



A Division of G.K. Organization Limited
 330 Bay Street, Suite 1304
 Toronto, Ontario, M5H 2S8
 Phone: 416-364-1226 Fax: 416-364-1204
 Email: info@pdbureau.com www.pdbureau.com

Employee Name: _____ Company: _____
 Week Ending: _____ Address: _____
 (Friday)
 Report to: _____

PLEASE PHONE IN HOURS BEFORE 5 PM THURSDAY AT THE LATEST.

DIRECT DEPOSIT
 PICK UP CHEQUE
 MAIL CHEQUE

**FAX YOUR TIMESHEET IN WHEN IT IS SIGNED ON FRIDAY
 FAX # 416-364-1204**

DAY	A.M. START	A.M. FINISH	LUNCH	P.M. START	P.M. FINISH	TOTAL	
SAT							
SUN							
MON							
TUE							
WED							
THU							
FRI							
TOTAL							

 SUPERVISOR NAME:

 SUPERVISOR SIGNATURE:

 COMPANY

 DATE

Signing approval includes verification of hours worked, approval of the work performed by the employee, acceptance of the Terms and Conditions, and agreement to the use of a fax copy or photocopy as proof of signed approval. Clients are requested to give advance notification to the agency of the end-date of an assignment.

Terms and Conditions

- The hourly rate invoiced to the client by PD Bureau includes allowances for all applicable charges, including CPP and EI premiums, Workplace Safety and Insurance assessments, vacation pay and payroll taxes. PD Bureau reserves the right to change the hourly rates to reflect increases in any statutory payroll costs.
- PD Bureau will pay each temporary assignment employee ("Employee") and invoice the client on the basis of the working hours shown on the PD Bureau time sheet. The client undertakes to have each PD Bureau time sheet approved by the client's authorized representative no later than the last day worked of each work week.
- PD Bureau will pay each Employee and invoice the client for the hours worked including monies for overtime owed to the employee pursuant to the employment standards legislation.
- If an Employee is called in for a full shift, and it is cancelled or shortened, the client will be invoiced for the minimum 3 hours and the employee will be paid for 3 hours.
- All Employees are paid weekly and the client agrees to pay PD Bureau's invoice upon receipt.
- In the event that a client hires an Employee during or after an assignment completion date, the client shall become liable to PD Bureau for a fee according to PD Bureau's Permanent Fee Schedule.
- The client agrees to provide general and/or specific safety training and supervision necessary to ensure that the Employee is trained and supervised with respect to the hazards and safety procedures that apply to the employee's work. Training and supervision will include, but not be limited to, exposure to and handling of hazardous substances, the use of protective equipment and safety measures and procedures that apply to the client's work. Notwithstanding the foregoing, the client shall indemnify and reimburse PD Bureau for any and all costs, expenses, fines, penalties and assessments incurred by PD Bureau as a result of any alleged violations of any law, regulation or ordinance relating to health and safety including but not limited to the Ontario *Occupation Health and Safety Act*, R.S.O. 1990, c.0.1, with respect to an employee assigned by PD Bureau to work for the client.
- Prior to authorizing any PD Bureau employee to operate any motor vehicles, trucks, forklifts or other equipment a client must sign a Client Driver's Release Form supplied by the PD Bureau office. The client agrees to indemnify PD Bureau for any and all claims, costs, expenses, damages, fines, penalties and assessments for any and all bodily injury, physical loss, property damage or liability relating to or arising out of the operation of vehicles or equipment by an Employee during the course of the assignment, except for claims covered under Workplace Safety and Insurance.
- The client agrees to comply with all laws and legal requirements that relate to the terms and conditions of the employment as well as the work place and work environment of Employees placed with the client and to indemnify PD Bureau for any and all costs, expenses, fines, liability, penalties and assessments incurred by PD Bureau arising out of any violation or alleged violation by the client of any law or legal requirement.
- The client agrees to provide advance notice of termination to PD Bureau, so that PD Bureau can provide notice to the affected employee(s). In the event that the client does not provide sufficient notice and the employee(s) is entitled to pay in lieu of notice from this assignment and, if applicable, severance pay that the employee is entitled to be paid as part of the fees that are invoiced by PD Bureau. PD Bureau will make reasonable efforts to minimize, as much as possible, the impact of this requirement on the client.
- The client will not entrust any Employee with cash, negotiable instruments or other valuable property without prior written consent from PD Bureau. If prior written consent is not obtained, the client agrees that it has no action against PD Bureau for any loss or liability caused or incurred by an Employee while handling cash, negotiable instruments or other valuable property.
- All Employees are assigned under the care, control and supervision of the client and the client is responsible for all acts, errors and omissions arising of its employment, supervision or control of Employees and for acts, errors and omissions of Employees for the duration of the assignment. The client agrees that it has no action or claim against PD Bureau for damages or other remedies to any for any acts, errors, or omissions of Employees.

FULL PAYMENT DUE UPON RECEIPT OF INVOICE - CARRYING CHARGES OF 18% PER ANNUM (1.5% PER MONTH) WILL BE CHARGED ON ANY OVERDUE BALANCES