authorization from ARBOR.

Selection and Screening: ARBOR shall recruit, interview, screen, conduct criminal background checks (CORI) and reference checks, verify licenses and certifications, require that all staff are certified in First Aid and CPR, and ensure compliance with legally required pre-employment obligations for all employees assigned to your organization.

Payment: We depend on prompt payment to ensure that our staff will be promptly paid. Therefore, we require that you pay ARBOR within fifteen days of receiving the invoice. There will be a late charge of one and a half percent per month (eighteen percent per annum) for all balances outstanding after thirty days. The billing cycles are the first through the fifteenth and the sixteenth through the thirty-first (or the last day of the month). ARBOR will also be entitled to recover all expenses associated with collection of a delinquent account including, and without limitation, attorney's fees.

Cancellation Policy: Once an assignment has been confirmed by ARBOR with the responsible representative of your organization, cancellation of that assignment without 36 hours notice will incur a billing for one-half of the confirmed hours. It is the responsibility of the organization to notify ARBOR immediately of a cancellation of any requested assignments. ARBOR requires a four-hour minimum charge per shift. The four-hour minimum and/or the billing for cancellation of confirmed assignments may be waived at ARBOR's discretion.

Hiring ARBOR Staff: ARBOR incurs substantial expenses in recruiting, screening, training, and retaining our staff. Your organization agrees not to employ ARBOR staff during their assignment at your organization, or for 120 days thereafter. Should you hire an ARBOR employee during their assignment or within 120 days thereafter, you agree to pay ARBOR a liquidation fee equal to twenty percent of the hired employee's annualized salary.

Please submit appropriate signature, as approved by the Board of Directors, and return one copy in the enclosed self-addressed, stamped envelope.

Sincerely,

Betty Gooding
Business Development &
Customer Service Manager

Authorized Signature for Organization

Date

Name and Title of Authorized Signature