

Terms & Conditions of Employment as a “Interim Employee”

Employer:

Premier Recruitment (International) Ltd. (“the Company) incorporating Premier, La Creme, Brunel and Verkom. Head Office: Hanover House, 85 - 89 South Main St., Cork.

Employee Name:

Address:

1. Your place of work will vary according to the location of client companies in which Interim assignments are undertaken.
2. The Company will offer you opportunities to work in interim roles in client companies, for varying periods of time. The nature of these roles may vary from assignment to assignment, but they will, in as much as it is possible, be in keeping with your expressed preferences and our judgement as to your suitability. The nature of temporary work is such that there may be periods between assignments when no work is available, and the Company cannot guarantee continuity of assignments. The Company reserves the right to offer an assignment to an employee of its choice, where several employees are suitable for such an assignment.
3. Your rate of pay will be calculated at an agreed rate which can differ from assignment to assignment, and which is not less than €8.65, to be paid weekly in arrears, subject to statutory and other agreed deductions. Wages will be paid by bank credit transfer. Overtime rates, if applicable, are strictly at the discretion of client companies, to be agreed at the start of each assignment.
4. “Normal working hours” may vary from assignment to assignment, and will be specified at the start of each temporary assignment, subject to conditions laid down in the Organisation of Working Time Act 1997.
5. Holidays are accrued during hours actually worked in assignments in client companies. Holiday pay will be calculated in accordance with the provisions laid down in Part III of the Organisation of Working Time Act 1997.
6. All temporary employees of the Company are required to give one weeks notice of termination of employment.
7. Should you for any reason be unable to attend work in an assignment, you must let the Company know as early as possible, but no later than 9:30am to enable us to make arrangements, where applicable, to provide alternative employees to our client. You should not ring our client directly yourself. Please note that the Company does not operate a sick pay scheme for “temps”.
8. The Company reserves the right to end an assignment at any time should it be deemed necessary.
9. While on assignment in a client company, you should respect their code of conduct and performance guidelines. Should you have any complaint in respect of your employment in a client company, please report this to your consultant, who will make every effort to resolve it. A dispute may be referred to the Office Manager of your consultant’s branch, whose decision in the matter will be final.
10. On completion of your assignment with Premier, should you return to the client company as a temporary or permanent employee at a later date (and within a 12 month period of your assignment finish date) it is imperative that you advise a Premier consultant of your return
11. While you are on assignment in client companies, you may have access to information of a confidential nature (e.g. financial information, business development plans, customer information, business methods, trade secrets, terms and conditions of business etc.) It is an express condition of your employment with us that you treat all such information as confidential, that you do not disclose it to any third party whatsoever and that you do not use that information for the benefit of anybody other than the company with whom you are on assignment. This applies during the course of and indefinitely after any assignment you may undertake. At the end of your assignment, you must return any documentation (in written or electronic form) of which you have been in possession during the assignment.

I accept the above Conditions of Service.

Signed: (Temporary _____ Date: _____

Signed: (For and on Behalf of Premier Recruitment (Intl.) _____



Premier Copy



enjoy work, enjoy life