



PERSONNEL
dynamics
Staffing Solutions—Now.

November 9, 2020

City of Grand Rapids
 420 N. Pokegama Ave
 Grand Rapids, MN 55744

As of **January 1, 2021**, Personnel Dynamics LLC - hereinafter called Company – and City of Grand Rapids - the Customer, will enter into the following contract.

Company will agree to advertise for and screen all candidates before passing resumes onto the Customer. If the Customer does not hire any candidates through Company, there shall be a \$15 surcharge to Customer for all submitted resumes.

If Customer chooses a candidate from Company, we agree to assume all payroll responsibilities for workers for Customer as needed. Company will pay employees, will withhold Federal and State income taxes according to individual W-4 allowance certificate, will withhold employee's portion of FICA tax, will contribute employer's portion of FICA tax and will contribute to Federal and State Unemployment Compensation funds. Company will provide Worker's Compensation Insurance for employee and will provide certificates of insurance upon request.

Company will pay employees weekly and file all required Federal and State payroll reports, including W-2 forms.

Customer agrees to provide a safe work area for employees and, also agrees to pay invoices billed weekly for hours worked upon receipt and has given a personal guarantee that invoices will be paid in a timely fashion. If the Customer fails to pay the Company the invoice amount upon receipt, the Company reserves the right to withhold wages to the employee(s), and/or terminate this contract with the customer.

Employee will be paid at time and a half for hours over 40 per week, and Customer will be charged accordingly. Holiday pay and vacation pay is at the discretion of the Customer and must indicate authorization for such pay on the timecard. Customer has the option of hiring the employee after 90 days at no additional cost.

Customer will assure that Company's employees receive all required general and specific training on employee safety, shall keep the workplace free from recognized hazards that are causing or likely to cause death or serious physical to Company employees, and shall comply with occupational safety and health standards. Customer will report any injuries to Company in a timely manner. Also, Customer must submit information regarding any termination (including layoffs and voluntary quit) to the Company. Also, Customer must submit information regarding any termination (including layoffs and voluntary quit) to the Company.

Customer agrees to promptly report to Company any direct payment of bonuses, incentives, etc. by Customer to Company leased employees in order that proper payroll tax reporting can be maintained.

PERSONNEL DYNAMICS, LLC

By: Kyla Ward
 Kyla Ward – Personnel Dynamics, LLC

By: Lynn DeGrio
 Lynn DeGrio – City of Grand Rapids

Hourly wage + 35% = Hourly Billing Rate