



## **CONTRACT EMPLOYMENT AGREEMENT**

Congratulations and welcome to the Daley and Associates contractor community. To insure your and our collective reputations, all associates must adhere to the following code of conduct.

1. When you accept an assignment, you are making a personal and professional commitment to complete the project term as described to you by your Daley and Associates contact. Most work conflicts can be resolved if you notify us as soon as possible. If for some reason you become unable to complete your assignment, you are expected to immediately contact us so we can extend reasonable notice and courtesy to our client employer.
2. All employees are expected to report to work as scheduled and to work the requisite hours defined by the client. Any exceptions to this should be reported to your Daley and Associates contact. Any delayed starts should be called into your designated report to contact on your assignment. This is the professional thing to do. Personal business, phone calls or appointments should be made on your time, not the client's. Before or after work, during lunch and on weekends would be appropriate. Using the client's phone services for personal business should be avoided.
3. Please notify us of all absences, scheduled or not, as soon as they are anticipated or when they occur unexpectedly. Significant delays in the normal start of a day should be similarly communicated to your Daley and Associates contact and your report to contact on your assignment. We are your employer and we care about your well being. In any emergency, even after normal business hours, you can leave us a voice message. We can help protect your reputation and employment status if you keep us informed in a timely manner. Extended lunch breaks should be coordinated in advance with the assignment contact and, we should be notified as well.
4. Every new assignment requires some orientation. So to ensure that you get off to a great start, please arrive 10 to 15 minutes early on your first day. First impressions are important.
5. At the first convenient opportunity upon starting a new assignment, give us a call. It is important that we confirm the best way to reach you on the assignment. We also wish to make sure that we answer any questions that may arise.
6. Always be professional. Starting any new position, contract or permanent, requires some start-up. Some start faster than others. Don't be too quick to conclude that the role has changed. Some flexibility is called for. Remember, we are your advocates as well as your employer. You can count on us to resolve assignment issue quickly to all parties' satisfaction.
7. Never discuss your pay rate with other employees where you are working. Rates vary based on background and many other factors. Internal employees may not be as well paid as contractors. You and we owe our clients a debt of confidentiality in respect to compensation.
8. Use of the client employer's email, phones, fax equipment or any office equipment for other than business use must be respected at all times. Personal cell phones should not be used during business hours. This must include receiving inbound calls. Remember any employer client to which you are assigned, has the potential of offering you a long term permanent opportunity. Exhibit an appropriately professional behavior at all times.
9. Reporting your time via a weekly timecard no later than mid-day each Monday for the prior Saturday to Sunday period is essential. Failure to do so may delay the processing of your payroll. As a rule, time will be reported online via the Internet through the daleyaa.com WEB site. The link is from the Home Page under Employee Services. At the end of each week, Friday or first thing Monday, you must print your completed timecard and present it for signature approval to your designated client report to or other authorized representative. Only once we have received this by fax, can we process your payroll and issue a check. Repeated failure to comply with this policy may put your assignment and employee status with Daley and Associates at risk.

10. We must keep in touch. Call us anytime but especially when the term of your assignment is altered in anyway. Often extensions are requested of you directly by the client employer. This is important to us as we always start looking for that next assignment for you as each current assignment draws to a close. This also can have implications on concurrent permanent employment activities that we are working on for you.
11. Should an unexpected termination of your assignment occur for any reason, you are required to notify us right away. First, so we can immediately assist you and second, as needed, do damage control with the client. Also, to protect your ability to receive unemployment benefits, should another assignment or employment opportunity not be immediately available, you are required by State Unemployment Security, to give your employer sufficient notice to attempt a reassignment that keeps you employed.

Please sign and date below to confirm your receipt and understanding of these important policy and code of conduct principles.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_