



## EMPLOYEE ACKNOWLEDGEMENT

The undersigned acknowledges that he/she has read and completed this Employee Acknowledgment.

<u>Employee Name</u> ("Employee")	<u>Home Phone</u> (    )	<u>Social Security #</u>
<u>Employee Address</u>		
<u>Alternate/Emergency Contact</u>	<u>Emergency Phone</u> (    )	<u>Cygnus Hire Date</u>
<u>Marital Status</u>	<u>Gender</u>	<u>Ethnic group</u>

Cygnus Resources is a Professional Employer Organization that provides services to your employer or Client Company such as payroll administration and benefit sponsorship and administration. Please indicate your current work site employer (Client Company):

<u>Client Company</u> ("Client")	<u>Hire Date w/ Client</u>
----------------------------------	----------------------------

You are an "at will" employee which means you can leave employment at any time with or without notice or the employer may terminate your employment with or without notice at any time. The only exception to this provision is if you are governed by an employment contract or a collective bargaining agreement which terms govern the employment relationship.

- DUTIES.** You shall perform job assignments and requirements as may be provided and directed by the work site Supervisor. You will comply with the policies and procedures of your work site employer (Client Company).

<u>Division</u>	<u>Department</u>	<u>Location</u>
<u>Job Classification</u>	<u>Cost Center / Project</u>	<u>Benefit Group</u>

- REASSIGNMENT.** You may request to be reassigned to another client company of Cygnus Resources but you acknowledge that Cygnus Resources, with Client approval, may reassign you. In such event, you agree to perform the job duties as assigned by the work-site Supervisor for such client company.
- COMPENSATION.** Employee will hold all compensation information confidential. Employee will not disclose or divulge either directly or indirectly information regarding benefits to fellow employees.

<u>Pay Cycle</u> <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly (alternating weeks) <input type="checkbox"/> Semi-Monthly (2x per month) <input type="checkbox"/> Monthly	<u>Hourly Rate</u>	<u>Commission</u>	<u>Status</u> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal/Temporary
	<u>Salary (Monthly Rate)</u>	<u>Piece Rate</u>	
	<u>Salary (Annual Rate)</u>	<u>Other</u>	

The foregoing amounts shall be paid by Cygnus Resources at the regular pay periods specified.

- BENEFITS.** In addition to any benefits outlined in the Policy and Procedure Manual of the Client, you are also entitled to enrollment in Cygnus Resources' Medical and Dental program(s). In the event the Client has adopted no

policy and Procedure manual, there shall be no entitlement to vacation, sick leave, holiday leave, or other benefits unless such are established by written policies by the Client Company. A Cafeteria Plan (C-125) and Section 401 (k) Employee Benefit Plan may be available to the Employee through Cygnus Resources.

\*You have thirty days from date of hire to elect any health and welfare benefit options. After the thirty day period you will have to wait until open enrollment or a qualifying event (i.e., marriage, divorce, birth, adoption, change in spouse benefits, etc.) to elect health and welfare benefit options.

In the event Cygnus Resources receives neither a complete application or waiver for any or all benefits within 30 days of hire with Cygnus Resources you understand that you have voluntarily waived said benefits until the next applicable open enrollment period or eligible status change as defined by the specific plan document(s).

5. DISCRIMINATION. Client Company and Cygnus Resources are equal opportunity employers and do not discriminate on the basis of race, religion, color, national origin, age, sex, marital status or disability.
6. REPRESENTATIONS. You represent that the information provided is true and accurate in all material respects. You further represent that the execution, delivery and performance by you of your work assignments shall not breach or constitute a violation of any agreement by which you are bound.
7. AGREEMENTS. The following types of agreements that are identified below have been separately executed by you and are attached to this Acknowledgment for the purpose of notification of its existence.
  - Non Competition
  - Confidentiality / Non-Disclosure
  - Other (e.g. Employment or Union Contract) \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date