



EMPLOYEE NOTIFICATION

Introduction. The company on whose premises you work (the "Company") is a client of Total HR Inc. ("Total HR"). Total HR provides employee administration services for the Company pursuant to a staff leasing agreement. The staff leasing agreement states that (a) Total HR is responsible for collecting and paying federal and state withholding taxes, including Social Security taxes, and handling personnel administration duties like payroll and record retention, while (b) the Company manages, supervises, safeguards, and disciplines employees. This employee notification is designed to help you clarify certain aspects of your employment.

Hours, Wages and Deductions.

Position/Job Title: _____ Department: _____

Normal hours of work are estimated to be: _____ per week or as needed by the Company.

Pay Rate of \$ _____ hourly salary commission FLSA Exempt: Yes No
to be paid: Weekly Biweekly Semi-monthly Monthly

Payday is currently: Fri. Sat. Sun. Mon. Tues. Wed. Thur. at: _____

Deductions from wages, in addition to payroll taxes and other deductions required by law, shall include (to the maximum extent permitted by law and/or not excluded by law in the state you are working): authorized deductions for benefit plans, as well as other authorized deductions such as loans, advances, uniforms, loss or damage to Company or private property, any unauthorized use of Company phones and _____.

Any changes in the above terms shall in made in writing and at least seven (7) days before they become effective.

Workers Compensation. All employees are covered by workers' compensation insurance. Any instance of injury on the job must be reported to your supervisor at the Company and Total HR immediately.

Drug and Alcohol Testing. Unless otherwise prohibited by state law, you agree to submit to testing for the presence of drugs or alcohol within 24 hours of a work-related injury and/or at other times requested by Total HR or the Company. You understand that if you refuse to execute all forms of consent and refuse to consent to testing after a work-related injury, then Total HR or the Company may implement disciplinary action, up to and including discharge.

Other Policies. You acknowledge receipt of employee handbook relating to your employment with the Company. In consideration of your employment, you agree to read and abide by the policies and rules contained in it, including any changes communicated to employees from time to time. Absence for two (2) or more consecutive days without notice may be considered voluntary termination

Arbitration. ALL CLAIMS ARISING OUT OF OR RELATED TO YOUR EMPLOYMENT, THE EMPLOYMENT RELATIONSHIP, OR THE TERMINATION OF YOUR EMPLOYMENT WITH TOTAL HR OR THE COMPANY SHALL BE SETTLED BY BINDING AND FINAL ARBITRATION. * Such arbitration shall be administered by the American Arbitration Association under its Employment Arbitration Rules and Mediation Procedures. Continued employment with the Company or with Total HR construes agreement and willingness to be bound this dispute resolution procedure.

Affirmation. Your employment and/or continued employment with Total HR or the Company indicates that you agree to the terms and conditions stated in this Employee Notification and all other Total HR and/or Company policies or handbooks.

THE EMPLOYEE ACKNOWLEDGES AND UNDERSTANDS THAT EMPLOYMENT IS OF AN "AT-WILL" NATURE. THEREFORE, THE EMPLOYMENT RELATIONSHIP CAN BE TERMINATED AT ANY TIME, FOR ANY REASON OR NO REASON, WITH OR WITHOUT CAUSE OR NOTICE.

THE UNDERSIGNED ACKNOWLEDGES THE FOREGOING NOTIFICATION:

Employee Signature: _____ Date: _____

Employee Name (Print or Type) _____

*Claims brought for or relating to workers' compensation, unemployment compensation benefits, breach, violation or misappropriation of Company's trade secrets, provisions of any confidentiality agreements or noncompete agreements or other restrictive covenants, and claims alleging status or membership with regard to any employment benefit plan governed by the Employee Retirement Income Security Act, and/or charges filed with the National Labor Relations Board, U.S. Department of Labor, or Equal Employment Opportunity Commission are not subject to arbitration. All other claims arising out of or in any way relating to this Employee's employment or the termination of Employee's employment shall be subject to binding and final arbitration in accordance with the Employment Arbitration Rules and Mediation Procedures published by the American Arbitration Association. To the maximum extent permitted by law, Employee expressly agrees not to commence or file any class action, including any class arbitration against Total HR or the Company, or serve in any representative capacity in any class action, including class arbitration, against or involving Total HR or the Company.