



Hire Packet

You will soon be on your way to your next assignment.

Note: Before beginning your assignment the following documentation must be sent to your recruiter.

- ❑ **Copy of all titers drawn**
- ❑ **Copy of Physician Statement/Physical performed with in 12 months**
- ❑ **Copy of voided check if participating in direct deposit**
- ❑ **Copy of current photo (for ID badge)**
- ❑ **Signed Handbook (signature page only)**



PHYSICIAN STATEMENT

Please answer the following questions. Please explain questions answered YES. (Use back of page or additional sheets of paper if necessary)

Have you visited a physician (or ER) for any illness or injury in the past 12 months? [] Yes [] No

Have you been hospitalized for any reason in the past 12 months? [] Yes [] No

Have you had any x-rays taken during the last 12 months? [] Yes [] No

Are you taking any prescription medication, taken any prescription medication in the past 12 months? [] Yes [] No

Please list any allergies you have: _____

If you are Latex sensitive, please indicate the following: Irritant contact Dermatitis [] Yes [] No

Allergic contact Dermatitis [] Yes [] No IgE-mediated hypersensitivity [] Yes [] No

Exposure Limits: Direct Contact _____ Environmental _____

NOTICE: Employees may NOT be entitled to workers' compensation benefits if they knowingly conceal, omit, or make false representation about the information provided on this questionnaire.

IMMUNIZATIONS

MMR: If titer is drawn, please include a copy of results.

[] Rubeola (Measles) Titer Results: _____ Date: ____/____/____

[] Mumps Titer Results: _____ Date: ____/____/____

[] Rubella Titer Results: _____ Date: ____/____/____

[] MMR Vaccinations: 1. ____/____/____ 2. ____/____/____

Varicella (Chicken Pox): If titer is drawn, please include a copy of results

[] Titer Results: _____ Date: ____/____/____

[] Varicella Vaccinations: 1. ____/____/____ 2. ____/____/____

[] Positive History if Disease: 1. ____/____/____

PPD Skin Test

[] PPD #1 Placed: ____/____/____ Read: ____/____/____ [] Negative [] Positive

[] PPD #2 Placed: ____/____/____ Read: ____/____/____ [] Negative [] Positive

Chest x-ray: ____/____/____ [] Negative for active Tuberculosis

It is the applicant's responsibility to have their Physician complete this section.

I have examined the aforementioned applicant and to the best of my knowledge the applicant is in good physical and mental health. The applicant is free of any communicable diseases and is able to function in their profession in complete capacity. My signature below certifies that all indicated information is valid.
Physician Name (please print) _____ Date _____
Physician Signature _____



PAYROLL OPTIONS

To better serve our employees we offer (2) options for payroll reimbursement:

DIRECT DEPOSIT

This option is available if you currently have a checking and/or savings account. Your payroll check will be directly deposited into your account beginning the first week that you are due reimbursement.

- Complete the Direct Deposit Authorization Agreement.
- Attach a voided check or deposit slip.

ATM/MASTER CARD-PAY CARD

This option is available if you do not currently have a checking and/or savings account. Even if you have a checking/savings account you may want to consider this options if you do not want your payroll check directly deposited.

- Complete the ATM/MasterCard – Pay Card Authorization Agreement
- Please allow approximately (10) days to receive the card.
- Once you receive the card you will be required to “activate” it.
- Until you receive the card you will be issued a “paper check”. After you receive the card and it is activated the “paper check” will cease.



Direct Deposit Authorization Agreement

PURPOSE OF THIS FORM

This is a **NEW** Direct Deposit Request This is a **STOP** current Direct Deposit This is a **CHANGE** to an **EXISTING** Direct Deposit

NOTE: If a checking account is listed please attach a **VOID check** to validate account information. There is a pre-note in which after 2 pay periods have been processed, the live deposit will become effective.

I hereby authorize Resolve Staffing to initiate electronic credit entries, and if necessary, debit entries to reverse erroneous credit entries to my account(s) at:

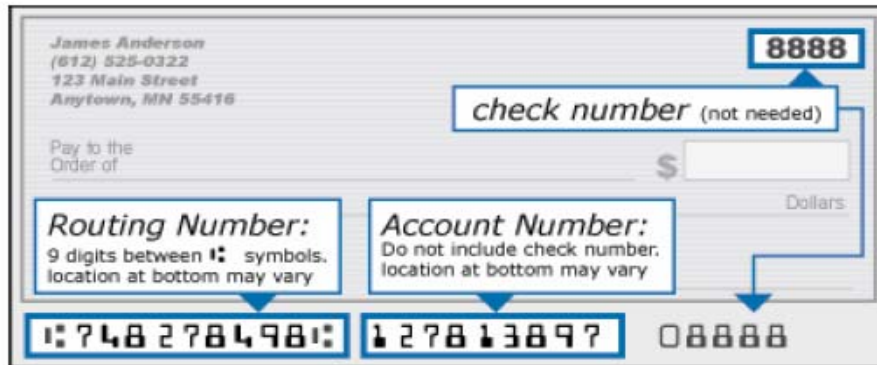
1st DIRECT DEPOSIT

Employee's Name	
Work Site/Client Name	
Social Security Number	
Name of Financial Institution	
Address of Financial Institution	
Phone # of Financial Institution	
ABA Transit Routing Number (9 Digits)	
Bank Account Number	
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Fixed Amount of \$ _____ <input type="checkbox"/> Percentage of Net Pay _____ %	

2nd DIRECT DEPOSIT

Name of Financial Institution	
Address of Financial Institution	
Phone # of Financial Institution	
ABA Transit Routing Number (9 Digits)	
Bank Account Number	
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Fixed Amount of \$ _____ <input type="checkbox"/> Percentage of Net Pay _____ %	

SAMPLE CHECK



This authorization shall remain in full force and effect until Resolve Staffing has received written notification from me to terminate it and in such manner as to afford Resolve Staffing and the financial institutions involved a reasonable opportunity to act upon the termination request.

Employee Signature Date

Resolve Staffing agrees that all actions taken by the Company pursuant to this authorization will be in accordance with the rules and regulations of the Federal Reserve Board and National Clearing House Associates, as amended.



**ATM/MASTER CARD - PAY CARD
AUTHORIZATION AGREEMENT**

I hereby authorize ELS, Inc. to initiate electronic credit entries, and if necessary, debit entries to reverse erroneous credit entries to my payroll card:

Card Request		
<input type="checkbox"/> NEW Pay Card Request	<input type="checkbox"/> NEW Master Card Request	<input type="checkbox"/> STOP Current Pay Card or Master Card

Employee Information	
Employee's Name	
Work Site / Client Name	
Social Security Number	
Employee's Date of Birth	
Employee's Address (No PO Boxes)	
Employee's City, State, Zip	
Employee's Phone	
Employee's Email Address	

Please allow 7-10 business days to process your request

Pay Card Setup & Shipment		***For Internal Use Only***
ABA Transit Routing Number	122242597	
Account Number		
Date Shipped To Employee		
Address Shipped To		
Method of Shipment		
Shipped By		

Master Card Order, Setup & Shipment		***For Internal Use Only***
Date Ordered		
Ordered By		
Date Received		
ABA Transit Routing Number	122242597	
Account Number		
Date Shipped To Employee		
Address Shipped To		
Method of Shipment		
Shipped By		

Pay Card/Master Card STOP		***For Internal Use Only***
Date Stopped		
Stopped By		

This authorization shall remain in full force and effect until ELS, Inc. has received written notification from me to terminate it and in such manner as to afford ELS, Inc. and the financial institutions involved a reasonable opportunity to act upon the termination request.

Employee Signature Date

ELS, Inc. agrees that all actions taken by the Company pursuant to this authorization will be in accordance with the rules and regulations of the Federal Reserve Board and National Clearing House Associates, as amended.

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at 1-800-870-3676. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our internet website at www.uscis.gov.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, and completing the form, 9 minutes; 2) assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Department of Homeland Security
U.S. Citizenship and Immigration Services

**Form I-9, Employment
Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____
(Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
	OR	AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (<i>Form I-197</i>)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)



PRN NURSE HANDBOOK

WELCOME!

Welcome to Resolve Staffing Healthcare Division. We realize that you have many options when choosing a temporary staffing company and we are pleased that you chose Resolve Staffing! We truly have an open door policy at Resolve Staffing Healthcare Division and we want to hear from you. We encourage you to share your ideas, thoughts, and concerns. Our goal is to exceed your expectations!

This handbook is provided simply as an information tool and does not imply an employment contract between the associate and Resolve Staffing Healthcare Division. The purpose of this handbook is to inform employees of the benefits available to eligible employees and to provide general information about company rules and operating procedures. This handbook describes general policies that Resolve Staffing uses in hiring, management, vacations, termination, and other aspects of employment. No employee handbook can cover every situation or question that may arise in the workplace. It isn't possible to write a guideline that can be fairly applied to every situation at all times. Common sense and good judgment may dictate that exceptions be approved in certain circumstances, or that certain policies be abandoned as unworkable based upon past experience. Therefore, Resolve Staffing reserves the right to interpret, modify, revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate. Revisions may be made in the company's sole discretion and may be made with or without prior notice. To the extent that policies in this Handbook vary from prior policy or practice, the provisions of this Handbook will govern. In compliance with federal benefits law, changes in policies pertaining to benefits normally will be made prospectively if the change appears to adversely affect benefit rights that have been accrued and vested.

MISSION STATEMENT

To be the most resourceful, responsive, and reliable national Human Resource Outsourcing Company within our respective markets, human resource brands, and product offerings. We strive to be the Employer of Choice attracting and retaining committed associates who will position our customers as industry leaders in their human resource strategy so they may compete more effectively.

EMPLOYMENT



PROCESSING DEPARTMENT

Before you can begin work with Resolve Staffing Healthcare Division, you must complete all aspects of the processing requirements. The processing department will verify licensures, ensure proper completion of all paperwork, conduct required testing, and complete your application process. The Processing Coordinator will then advise the Staffing Coordinator that you are ready to work!

STAFFING DEPARTMENT

Upon receipt of notification from the processing department that your processing is complete, the Staffing Coordinator will ensure that you are placed in the system to be contacted for available assignments in your area of expertise.

MINIMUM REQUIREMENTS

The following items are required for employment as an associate of Resolve Staffing Healthcare Division.

- Valid nursing or certified nurses assistant license
- Copy of immunizations
- Pre-employment Physician Statement
- Current CPR Certification
- Current TB Testing
- Valid drivers license
- Social Security Card
- Criminal Background Check
- OIG Verification
- Two positive references
- A minimum of one (1) year recent experience in skills area
- OSHA Training
- Completed Skills Checklists as applicable
- HIPAA Orientation and Testing
- Passing grade on applicable testing
i.e. Pharmacology Test, Age Specific, Restraints, etc.

Floating Policy

All associates are required to float within their scope of practice/expertise as requested by the facility.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Resolve Staffing will be based on merit, qualifications, and abilities. Resolve Staffing does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Resolve Staffing will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Staffing Coordinator or the Resolve Staffing Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Alternate Dispute Resolution & Mutual Agreement to Arbitrate

1. INTRODUCTION

Resolve Staffing strives to treat every employee, regardless of position, in a fair and just manner at all times. This is consistent with our philosophy that the employment relationship should continue for as long a period as it is mutually satisfactory and desirable. You have the right to end the employment relationship at any time, for any reason and Resolve Staffing has the same right.

Unfortunately, in the day-to-day operations of our business, mistakes are made and feelings may sometimes be hurt or offended. In order for Resolve Staffing to promptly correct and remedy these situations, we believe it is important that employees have access to a fair, impartial, and speedy procedure that will resolve internally all employment disputes, without time consuming and expensive legal proceedings.

Resolve Staffing uses an 'Alternate Dispute Resolution Program' (ADRP) and 'Agreement to Arbitrate Claims' procedure to address these situations. ADRP consists of three (3) steps: a) an open door policy; b) mediation; and c) final and binding arbitration. An employee should be able to resolve, effectively and fairly, all job-related conflicts using these steps.

2. ADRP PROCESS

Step A - Open Door Policy

Employees who believe that they have been treated unfairly or inappropriately in the workplace are encouraged to take advantage of our open door policy.

Tell your Staffing Coordinator your problem. During this discussion, feel free to speak openly. Your Staffing Coordinator's desire is to understand and aid in solving problems that arise at work. Generally, you and your Staffing Coordinator will be able to resolve the problem.

**** IF YOU BELIEVE SEXUAL HARASSMENT OR DISCRIMINATION HAS OCCURRED BY THOSE YOU WOULD LIKE TO TALK TO, PROCEED AT ONCE TO THE NEXT STEP FOR PROPER CONSIDERATION. ****

If you do not believe your problems have been straightened out with your Staffing Coordinator, see the department head (if applicable). If the problem still has not been straightened out, contact the President.

The President will confer with you, and all others involved, to carefully review the facts and circumstances. If, after a thorough discussion of the matter, you still believe the problem has not been resolved to your satisfaction, you need to proceed to Step B.

Step B-Mediation

If the dispute is not resolved to your satisfaction after exhaustion of the open door policy, you may request mediation. To start the mediation process, you must submit a written request to mediate to the Human Resources Department. The request should be made as soon as possible after the dispute arose and should identify and describe the nature of the claim(s) and the facts upon which such claims are based. Upon receipt of a request to mediate, a representative of the Human Resources Department will investigate the claim(s). After the investigation is complete, the Human Resources Department representative will meet with the parties and attempt to mediate a satisfactory solution to the problem. Once a mutually acceptable agreement has been reached, this agreement will be put in writing and signed by all parties involved. Enforcement of this agreement becomes the responsibility of the Human Resources Department.

The Human Resources Department will try to resolve all matters in an efficient and timely manner. Human Resources will notify you, in writing, once the mediation step is completed.

Step C-Final and Binding Arbitration

If the dispute is still unresolved after mediation, the employee may request that it be submitted to arbitration. The dispute will be heard by an independent arbitrator, which has been selected by both parties, the arbitrator normally charges an hourly fee for their services that will be split between the employee and the Company. The arbitrator listens to the presentations by both sides and then renders a decision based on the facts. A more complete description of the arbitration procedure is presented immediately below.

1. AGREEMENT TO ARBITRATE AND THE ARBITRATION PROCEDURE



a) Introduction

Resolve Staffing recognizes that differences may arise between the Company and an employee arising out of, or relating to, employment or termination of employment that cannot be resolved by the open door policy or by mediation. Resolve Staffing also recognizes that resolution of these differences in court is rarely timely or cost effective for anyone. Therefore, Resolve Staffing and you, the Employee, enter into this Mutual Agreement to Arbitrate ('the Agreement'), to establish and gain the benefits of speedy, impartial, and cost-effective final and binding arbitration.

It is to be understood that any reference in this Agreement to Resolve Staffing also refers to all subsidiary and affiliated entities, all benefit plans, the benefits plans sponsors, fiduciaries, and administrators, all successors and assigns of any of them, and to all Company officers, directors, employees or agents.

b) Agreement to Arbitrate any and all Disputes

Except as otherwise provided in this Agreement, Resolve Staffing and you, the Employee, agree to arbitrate all claims and controversies for which a court would otherwise be authorized to grant relief to the employee, in any way arising out of, relating to, or associated with the employment or termination of employment with Resolve Staffing. This also includes all claims that Resolve Staffing may have against the Employee or that the Employee may have against Resolve Staffing. This means that both parties agree to arbitrate all disputes for claims of wages or other compensation due; claims for breach of any contract or promise; expressed or implied; tort claims; sexual harassment claims; claims of discrimination, including, but not limited to, claims based on race, sex, religion, national origin, age, marital status, handicap, disability or medical condition; claims for benefits, except as excluded in the following paragraph; and claims for violation of any Federal, State or other governmental constitution, statute, ordinance, regulation, or the common law.

c) Exceptions to the Agreement to Arbitrate

This Agreement does not apply to, or cover, any claims the Employee may have for benefits under applicable workers' compensation statutes; claims for unemployment compensation benefits; claims by Resolve Staffing for injunctive and/or other equitable relief; claims based upon an employee pension or welfare benefit plan, the terms of which contain an arbitration or other non-judicial dispute resolution procedure, in which such case the provisions of such plan shall apply; and any other claim or dispute that may not legally be the subject of this Agreement to Arbitrate.

d) Procedures Used in Arbitration

To commence arbitration, a written request must be made to the Human Resources Department. The request should be made promptly after mediation is completed, generally within ninety (90) days. If such request is not made in writing within the applicable statute of limitations that would apply to such claim(s), then the arbitration right is considered to have been waived.

A list of arbitrators will be provided to Resolve Staffing and the Employee. The Company and the Employee will alternately strike names from the list until one name remains. This person will be the arbitrator. A flip of a coin will determine who strikes the first name. Any arbitration under this Agreement shall be conducted in accordance with the then existing applicable arbitration procedure.

Either party, at its own expense, may arrange for, and pay for, the cost of a court reporter to provide a stenographic record of the arbitration. The other party may obtain a copy of the record by paying, to the reporter, the reporter's fee.

The Employee may hire, at his/her own expense, a lawyer to assist and present the Employee's case. In this case, the Company may also hire a lawyer. If the Employee chooses not to hire a lawyer to present his/her case, the Company agrees not to hire a lawyer to present their case.

To assist the Employee in presenting his/her case, copies of relevant documents may be made from the personnel file. The arbitrator, for good cause shown, may also require either party to produce copies of any documentation, records, or other materials, subject to any terms and conditions that the arbitrator may impose.

The arbitrator, after submission of post-hearing briefs, will render a written decision to both parties. The arbitrator will charge any hourly fee, which the Employee and Resolve Staffing will split.

e) The Law the Arbitrator will follow and the Arbitrator's Authority

The arbitrator will decide whether the dispute presented violates the law of the United States or the law of the State in which employment occurred. In other words, if employment occurred in Ohio, the arbitrator will decide whether the action violates Federal or Ohio law.



The arbitrator's decision will be consistent with the fact that employment is at-will and that either the Employee or the Company may terminate the employment relationship at any time, for any reason not contrary to law, and that this employment at-will relationship can only be changed if Resolve Staffing and the Employee agree, in writing, to do so, and that agreement is signed by the President of Resolve Staffing

The arbitrator may award such relief as equity requires, including back pay, reinstatement or front pay, and other forms of traditionally equitable relief.

The arbitrator has no other authority other than that granted to the arbitrator by this Agreement. This Agreement does not grant the arbitrator the authority to determine or review a decision or action of the Company concerning matters over which the Company has retained management discretion.

f) **Term, Modification and Revocation**

This ADRP Agreement shall survive the employer-employee relationship between the Company and the Employee and shall apply to any claim, whether it arises during or after termination, of the Employee's employment with the Company. This ADRP Agreement can be modified or revoked only by a written request, signed by both parties that specifically states an intent to modify or revoke the Agreement.

g) **Construction and Enforceability**

Any issue or dispute concerning how this ADRP Agreement was formed, or how it is applied, interpreted, or enforced, including any claim that all or any part of the Agreement is void or voidable, shall be subject to arbitration as provided herein. The arbitrator, and not any Federal, State or local court or agency shall have authority to decide any such issue or dispute.

The decision of an arbitrator on any issue or dispute, as well as on any claim submitted to arbitration as provided in this ADRP Agreement, shall be final and binding upon both the Employee and Resolve Staffing

If any provision of the ADRP Agreement is found to be void or otherwise unenforceable, in whole or in part, the decision will not affect the validity of the rest of the Agreement. Either party may bring an action in any court of competent jurisdiction to compel arbitration under this ADRP Agreement and to enforce an arbitration award. Except as otherwise provided in this Agreement, both Resolve Staffing and the Employee agree that neither party shall initiate any lawsuit, which relates in any way to any claim covered by the Agreement.

Immigration Law Compliance

Resolve Staffing is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Resolve Staffing within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Resolve Staffing Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Resolve Staffing and our client companies. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer programs and codes
- Customer lists
- Customer preferences



- Financial information
- Financial information
- Labor relations strategies
- Pending projects and proposals
- Personnel information

Employees who improperly use or disclose Resolve Staffing and/or our client trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Disability Accommodation

Resolve Staffing is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Resolve Staffing is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Resolve Staffing will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Resolve Staffing is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

EMPLOYMENT STATUS & RECORDS

Evaluations

Your Resolve Staffing Healthcare Division time sheets include an evaluation section. It is to your benefit to have this section completed on a regular basis. However, you must have an evaluation completed and submitted to your branch office at least once per month. Evaluations are used as a tool to assist you in improving your performance and as an aid in determining pay increases.

Access to Personnel Files

Resolve Staffing maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Resolve Staffing, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Resolve Staffing who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact their Staffing Coordinator or the Resolve Staffing Human Resource Department. With reasonable advance notice and in the presence of an individual appointed by Resolve Staffing, the employee may review his/her personnel file.



Certain contracting Associations and/or Facilities, in which an employee may perform Supplemental Staffing duties at, may require access to the employees medical information on physical limitations or impairments, and other information may be collected and maintained only in accordance with all applicable anti-discrimination laws, including, without limitation, the State's Labor Code, the Rehabilitation Act of 1974, and the Americans with Disabilities Act of 1991. Additionally, any employee of Resolve Staffing Healthcare Division, any compensation, expense reimbursement, and benefits are solely responsible to be paid to me by Resolve Staffing Healthcare Division. Employees agree to release the aforementioned medical information as required by contracted Association and/or Facilities, and waive all claims against Association and/or Facilities regarding compensation, expense reimbursement, and benefits.

Personnel Data Changes

It is the responsibility of each employee to promptly notify Resolve Staffing of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents (if applicable), individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your Staffing Coordinator or the Resolve Staffing Human Resources Department.

Employment Applications

Resolve Staffing relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Separations

A separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the Resolve Staffing.
- * Completion of Assignment - involuntary employment termination initiated by the Resolve Staffing for non-disciplinary reasons.

Since employment with Resolve Staffing is based on mutual consent, both the employee and Resolve Staffing have the right to terminate employment at will, with or without cause, at any time.

Employees who resign their position with Resolve Staffing are requested to provide at least two (2) weeks written notice. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire or reassignment.

Completion of Assignments

Completion of an assignment does not constitute a separation of employment from Resolve Staffing. Rather, you are obligated to contact our office within 2 business days of the completed assignment to be considered for your next assignment. Failure to report will be considered a voluntary resignation and may affect your ability to collect unemployment benefits and/or be considered for rehire or reassignment.

TIMEKEEPING & PAYROLL

WEEKLY TIME SHEETS

Time sheets must be received in your branch office by 10:00 a.m. each Monday. You may fax your time sheets and then place the original time sheets in the mail to your branch office.

Time sheets must be neatly and accurately completed and signed by you and the appropriate facility representative. We cannot pay you if your time sheet is illegible or does not include a facility representative's signature. It is imperative that work times recorded on your weekly time sheets are accurate.

Weekly Paydays



Resolve Staffing Healthcare Division pays every Friday (if you submitted your time sheets no later than 10:00 a.m. on the previous Monday). Pay periods run from Monday through Sunday. If you have chosen to pick your check up at your branch office instead of having it direct deposited or mailed, it will be available for pick up after 12:00 noon.

Direct Deposit

Resolve Staffing Healthcare Division offers direct deposit of your pay check into your checking or savings account. To participate in direct deposit you must complete the appropriate form and provide a voided, blank check (if your deposit will be made to a checking account). Please note: Should you change or close your designated account you must contact the processing department at your branch office and complete a new direct deposit form indicating the action that should be taken, i.e. account change, discontinue direct deposit, etc. Generally you should allow a minimum of one week for new enrollment or changes in your direct deposit.

Administrative Pay Corrections

Resolve Staffing takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of your Branch Manager so that corrections can be made as quickly as possible.

Lunch Breaks

All associates are encouraged to take a 30 minute lunch break. However, if you are not allowed a break, please ensure that the charge nurse or another appropriate facility representative initials your time sheet indicating you were not allowed a break. If you indicated zero (0) time for lunch and it is not initialed by a supervisor, 30 minutes will be deducted from your work time.

WORKING CONDITIONS

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor and or your Staffing Coordinator. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Staffing Coordinator or Branch Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Workers' Compensation and Injury Reporting

Resolve Staffing is committed to meeting its obligation under the applicable workers' compensation statutes to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

All job-related injuries or illnesses are to be reported to your Staffing Coordinator or Branch Manager immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee.

In addition, you may be required to submit to a post-accident/injury drug and alcohol test where permitted by law. Failure to submit for a drug and alcohol screen in a timely manner will be considered a refusal to test and will result in disciplinary action, up to and including termination. If you test positive, you may be denied workers' compensation benefits and be subject to disciplinary action.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

ATTENDANCE & CANCELLATION POLICY

The cooperation and consideration of all employees is required to ensure that we exceed the expectations of our customers. "Just Say No" is our policy at Resolve Staffing Healthcare Division. Feel free to turn down any assignment offered. However, if you accept an assignment, we ask that you fulfill your obligation and work the shift. Canceling shifts creates undue hardships on our customers.



If family emergencies, illness, or other situations beyond your control should arise, we require that you give the staffing coordinator a minimum of two hours notice. The earlier you can advise of your absence, the better. Early notification may allow the staffing coordinator to find a replacement for you. Habitual call-ins and/or tardiness will create a negative impact on your employment with Resolve Staffing Healthcare Division.

Note: To maintain active status you must work a minimum of one (1) 8-hour shift in every calendar month. If you become inactive and wish to reactivate, you will be required to go through the processing system again. You will also be assigned a new hire date.

Conduct

At Resolve Staffing Healthcare Division it is our goal to uphold the Golden Rule – “Do unto others as you would have them do unto you.” We ask that our employees maintain proper discipline and exceptional personal standards of conduct at all times. Rules are necessary to ensure a safe, effective, and efficient operation for everyone. The following provides an example of unacceptable conduct for which the company may take disciplinary action up to and including dismissal. This listing is not all inclusive and shall not be deemed to restrict or deny the company the right to discipline or dismiss its employees for reasons not included.

- Leaving work without permission; loitering, or sleeping during work hours
- Absence, excessive tardiness, or failure to report for work
- Falsifying your time card and/or altering the timecard of another employee
- Inadequate or careless performance of duties
- Failure to respect confidential nature of business records and client information
- Deliberate or careless handling of facility’s materials or property resulting in damage
- Malicious gossip or derogatory remarks concerning another employee, client, business representative, or others served by our company
- Theft from fellow employees, clients, or others served by our company
- Conduct endangering life, safety, or health of others
- Sexual harassment of any employee, patient, facility worker, job applicant or others served by our company
- Possessing, taking, or being under the influence of alcohol, drugs, or any unlawful substance on the premises of, or in route to or from, a Resolve Staffing office or client facility
- Any felony arrest – such matters will be considered on a case-by-case basis

Drug and Alcohol Use

It is Resolve Staffing's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Resolve Staffing or a client premise and while conducting business-related activities of Resolve Staffing and/or a client, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Resolve Staffing of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their Staffing Coordinator or the Resolve Staffing Human Resources Department without fear of reprisal.

Drug and Alcohol Testing. Resolve Staffing uses drug testing to help administer this policy. All drug-testing procedures conform to federal and state laws.



Testing may be conducted under the following conditions:

- * Pre-employment drug tests.
- * Reasonable suspicion tests are administered when a supervisor has reason to believe an employee might be under the influence of alcohol or drugs. Symptoms suggesting drug or alcohol use include, in part: red eyes, liquor smell on breath or clothing, sudden changes in work performance, inappropriate behavior, and unexplained and/or frequent absenteeism.
- * Random tests are performed on employees who occupy safety-sensitive positions.
- * Post-accident testing is performed where required by law or under this policy.
- * Return-to-work testing is performed on employees returning from a lengthy job absence.

If an initial drug test is positive, a confirmation test may be performed on the same specimen.

Employees who refuse to submit to drug testing will be terminated.

Searches. The Company can require employees to submit to a personal search and/or search of any personal article within the employee's work area based on suspicion or evidence of sale, possession, or use of controlled substances. Employees also must submit to searches of their vehicles brought on company property.

Sexual and Other Unlawful Harassment

Resolve Staffing is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to both your Site Supervisor and Staffing Coordinator. If either is unavailable or you believe it would be inappropriate to contact either person, you should immediately contact the Resolve Staffing Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



BENEFITS

Resolve Staffing Healthcare Division offers some of the finest, most comprehensive benefits in the nurse staffing industry.

High Pay Rates

Our associates are some of the highest paid in the country. We offer the most competitive compensation while maintaining a valuable benefits package. Our highly skilled Payroll Department is located at the Resolve Staffing corporate office in Michigan. The payroll staff works diligently to ensure accurate and timely processing of your paycheck. Your payroll signup will be done at your local branch office. You may contact the payroll department at 1-866-814-4837 with questions about your pay check.

Health/Dental/Vision Insurance

After you have worked an average of 32 hours per week for 30 days, you will be eligible to participate in the Health, Dental, and Vision insurance plans. You must maintain an average of 24 hours worked per week to continue participation in the plans. There are several plans to choose from. There are costs associated with the insurance plans. You may contact the Resolve Staffing Benefits Department at 1-866-814-4837 ext. 227 with specific questions about these plans.

Paid Vacation

After you have completed one year of employment with Resolve Staffing you will be eligible for paid vacation. To determine the amount of your vacation pay the total number of hours you worked during the previous year will be totaled; this number will be divided by 52 to arrive at the average number of hours you worked per week; this number will be multiplied by your current hourly rate of pay and that will be the amount of your vacation pay.

Holiday Pay

Hours worked for Resolve Staffing Healthcare Division on one of the holidays listed below will be paid at one and one-half (1.5) times your regular hourly pay rate. The hours must be worked between 12:01 a.m. and 12:00 midnight the day of the holiday to receive the time and one-half rate. The following holidays will be paid at time and one-half:

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

Tax Advantage Program

If you travel over 50 miles from your home, have a permanent tax residence, and are on a temporary assignment lasting less than one year, you will be eligible for a tax advantage per IRS guidelines.

401(K)

Start planning for your retirement today. After completion of 3 months employment with Resolve Staffing Healthcare Division you are eligible to participate in the 401(k) plan. Contact the Benefits Department at 866-814-4837 for details on enrollment dates, contribution amounts, etc.

Referral Bonus

You can earn extra money by referring your friends and colleagues to Resolve Staffing Healthcare Division. Please advise your recruit to list your name on his/her application. Once your recruit has completed 80 hours of service for Resolve Staffing Healthcare Division, you will be awarded a referral bonus. Referral bonuses are paid as follows:

RN -	\$400.00	LPN -	\$300.00
------	----------	-------	----------

Education Reimbursement

Resolve Staffing Healthcare Division encourages our associates to participate in continuing education. If you work an average of 24 hours per week, Resolve Staffing will reimburse up to ½ of the cost of CPR, ACLS, PALS, and NALS classes. You will not be compensated for attendance at the class.

If you are required to attend a computer charting or other educational class as part of your assignment at a client facility, you will be paid at ½ your regular hourly pay rate for attendance at the class.

Mileage Reimbursement



Mileage will be paid on assignments that are 50 miles or more from your home. If an assignment requires you to drive 100+ miles round trip, you will be paid mileage at \$.20 per mile.

Family Leave (FMLA)

Resolve Staffing provides Family and Medical Leaves of Absence (“FMLA”) without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Eligible employees may request family leave only after having completed 365 calendar days of service and have worked a minimum of 1,250 hours within the last calendar year. Exceptions to the service requirement will be considered to accommodate disabilities or work place injury. Eligible employees should make requests for family leave to their Staffing Coordinator at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Intermittent Family Leave is not allowed for time off relating to childbirth, adoption, or placement of a foster child.

Eligible employees may request up to a maximum of 12-weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Married employee couples that both work for Resolve Staffing may be restricted to a combined total of 12-weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Resolve Staffing will continue to provide health insurance benefits to eligible employees for the duration of the approved medical leave – up to the maximum allotment of twelve (12) weeks. Likewise, eligible employees who pay a portion of any health or benefit premium will be required to make regular monthly payments to Resolve Staffing. Resolve Staffing must receive the employee’s portion of the premium no later than the 15th of each month. More frequent payment schedules, such as weekly, are encouraged and may be arranged by contacting the Human Resource Department.

The obligation of Resolve Staffing to maintain health benefits under this FMLA stops if and when an employee informs the company of their intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The employer's obligation also stops if the employee's premium payment is more than 15 days late.

As stated above, exceptions to the service requirement will be considered to accommodate disabilities or work place injury. This however, does not oblige Resolve Staffing to provide and pay its portion of the health insurance. Employees not eligible for Resolve Staffing FMLA may continue their benefits through COBRA.

Under COBRA, the employee pays the full cost of coverage at Resolve Staffing’s group rates plus a small administration fee. Resolve Staffing will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the group health insurance plan. The notice contains additional information about the employee's rights and obligations.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Resolve Staffing with at least two weeks advance notice of the date the employee intends to return to work. When a Family Leave ends, Resolve Staffing will attempt to reinstate you to the same position at the same client location, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Resolve Staffing will assume that the employee has resigned.

Military Leave



An unpaid military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for 30 days or less are required to report to Resolve Staffing for reassignment within 3 business days after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have assigned to had they remained continuously employed or a comparable one depending on the length of military service and availability of the assignment, in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Resolve Staffing Human Resources Department for more information or questions about military leave.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Resolve Staffing, and I understand that I should consult the Resolve Human Resources department regarding any questions not answered in the handbook.

I have entered into my employment relationship with Resolve Staffing voluntarily and acknowledged that there is no specified length of employment. Accordingly, either I or Resolve Staffing can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Resolve Staffing's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Resolve Staffing has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employees Full Name (Please Print)

Employees Signature

Date