



# AIM Library & Information Staffing

## CONTRACT PERSONNEL

AIM Library & Information Staffing's contract personnel service allows a qualified AIM employee to work in your organization for periods of time such as six months to a year. This service allows us to provide a contract employee with selected benefits, thus helping to retain their continued availability for longer periods of time. We've found our contract service is popular with both clients and employees.

### ADVANTAGES

- **Cost-Effective** Control your budget by determining personnel costs in advance. You can supplement your permanent staff over a longer period of time without adding to your head count.
- **Increased Productivity** Orient or train someone once and take advantage of their acquired expertise on a longer-term basis.
- **Experienced People** Access AIM's large pool of qualified personnel to quickly help you meet your staffing needs.

### ARRANGING FOR AN AIM CONTRACT EMPLOYEE

Contact AIM. Our staffing specialists will work with you to determine the experience, skills and other requirements necessary for the position. From there, your AIM specialist will begin to search for an appropriate candidate. As outstanding candidates are identified, we will send resumes and arrange interviews for you. When the contract is finalized, we will make arrangements for the employee to begin work.

Resumes of AIM candidates submitted to the client for consideration are subject to placement fees for six months after their submission, should they be hired by the client, its subsidiaries, or if run through other temporary agencies.

### FEE FOR SERVICE

Rates for contract personnel vary according to education and the level of experience required for the job. We handle employee taxes, liability insurance, and workers' compensation. Contract employees are billed by the hour based on authorized time sheets. You are billed only for hours worked. A formal contract agreement is required to initiate this service. Your organization may require a purchase order before using our services. Many clients find it useful to request a purchase order early in the process of selecting candidates to have available before the start date.

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## **TERMS**

Invoices are billed weekly with time sheets attached. Because AIM's invoices reflect payroll already paid, payment is due upon receipt. Finance charges may apply to invoices that are over 30 days old.

## **CONVERTING AN AIM CONTRACT EMPLOYEE TO A DIRECT HIRE**

When you wish to directly hire an AIM contract employee, a discount on the Direct Hire fee is available. The fee is discounted according to the number of hours worked (see the Conversion Chart below). The conversion fee, whether for a full-time or part-time position, is a percentage of the first year's annual, full-time salary.

<b>CONVERSION CHART</b>	
<b>Hours worked as contract employee</b>	<b>Percentage of salary</b>
000 to 200	20.0%
201 to 300	18.0%
301 to 400	16.0%
401 to 500	14.0%
501 to 600	12.0%
601 to 700	10.0%
701 to 800	8.0%
801 or more	5.0%

## **EQUAL EMPLOYMENT OPPORTUNITY**

AIM is an equal opportunity employer. AIM refers candidates in accordance with our company policy. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Personal data submitted by AIM on its employees is highly confidential and for the client's lawful personnel use only.

## **FOR MORE INFORMATION**

To place a personnel order, or for more information, contact AIM toll free at **877-965-7900**.

Visit our website at [www.aimusa.com](http://www.aimusa.com).