

# Time Slip

**Fax: 303-832-2330 or 303-362-5801**  
**Email: TimeSlip@RealtyJobs.com**

REAL ESTATE PERSONNEL, INC.  
1762 Emerson Street, Denver, CO, 80218  
303-832-2380

Employee Name: \_\_\_\_\_

Address (X if new) : \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I certify that I have worked the hours below at the represented company on the dates stated and have read and understand the policies and procedures on the reverse side.

**WEEK ENDING SUNDAY (MM/DD) :** \_\_\_\_ / \_\_\_\_ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Activities	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
Date: MM/DD	/	/	/	/	/	/	/	
Time In:								
Time Out:								
Less Lunch:								
Regular Hours:								
Overtime Hours:								

Company Name: \_\_\_\_\_ Supervisor's Name / Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing above I certify that I have read, understand and will comply with Real Estate Personnel's (REP) Policies.**

## CLIENT TEMPORARY EMPLOYEE POLICY & INSTRUCTIONS

**Billing:** The company, (CO) agrees to pay Real Estate Personnel, Inc. (REP) the agreed upon billing rate for the hours worked by the above employee rounded to the nearest quarter hour. Any temporary employed within one (1) year by the CO or by any entity referred to the employee by the CO will be considered referred by REP and the CO will compensate REP according to their published rate. Notify REP if the billing address is other than the location of the assignment. Invoices for temporary placements are due upon receipt. Invoices over 30 days may be subject to a late fee of 1.5% per month.

**Time Slips:** REP pay period is Monday through Sunday, weekly. Temporary employees are required to turn in a signed time slip for the previous week by Tuesday. Time slips must be signed by an authorized supervisor in order for us to process paychecks and invoices in a timely fashion.

**Overtime:** Overtime must be pre-approved by the client at all times (this includes the temporary employee working through their lunch). Notify REP immediately if you are in need of overtime assistance. Overtime will be billed at 1.5 times the normal billing rate.

**Authorized Supervisors:** Notify us who is authorized to manage our temporary employee(s) and who is authorized to sign time slips. Notify us immediately if authorized supervisors have changed. CO shall supervise the employee and provide a safe workplace and shall be responsible for complying with all applicable federal, state, OSHA and local laws and regulations.

**Auto Usage:** REP employees are not authorized to use their personal automobile or client's automobile at any time for any reason in the completion of their assigned duties.

**Golf Carts:** Notify us if golf carts are to be used and if driver's licenses are required for their use.

**Tools, Equipment & Safety:** Inform us if tools and / or mechanized equipment and/or safety equipment are needed to perform the required duties and if the equipment is supplied. Required safety equipment and training shall be provided by the CO unless specifically agreed upon by REP and the CO.

**Access to Occupied Units:** Inform us if our temporary employee is required to work in occupied units and/or if they will have access to occupied units.

**Keys:** REP must be notified immediately if you will be assigning keys to our temporary employee, and what the keys are for and if our temporary employee is entrusted to take them home in the evening. Your REP consultant must be notified as to coordinating key access and return details.

**Communication:** Your feedback is important to us. Please let us know how our temporary employee has performed! Your comments help us provide you with excellent service.

**4 Hour Guarantee:** If our temporary is not working to your satisfaction, contact us within 4 hours of their start time and there will be no charge.

**4 Hour Minimum:** There is a 4 hour minimum charge for any temporary service provided.

**24 Hour Cancellation Notification:** Notify REP of any cancellation 24 hours before the scheduled start of any temporary need in order for REP to cancel the scheduled temporary. A 4 hour billing may apply with no cancellation notification.

**Permanent Fees:** Temporary employees referred by REP are considered placed by our company if they are hired within one year of referral by our client company or any subsidiary or associate companies. Placement fees are payable at our published rate and discounted 2% for each day worked for that organization.

**Cash, Credit Card, Purchases:** REP Temporary employees are not allowed to handle cash, credit cards, unsigned or blank money orders or cashier checks. Our temporary employees are not allowed to purchase any items on behalf of our client companies' accounts.

**EEOC:** REP is an equal opportunity employer and abides by all local, state and federal employment laws and regulations. As our clients are involved in the management and supervision of our employees it is understood that our clients will also abide by all EEOC guidelines.

**References / Criminal checks:** REP assumes no liability for false information given to us by applicants, their previous employers, personal references or criminal background check information.

**E-Verify:** REP uses E-Verify to verify the identity and employment eligibility of all persons hired to work in the United States.

## REAL ESTATE PERSONNEL, INC. OFFICES

DENVER	DTC	COLORADO SPRINGS	LOVELAND	WICHITA	DALLAS / FT. WORTH
1762 Emerson St. Denver CO 80218 Phone: 303-832-2380 Fax: 303-832-2330 E-fax: 303-362-5801	7900 E. Union Ave. Suite 1100 Denver, CO 80237 Phone: 303-832-2380 Fax: 303-736-4431	102 S. Tejon St. Suite 1100 Colo. Springs, CO 80903 Phone: 719-357-5901 Fax: 719-623-0047	1635 Foxtrail Dr. Loveland, CO 80538 Phone: 970-776-8776 Fax: 303-362-5801	300 W. Douglas Ave. Suite 122 Wichita, KS 67202 Phone: 316-665-6575 Fax: 316-223-1038	2221 E. Lamar Blvd Suite 100 Arlington, TX 76006 Phone: 682-238-4455 Fax: 817-719-9090

[www.RealtyJobs.com](http://www.RealtyJobs.com)

### TEMPORARY EMPLOYEE POLICIES AND PROCEDURES

- Time Slip:** You are responsible to have your time sheet signed by the authorized contact and in an REP office no later than Tuesday to be paid for the previous week. If your signed time sheet is not received by Tuesday, your paycheck will be postponed. We DO accept signed faxed time sheets. Be sure to complete separate timesheets for separate properties or jobs in a given week. Keep a copy for your records and leave a copy with the company you worked for.
- Overtime:** Overtime must be pre-approved at all times (this includes working through your lunch).
- Paycheck:** Paychecks can be picked up every Friday from 12:00 p.m. until 5:00 p.m. at 1758 Emerson, Denver, CO 80218. Checks that are not picked up on Friday by 5:00 p.m. will be placed in Friday's mail delivery. Contact our office immediately if your address has changed in order to receive your paycheck and year-end W-2 forms on time.
- Keys:** REP must be notified immediately if you are assigned keys while on assignment. You will be responsible for returning keys in a prompt and organized fashion. This includes coordinating key access and return details with the On-Site Manager and REP Consultant. If keys are not returned as agreed, you may be held liable.
- Auto Usage:** You are not authorized to use your personal automobile or our client's automobile in the course of performing any temporary position that we assign to you. Should our client ask you to use your automobile for a task such as picking up supplies or for any other reason, please decline and ask our client to contact us regarding any questions. You may use your automobile to travel between two locations while you are on an assignment if you have completed our insurance waiver and if we have a copy of your driver's license and insurance on file.
- Cash / Credit Cards:** REP temporary employees are not allowed to handle cash, use our clients' credit cards, purchase supplies or accept unsigned or blank checks as well as unsigned or blank cashier's checks or money orders. Borrowing money from or lending money to clients or tenants is strictly prohibited.
- Assignment Concerns:** If you are requested to perform a duty you are not comfortable with or have any concerns with your assignment in any way, please contact REP as soon as possible. You must notify REP immediately of any on the job issue regarding, safety, vandalism, burglary, property damage or any illegal activity. If at any time you feel you are being harassed or discriminated against on the basis of sex, race, age, national origin, religion, ethnicity or any protected class, please report the issue to your REP consultant or a REP manager. All issues reported will be investigated and corrective action will be taken, if determined appropriate, without the possibility of retaliation against our employee. Do not contact or discuss issues with REP clients without prior approval from REP management.
- Safety:** On maintenance, grounds and housekeeping related positions, please bring the necessary items such as safety glasses, gloves, hard hats, steel toed boots, and wear the appropriate attire for the weather conditions. Please ask the location of and be familiar with first aid kits, fire extinguishers, and exits.
- Appearance:** Professional, clean and pressed dress attire is required when working an assignment for REP. Please ask a REP consultant for specific assignment dress codes. Tattoos and facial piercings need to either be removed or covered when on assignment.
- Injury:** All REP employees are covered under Worker's Compensation. Contact REP immediately to report any on the job injury. Any job related medical care for an injury requires a drug screening.
- Drugs/Alcohol:** The use of illegal drugs while on an assignment will be grounds for **immediate termination**. The use of alcohol while on assignment (including during lunch and breaks) is strictly prohibited and may affect worker's compensation benefits. Please note that many of our clients require drug testing prior to employment.
- Computer:** If your assignment involves computer usage, prohibited use includes, but not limited to: surfing the internet, gaming, e-mail, downloading any programs, instant messaging or using the equipment for any personal use.
- Cell Phone:** Please refrain from placing or taking personal calls or texting while on an assignment except on breaks and at lunch.
- At Will:** This does not imply an employment contract. You will be an "at will" employee throughout your time with REP. This means either REP or you may terminate the employment relationship with or without cause at any time, with or without advance notice. Work assignments through REP are not guaranteed but depend on current demand, relative skill sets, ability, availability and education. Assignment lengths, responsibilities, and compensation are subject to immediate change with no notification.
- Availability:** Please notify us immediately of your availability for temporary assignments. Failure to do so may affect unemployment benefits.
- Absenteeism:** If you will be late or need to miss work, notify REP **as soon as possible**. If you cannot complete an assignment please give us at least 24 hours notice so that we can find a replacement. Please keep in mind that your reliability will be taken into consideration for future assignments.
- Background Checks:** REP conducts routine employment verification and reference checks. Criminal Checks may be conducted if the position warrants a bona fide reason to do so. Other background checks such as MVR and education confirmation may be conducted at the request of our client companies. This information is made available to our client companies for hiring consideration only. Results of our inquiries are available upon request.
- Fair Housing EEOC:** REP does business in accordance with the Federal Fair Housing Law and requires that you practice Fair Housing Laws. REP is an equal opportunity employer and abides by all local, state and federal employment regulations and laws.
- E-Verify:** REP uses E-Verify to verify the identity and employment eligibility of all persons hired to work in the United States.