

PROPOSAL FOR THE PLACEMENT OF EMPLOYEES

APOLLO

S T A F F I N G

AND

Newton County Public Works

Prepared by:

Melanie Rogers

INTRODUCTION

Apollo Staffing, Inc.
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Apollo Staffing Overview

Apollo Staffing, Inc., based in Georgia, provides several solutions to help you run a more profitable company and better workforce. Our services include:

- PEO (Professional Employer Organization) services
- Payroll administration
- Staffing Services (Contract, temporary and permanent placements)

Our goal is to effectively provide superior HR functions that relieve business owners and managers from overwhelming employment issues and costs.

Ultimately, *we free you to manage your business.*

Apollo Staffing Solutions

The following proposal outlines the recruiting and staffing services we can provide to you. Our commitment to deliver exceptional service is evidenced by our long-lasting customer relationships, satisfied temporary employees and internal staff, and our reputation within the communities in which we serve.

Apollo Staffing Commitment

Our commitment is to provide the best, ethical service possible, both to our loyal clients and to the candidates and temporary employees we serve.

We are committed to:

- 1) Respond quickly, efficiently, and with a sense of urgency.
- 2) Provide well-screened and qualified personnel.
- 3) Ensure competitive bill rates.
- 4) Assign dedicated and experienced Staffing Specialists and Account Managers to execute aforementioned commitments 24-hours-a-day.

Apollo Staffing Features

Employee Orientation	We give accurate details to candidates for permanent placement and temporary employees regarding your company's policies and procedures before he/she starts an assignment. Customized Employee Handbooks are given whenever necessary.
Screening Process	We follow any pre-employment process that helps you to hire the right candidates. We guarantee two good reference checks on each candidate per your request.
In-House Drug Tests and Background Checks	We conveniently provide free drug screening with immediate results which allows quicker placements. Free criminal background checks conducted within 24 hours upon your request.
Full Workers' Compensation Coverage and administration	We carry the financial burden and administration of providing workers' compensation for each assigned employee. Copies of our procedures, Certificate of Insurance, and our Panel of Physicians are available upon request.
Paychecks	Our employees are paid through Direct Deposit or Skylight Pay Card . Pay day is each Friday.
Recruiting/Advertising Costs	We take all actions necessary to recruit qualified applicants from writing and placing advertisements to attending job fairs.
Benefits	Health, Dental, Short-Term and Personal Injury Insurance, Vacation, Personal Days, Holiday Pay and Sick Days are optional (Subject to rate increase).

Our service features are designed to serve you and the employees assigned to you. Our screening process is thorough and accurate. We want to attract top-notch candidates that are more likely to stay on the job—creating higher employee retention.

APOLLO STAFFING RATE STRUCTURE

Temporary Workers' Programs

Temporary and Temp-Hire: Whether your business is seasonal, project oriented, or you need someone to fill in for a few days, temporary workers can help keep your business productive. Apollo Staffing offers fast staffing solutions to help you right now. A temporary employee is eligible for hire through our temp-to-hire program after completing 90 days of service. During the temp-to-hire process, you have the chance to observe a temporary worker on the job. Making sure an employee is the right fit will ensure long-term job satisfaction and lower turnover for your company.

Early-Hire: Temporary Workers assigned to you on a temp-to-hire program are interested in a full-time and permanent employment. Hire a temporary employee early through the early hire program. Early hire fees are determined by the number of hours to complete the temp-to-hire program. Please call an Apollo Staffing representative for more information.

Benefits of Temporary Workers Program:

- Process timesheets, withhold FICA and garnishments, issue paychecks
- Offer disciplinary assistance
- Daily/weekly Quality Calls to ensure continued success of worker
- Manage employee file including tax forms and I-9s
- Pay all employer taxes including social security and Medicare, state unemployment tax and federal unemployment tax
- Pay workers' compensation rates and handle any claims due to on-the-job injury

Rates for Temporary Workers:

Mark-up rates vary depending on position. Please ask an Apollo Staffing representative for a quote of any position not listed.

Mark Up_ 30%

Apollo Staffing Policy, Terms and Conditions

*****Payments of all invoices are due upon receipt. Late payments are assessed at 1.5% above invoice each month. Insufficient funds are subject to \$100 charge.**

Initials: MR Client

Initials: _____ Sales Representative

Late payments void candidate replacement guarantees.

Personal data submitted by Apollo Staffing on its direct placement or temporary workers is strictly confidential and for the benefit of **and** its authorized personnel only.

Any person presented for any position cannot be "rolled" onto any other staffing service without written consent of Apollo Staffing.

No guarantees or representations, implicit or explicit, are made beyond those set forth here and in the Staffing Services Terms and Conditions. In accepting the services of Apollo Staffing, it is agreed that in the unlikely event of litigation as to any terms of this Agreement or the Staffing Services Terms and Conditions shall pay reasonable court costs, collection costs, and/or attorney fees when so ordered by a court of law.

Fee Schedule - Temporary / Contract

Placement bill rates are quoted based on individual pay rates, plus all applicable Federal, State and Local withholding taxes, Social Security, State Disability Insurance and all other like charges including limited employee benefits. Apollo Staffing also warrants that all its employees are covered by Workers' Compensation Insurance. Placement bill rates will be quoted before an individual employee's start date.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Apollo Staffing to provide avenues of employment to all applicants based on their ability, job skills, and work experience. Apollo Staffing also strives to provide you with the very best qualified personnel to meet your staffing requirements.

Consistent with the Civil Rights Act of 1964, as amended, and Executive Order 11246, as amended, Apollo Staffing will always administer recruiting and hiring along with any other terms, conditions and privileges of employment without discrimination.

SUMMARY

Apollo Staffing values its partnership with Newton County, GA, and promises to fulfill each request with enthusiasm and integrity. With us, you are not like every other customer and we are not your average staffing company.

Apollo Staffing is a company you can trust.

We differentiate ourselves from the competition because we go “above and beyond” normal service standards—we approach each job with flexibility, creativity, and competitive rates that create a positive customer experience for you.

Please call us with your next available position and experience the staffing benefits Apollo Staffing can provide. We welcome the opportunity to work with you.

I have read and understand the proposal for Apollo Staffing including the Fee Schedule and Staffing Services Terms and Conditions and agree to its terms. Furthermore, I agree that all future staffing services provided by Apollo Staffing will be subject to the same Fee Schedule and Staffing Services Terms and Conditions, including any amendments to the terms contained therein of which I am notified.

I agree not to solicit for hire, directly or indirectly, any employee/candidate introduced to me through my relationship with Apollo Staffing for a period of at least ninety (90) days following the later of (i) my learning of the employee/candidate or (ii) termination of the employee's/candidate's contract assignment with me. In the event that I hire an Apollo Staffing employee/candidate in violation of the foregoing, Apollo Staffing shall be entitled to immediate payment of its applicable fees pursuant to the Fee Schedule then in effect.

IN WITNESS THEREOF, the parties thereto have set their signatures to the foregoing agreement on this the 21 day of February in the year 2017.

Customer Signature:

Mark Barnes

Title:

Chairman, Newton County Board of Commissioners

Witness:

Jackie B. Smith, County Clerk