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303-802-2955

## AimHire Employee Agreement

As an employee of AimHire, LLC ("AimHire"), I understand and agree to the following policies and guidelines. I understand that by signing this letter, I accept and agree to them.

I understand that AimHire, can end my assignment at any time with or without notice. If my assignment ends, or a client ends my assignment for any reason, there is no guarantee that AimHire will place me on another assignment. I also understand that I am an at-will employee and I can end my employment or assignment at any time with or without cause.

I understand that in order to be considered available, I must contact AimHire and advise them of my availability. If my assignment ends or my availability changes, it is up to me to contact them immediately to be reassigned as quickly as possible. It is also my responsibility to continue to call them weekly and advise them of my availability.

I understand that unacceptable behavior while on an assignment may result in possible termination. The following are examples of unacceptable behavior:

- ✓ Leaving an assignment without approval or proper notification
- ✓ Failing to report to a confirmed job assignment
- ✓ Arriving late for an assignment
- ✓ Discussing inappropriate personal problems at work
- ✓ Utilizing the internet or computer software/hardware for personal use or inappropriate, non-work-related activities
- ✓ Falsification of any documents, including application, pre-screening documents, and timecards
- ✓ Unauthorized use of my cell phone, including personal calls or texts
- ✓ Insubordination or disrespectful behavior
- ✓ Use of alcohol or illegal drugs in the workplace
- ✓ Underperforming at work or poor work quality

I have read and fully understand the above statements regarding AimHire policies and guidelines. These are conditions of my continued employment. Failure to follow the company policies and guidelines will be considered a voluntary resignation or will be grounds for termination. I also agree to contact both my immediate supervisor and AimHire representative if I am out of work for any reason including sick time.

AimHire provides paid sick leave to all employees. Employees will immediately begin to accrue sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours per year. Employees may use paid sick leave as soon as it is accrued. AimHire cannot retaliate against an employee for requesting or using paid sick leave. You have the right to file a complaint or bring a civil action if paid leave is denied by AimHire.

It is the policy of AimHire to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability or genetic information, or any other characteristic protected by law. AimHire prohibits any such discrimination and all forms of harassment.

If you have any questions about the work guidelines, please contact an AimHire representative at 303-802-2955 for further clarification or guidance.

Sign \_\_\_\_\_

Date \_\_\_\_\_