

**JUSTLEGALINC.**  
COMPANY POLICIES

In consideration of my placement by JUSTLEGALINC., I hereby acknowledge and agree as follows:

**EMPLOYMENT WITH JUSTLEGALINC.**

If you are offered an assignment or interview by JUSTLEGALINC., you are not obligated to accept it. If you do not accept the assignment, we will need to know why you would not like the particular position so we can make better matches for you in the future. If you do accept an assignment through JUSTLEGALINC., we ask that you commit to the duration of the assignment.

**24-HOUR MESSAGE SERVICE**

Always be on time or early, whether it is for an interview or temporary assignment. If for any reason you are unavoidably delayed or cannot report to work for any reason, call JUSTLEGALINC. (**Remember: we are your employer.**) JUSTLEGALINC. receives telephone messages 24 hours a day. If an emergency arises affecting your ability to report to your assignment – even if it occurs after hours – you should call JUSTLEGALINC. and give the following information: (1) your name, (2) your phone number (3) the name of the client for whom you are on assignment, and (4) a brief message about the emergency. **If you do not call our office to inform us of your absence from work it will be treated as a no show/no call and you will be terminated from our company.**

**DRESS**

*Professional business attire is required for all positions.* It is best to follow these general guidelines: women should wear a skirt, blouse and jacket or professional looking dress; and men should wear dress slacks, dress shirt, tie and jacket (optional). If you have any questions as to what you should wear for a particular assignment please call and ask.

**WHEN TO CONTACT JUSTLEGALINC.**

- When you know the completion date of your assignment, call us so we can secure a new job for you.
- If your assignment is longer or shorter than originally scheduled with JUSTLEGALINC.
- If you are asked to work overtime (over 40 hours) so approval can be given.
- If you are offered full time employment by our client.

**TELEPHONE/INTERNET USE**

Always abide by company/firm policy when you are working. Refrain from using the telephone and internet for personal use, except during lunch/breaks. Notify all parties to contact JUSTLEGALINC. if an emergency arises.

**TIME SHEETS**

Time sheets are due at the JUSTLEGALINC. office by 12:00 p.m. each Monday. If not received, you will NOT be paid. You may have your check mailed, held at our office or directly deposited into a bank account. Please note your preferred method of delivery on your time card! Paychecks may be picked up between 9:00 a.m. – 12:00 p.m. on Fridays. You can download a time sheet and payroll procedures directly from our website, **www.justlegalinc.com**. **NOTE:** Please take extra care to fill in your timecards. *Timecards must be filled out completely and signed by an authorized person before you submit to it to JUSTLEGALINC.* I understand that I will not be paid until I present a time record signed by both the client and myself to JUSTLEGALINC.

**BENEFITS**

JUSTLEGALINC. offers several benefits to temporary employees, including vacation pay, after 1,500 hours in one year (submitted on a separate time sheet) and holiday pay after 500 hours in one year (submitted on a separate time sheet).

*I understand that if I am accepted for employment and placed on assignment by JUSTLEGALINC. I will be an employee of JUSTLEGALINC. I agree to notify JUSTLEGALINC. of my availability upon completion of each assignment. Without such notification, JUSTLEGALINC. will assume I have found permanent employment and I am not available for work.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Witnessed