



PERSONNEL SERVICES  
A Division of P.P.S.

8789 Tyler Blvd. – Mentor, OH. 44060  
Phone: 440-974-0800 Fax: 440-974-0906

**Reduced C2H Service Rate and  
Reduced Hours Requirement**

Hartman Personnel Services

Let Hartman Personnel Services serve as your single source for full-service hourly administrative, professional, technical, and light industrial personnel.

Contract to Hire: (“Try before you buy”) Employ your new hire as a contracted worker. The employee will be a contract employee for a 15 1/2-week trial period (620 regular hours). Your company has determined the pay rate you want to pay the new employee. Hartman Personnel Services will charge a 1.75 rate multiplied by the employee’s pay rate. Hartman Personnel Services will pay all employee benefits, including State Worker’s Compensation, State and Federal taxes, Unemployment Insurance, match FICA, and hospitalization should the employee be a long-term contracted worker. At the end of the 15 1/2-week trial period (620 regular hours) the employee can be hired onto your payroll without a conversion fee.

Early Buyout and Termination: Should you have the desire to hire the contracted employee onto your payroll before the end of the 15 1/2-week trial period (620 regular hours), Hartman Personnel Services will calculate a buyout fee.

Customers will be invoiced each week for the prior week’s billable hours. Invoices are due upon receipt. Overdue invoices are subject to late charges of 2% per month.

Hartman Personnel Services is not on-site to manage the employees and shares no liability for faulty work.

Hartman Personnel Services is staffed with consultants who are experienced in staffing Manufacturers and Services Industries. Hartman Personnel Services will only supply you with position-specific, hand-picked applicants who are qualified to handle your specific job needs.

Victoria Southworth  
Signature

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Signature

VICTORIA SOUTHWORTH  
Print Name

\_\_\_\_\_  
Print Name

8/17/23  
Date Signed By  
Hartman Personnel Services

\_\_\_\_\_  
Date Signed By  
City of Willowick