ClutchGroup
Global Legal Solutions

CONTRACT EMPLOYEE GUIDELINES

1. Be sure to confirm with your Clutch contact the dates and hours you are expected to work.

2. If you expect to be late to or cannot be present for your temporary assignment for any reason, please call Clutch at (202) 828-3380 by 8:30 a.m. If you are unable to reach a Clutch employee, please leave a message and contact your supervisor at the client immediately. If you know in advance that you will be late or absent, call Clutch as soon as possible.

3. In the event of an emergency that will preclude you from completing an assignment, please call Clutch immediately. It would also be appreciated if you would inform Clutch when you complete an assignment and of the date when you will next be available.

4. You should record your time daily on a Clutch timesheet to memorialize your hours worked.

5. Please do not use the telephone during an assignment unless absolutely necessary. In particular, you should avoid receiving incoming calls at your assignment. Personal long distance calls charged to a law firm are not appropriate. You may direct urgent incoming calls to Clutch.

6. Unless you are specifically instructed otherwise, you should wear business attire while working for a client–i.e., a business suit with a shirt and tie and appropriate dress shoes with socks for men and business suits, pants suits, dresses or dress skirts for women.

7. Job interviews and medical appointments should be scheduled before or after work or during lunch.

8. If during an assignment you discover that you have previously worked on a matter related to your present assignment, please inform Clutch immediately. In the event that the prior work presents a conflict, you will be given priority for reassignment.

9. It is inappropriate to solicit permanent employment with a client to which you have been assigned. If you are interested in working for the client, or if you are approached about a permanent job, please call Clutch immediately.

10. It is inappropriate to list a Clutch client for whom you have worked as an employer on your resumé. You should identify Clutch as your employer and indicate that you have performed temporary work at other entities. We will provide prospective employers with a reference.

11. Please remember that while working in a client's offices, you are an employee of Clutch and a visitor of the client. For that reason, you should refrain from exploring the offices, using client resources, or otherwise acting in a manner inconsistent with your status as a visitor.

12. When placed on an assignment, you are expected to see the project through to completion. If you voluntarily leave an assignment for another contract position, you will be ineligible for placement on future projects.

If you have any questions about the items mentioned above, please do not hesitate to call Clutch at (202) 828-3380.

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