

Employee and Client Policy

PURPOSE:

This policy is to assure and protect employees, clients, and the public from the risks imposed by employee injuries on the job site.

POLICY:

When Advanced Employment Services payrolls or supplies the client with an employee on the dates that are requested and the client decides to extend the employment or employ on a later date, **the client and employee are required to contact Advanced Employment Services and inform them of the extended dates.** If the client or employee does not contact Advanced Employment, we will assume that the work has been finished and the employee will not be covered under Workers' Compensation or Liability Insurance.

This policy is effective as of September 24th, 2008

I have read and agree to abide by the policy stated above.

Print Name:

Signature:

Date:

1 KARMA, INC d/b/a
Advanced Employment Services

Advanced Employment *2115 Broadwater Ave* Billings, Montana*406-652-8808