

Agreement

This agreement entered into this 3rd day of July, 2007, by and among A.I.D. Temporary Services, Inc. and the Office of the City Clerk for the City of Jonesboro.

Whereas A.I.D. Temporary Services, Inc. is in the business of furnishing employees to various businesses for use in their operations and whereas, the Office of the City Clerk is desirous of utilizing the services of A.I.D. Temporary Services, Inc. the parties desire to enter into an agreement as set forth herein.

A.I.D. Temporary Services, Inc. shall be the supplier of temporary employees to the Office of the City Clerk for the duration of this agreement.

A.I.D. Temporary Services, Inc. will be responsible for:

- a) All related management reports.**
- b) All payroll taxes and processing, including matching social security, worker's compensation, unemployment insurance, and paying the employee.**
- c) Producing and furnishing W2's to each employee.**
- d) Furnishing the Office of the City Clerk with an invoice which will reflect the number of hours worked, assignment, hourly rate, and cost.**
- e) Offering health insurance to each qualified employee.**
- f) Furnishing required certificates of insurance for worker's compensation and liability upon request.**
- g) Furnishing a weekly payroll check which will be delivered to the Office of the City Clerk to be distributed on Friday of each week.**

All employees assigned to the Office of the City Clerk are eligible to become employees of the Office of the City Clerk upon the completion of 400 hours as an A.I.D. Temporary Services, Inc. employee.

A.I.D. Temporary Services, Inc. will furnish employees to the Office of the City Clerk as indicated for a billing rate of 139% of the employee pay rate. This bill rate will include a pre-employment drug test and a statewide criminal background check. Example: pay rate of \$8.00 and bill rate of \$11.12.

Billing terms to the Office of the City Clerk will be net 10 Days from date of invoice.

A.I.D. Temporary Services, Inc. reserves the right to reference check and verify employment history of all applicants before accepting referred applicants as an employee.

A.I.D. Temporary Services, Inc. indemnifies and holds harmless the Office of the City Clerk and the City of Jonesboro from all claims resulting from federal, state, and local taxes that are withheld from employees' compensation.

A.I.D. Temporary Services, Inc. shall not be liable for physical loss or damage to the machinery, equipment, or materials, or physical structures of the Office of the City Clerk caused by or resulting from the actions of employees under the supervision of the Office of the City Clerk personnel, employees, agents, or assigns.

The Office of the City Clerk will not entrust A.I.D. Temporary Services, Inc. employees with the care, custody or control of cash, negotiables, valuables, or other similar property unless an employee's specific duties necessitate such activity.

It is the policy of A.I.D. Temporary Services, Inc. to consider any applicant for employment regardless of race, religion, national origin, age, sex, and or disabilities.

This agreement will be terminated at the end of the work assignment with the Office of the City Clerk or it can be terminated at will by either party upon thirty (30) days written notice given by the party desiring termination.