



EMPLOYEE CONTRACT

OUR Commitment to YOU

- Competitive wages paid out every Wednesday, by cheque or direct deposit.
- Safe job opportunities with quality employers. You will always be treated fairly.
- We have most standard personal protective equipment available to provide to you as needed.
- Hours worked over 8/day or 44/week (for the same client) will be paid overtime.
- Vacation Pay is paid weekly at 4% with an additional 3.6% added after 240 hrs worked.
- While working for PPP, you are covered by our WCB insurance.
- We pay the employer portion of your CPP, EI and handle all of your payroll administration.

Commitments That We REQUIRE From You!!!

- After you have committed to a job, **No Cancellations Are Permitted After 4pm the Business Day Before For Any Reason! (Sat., Sun., & Monday cancelations must be before 4pm Friday)** All jobs require significant planning. Last minute cancellations have a major negative affect on all involved, are not tolerated and result in dismissal. _____(initial).
- I understand that poor work, no shows, arriving late, harassment, drug/alcohol use or violations of workplace safety will result in permanent dismissal _____(initial).
- Unless otherwise specified, all temp staff are employed under the job title of general temp staff as staff may work any temp position available ie landscape, construction, cleaning, etc.
- Each temp job is a stand-alone employment period and so employment by PPP is considered concluded at the end of each job, employment begins new on the next accepted temp job.
- Be on-time!** Arrive early to find the location, park, find the supervisor, prior to the start time.
- Your timesheet is your responsibility. Ensure it is complete, signed & returned by Friday.**
- You must return all borrowed PPP equipment at the end of each job assignment and each week (**clean and undamaged!**), otherwise the replacement cost will be deducted from your payroll.
- PPP will transfer \$5 each way gas money from the passenger to the driver for rides to work.
- Perform all work safely and to the best of your abilities.
- I understand that I have the right and responsibility to refuse unsafe work. _____(initial).
Immediately report unsafe work conditions to your supervisor and PPP.
- I have reviewed & will comply with all safety orientation information. _____(initial)
- If you are offered a position by a company, you are required to inform PPP. _____(initial)

Print Name

Employee Signature

Date

Confirm the employee has reviewed and understands safety orientation. _____

PPP Staff Member