

JOB PLACEMENT SERVICE TERMS OF USE

THE FOLLOWING ARE THE TERMS OF USE OF THE SERVICES PROVIDED BY ACHIEVEMENTS, WHICH IS A COMPANY THAT PROVIDES JOB PLACEMENT SERVICES FOR SCHOOLS.

A. FEE:

- i. The fee for a hired applicant referred by Achievements is 5% of the applicant's annual rate of pay at the time of hire. This is a one-time fee.
- ii. There is a minimum placement fee of \$500 per hired employee.
- iii. Nothing in these terms of use shall minimize the placement fee. For example: If the school's policy is to pay more for the placement fee than the above-mentioned amount, the higher amount shall govern.
- iv. School must pay by credit card, and a working credit card must be on file at all times. Before any interview is set up, school will be required to pre-approve all credit card charges, and all fees will be charged automatically once a candidate is hired and will not depend on any further notification to, or approval from, the school.
- v. The school shall notify Achievements immediately upon the hire of an employee referred by Achievements and the annual salary rate agreed upon.
- vi. If applicant gets fired or quits within 30 calendar days from the beginning of employment, the school will be given a full refund.
- vii. If a candidate is referred by Achievements for any position and is hired by that school for a different position, the same placement fee will still apply.
- viii. School is not allowed to refer to another school a candidate that was referred to them by Achievements. In the event that the school violates this clause and refers our candidate to another school, school will be responsible to pay our regular referral fee.

B. ACHIEVEMENTS HAS THE RIGHT TO SHARE ANY INFORMATION GIVEN TO THEM BY THE SCHOOL WITH THE PROSPECTIVE EMPLOYEE, SHOULD ACHIEVEMENTS DEEM IT NECESSARY.

C. ACHIEVEMENTS RESERVES THE RIGHT TO AMEND THESE TERMS OF USE AT ANY TIME.

SUBSTITUTE PLACEMENT SERVICE TERMS OF USE

THE FOLLOWING ARE THE TERMS OF USE OF THE SERVICES PROVIDED BY ACHIEVEMENTS, WHICH IS A COMPANY THAT PROVIDES SUBSTITUTE PLACEMENT SERVICES FOR SCHOOLS:

A. SCHOOL RESPONSIBILITIES:

- i. When Achievements provides a school with a substitute, the school is obligated to pay Achievements an \$8 placement fee per hour that the referred substitute subbed for the school. Partial hours will be prorated and paid accordingly. School must continue to pay the placement fee even if the school subsequently reaches out to the substitute directly, once a contact came about through Achievements' placement service. There is a minimum fee of \$8 per day, for every day in which a placement took place.
- ii. In the event the school decides to hire the substitute permanently or long term, school must continue to pay the referral fee until they have notified Achievements of this development AND the appropriate teacher placement fee (as per our Teacher Placement Agreement, charged as a percentage of the first year's annual salary rate) has been paid to Achievements or adequate arrangements have been made. This teacher placement agreement cannot be arranged retroactively, and all substitute fees will continue to apply up until the moment that notification is made AND payment is received, as explained above.
- iii. School must pay by credit card, and a working credit card must be on file at all times. Before any interview is set up, school will be required to pre-approve all credit card charges, and credit card will be charged automatically at any time for all prior fees and will not depend on any further notification to, or approval from, the school.
- iv. School is responsible to pay the salary of the substitute directly to the substitute, in the amount that the school agreed to pay the substitute. This salary for the substitute will be negotiated between the school and the substitute.
- v. If a candidate is referred by Achievements for a substitute position and is hired by that school for a different position, including but not limited to a teacher or tutoring position, a teacher or job placement fee will be applied, as per the teacher or job placement fee terms of use.

B. ACHIEVEMENTS' RESPONSIBILITY:

Achievements will be responsible to keep track of the number of hours the substitute subbed, in order to know how many hours to bill the school.

C. ACHIEVEMENTS RESERVES THE RIGHT TO AMEND THESE TERMS OF USE AT ANY TIME.