

“LAW TYME, INC.”

POLICIES AND PROCEDURES (For Support Staff)

Law Tyme, Inc. will always do its best to refer the Candidate to law offices and/or offices requiring the particular skills of the Candidate. Although *Law Tyme, Inc.* promises to use its best efforts to obtain referrals, it makes no guarantee that suitable referrals will be found. Once a suitable referral is found, the Candidate will be contacted.

INFORMATION PROVIDED

All Candidates will be provided with the following information:

- #The name, location, telephone number and contact person at the law firm
- #A complete and valid job description
- #How many attorneys are in the firm or corporation
- #A website of the firm to refer to
- #Time and place of interview with contact person’s name
- #A description of the benefit package at the firm
- #Salary range
- #Type of law you are expected to work in
- #Types of software you are required to know

The above information will be provided to you by *Law Tyme, Inc.* contingent upon it being provided to us. Any information we do not have, you will either be provided with during the interview or you may ask during your interview.

REQUIREMENTS OF CANDIDATES

- Provide your Current Resume
- Sign the *Law Tyme, Inc.* Policies and Procedures Form
- Fill out a Current W-4 and I-9
- Submit to a Criminal Background Check
- Provide 3 Professional References

ALL CANDIDATES

All candidates are eligible to work with as many recruiters, agencies or employment firms as you wish. You are not solely bound by your application with *Law Tyme, Inc.*. However, if *Law Tyme, Inc.* is marketing you to a particular client, you are not to have another agency market you

concurrently to the same firm. Any candidate may withdraw your application from *Law Tyme, Inc.* with a notice via email, voice mail, or written request.

DIRECT HIRES

All direct hire placements are employer paid. The candidate pays nothing. Direct hires agree to stay in contact with *Law Tyme, Inc.* for the first 3 months of your new employment to advise *Law Tyme, Inc.* of any problems and/or hopefully a positive status of your new employment. *Law Tyme, Inc.* guarantees to our Client that the Support Staff Candidates will stay with their new firm for a minimum of 3 months or *Law Tyme, Inc.* agrees to replace the Candidate at no additional charge. Please take this seriously – we need to know if you, as the Candidate, are having problems with your new position.

CONFIDENTIALITY

Your Resume is considered confidential and will not be submitted to any potential employer until you have been contacted by our firm regarding that potential employer and you have given us your permission to submit your Resume to them.

TERM OF THIS AGREEMENT

Each direct hire candidate agrees to **not** accept a position from any Client that *Law Tyme, Inc.* has introduced you to, within 6 months of being introduced to that Client, without notifying *Law Tyme, Inc.*. It is understood that *Law Tyme, Inc.* is entitled to a fee from the Client for the introduction between the Candidate and Client.

TEMP OR TEMP-PERM CANDIDATES

Law Tyme, Inc. occasionally provides temporary employees to our Clients. If a Candidate starts from day one as a temp-perm candidate or a Client decides to hire one of our temporary employees on permanently that initially started out as a temp for a temp assignment, the rules are as follows:

All temp-perms must fulfill 12 full weeks (480 hours) with *Law Tyme, Inc.* before being eligible to accept full-time employment from our Client. Overtime hours are excluded from this. A full work week does not include holidays unless you work those holidays.

Upon completion of your 12 full work weeks (480 hours), *Law Tyme, Inc.* will notify the Client that you have fulfilled your hours and they will then have the option of hiring you onto their payroll, at that time. It is up to the Client to make this move and occasionally a Client will wait another week or two before bringing the temp onto their payroll permanently. Furthermore, there are no guarantees from *Law Tyme, Inc.* or the Client that you will be hired onto their payroll permanently.

SICK OR LATE POLICY

If you need to call in sick or late to work, you must call our Main Office at (415) 230-5398 to let us know; and also call the Law Firm you are working for to let them know as well.

TIME SHEETS AND PAY DATE

A work week for *Law Tyme, Inc.* candidates is from **Saturday through Friday**. At the end of each work week, regardless of which day of the week it may be, the Candidate is required to fax or email their time sheet to *Law Tyme, Inc.* no later than **Friday at 5:30 PM**. Payroll is processed once a week at 9:00 AM Saturday morning. Therefore, if the time sheet is not received the previous evening, payroll for that pay period will be a week late, for you. Furthermore, you must fill out the time sheet completely, sign it and have your supervisor sign it. If a supervisor is not available, please fax or email it anyway and have it signed the following work day and then fax or email it again.

All pay checks are Direct Deposit each Wednesday, following your work week.

I have hereby read the above and foregoing and agree to all terms and conditions and agree to abide by same.

Dated: _____

Candidate Signature

Candidate "Print Your Full Name"

Dated: _____

/s/ Melissa A. Carver
Melissa A. Carver, President
Law Tyme, Inc.