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 Prepared by
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PRE-SEARCH AGREEMENT

Thank you for your interest in obtaining an employee through LF Staffing. In order for there to be no misunderstandings between us regarding the job description, cost and dates of this transaction, we are clarifying in writing our understanding of your order. Please review carefully, sign and scan and email or fax it back to us. LF Staffing goal is to provide your company with the best possible service and qualified candidates for your staffing needs. We look forward to working with you.

LF Staffing recommends that you do not leave a temporary employee alone in your office or give them access to cash, negotiable instruments, or other valuable property. If you feel you must give one of our employees access, then we strongly recommend that you do a criminal background check on that person (included in cost for City of Ft. Pierce Basketball program). If you give someone access to valuable property without notifying LF Staffing, then you are accepting full responsibility for any loss or liability caused by said LF Staffing employee. Please carefully supervise any new temporary or regular employee until you are sure they are both honest and competent.

Date	Start Date:	Position:
6-5-17	6-12-17	Summer Basketball Program
Company Name	Contact	Email
City of Ft. Pierce	Libby Woodruff	elizabethwoodruff@city-ftpierce.com
Job Description		
May include some or all of the following: Oversees operations and functions of program including but not limited to: basketball training, reading lab, planning and preparations, overseeing staff and volunteers. Sets up equipment and activity rooms prior to campers arrival. Assists with training workouts, helps to oversee open gym, manages who plays next for the open gyms, assists with cleanup and breakdown. Hours are Tuesday through Friday 12 noon – 5pm.		
Bill Rate is 40% for minimum wage and 45% for all other pay rates. Temporary Assignment:		
Worker #1 - \$13/hr. payrate +\$5.85/fee = \$18.85/hr. bill rate x 320 hours Worker #2 - \$13/hr. payrate \$5.85/fee = \$18.85/hr. bill rate x 280 hours Worker #3- \$8.10/hr. payrate + \$3.24/fee = \$11.34/hr. bill rate x 245 hours Worker #4: \$8.10/hr. payrate + \$3.24/fee = \$11.34/hr. bill rate x 80 hours Worker #5: \$8.10/hr. payrate + \$3.24/fee = \$11.34/hr. bill rate x 120 hours Worker #6: \$8.10/hr. payrate + \$3.24/fee = \$11.34/hr. bill rate x 56 hours Worker #7: \$8.10/hr. payrate + \$3.24/fee = \$11.34/hr. bill rate x 120 hours TOTAL CONTRACT - \$18,352.14		

LF Staffing Costs for Summer Program

The hourly bill rate range reflects the rate for the position listed above. The bill rate includes the employee's hourly wage, all deductions required by State and Federal Legislation, including FICA taxes, unemployment and workers compensation, general liability insurance, employment taxes, ACA and withholding, administration of payroll and related functions including integrity screening and criminal backgrounds. We invoice electronically on a weekly basis, for the hours worked. The hourly bill rate in this Agreement reflects increases in actual and government mandated costs for wages, withholding amounts, taxes, assessments, liability and worker's compensation coverage.

By signing below, the authorized representative of the Company herein agrees to the terms and conditions listed above and further acknowledge that the job description, bill rate and dates of the assignment are accurate.

Temporary employees must be paid for at least four hours a day. The only exception to this is if you are not satisfied with the employee's performance within the first two hours. In that case, you may release the employee after two hours and not be charged for two hours.

Date	Print Name	Authorized Company Signature

