

# Timesheet

Genepool

## agency staff details

name
specialisation
grade

## client details

hospital (in full)
department
reporting to

## hours worked

	date	start	breaks	finished	total worked	optional daily auth.		client initials
						standard	overtime	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>totals</b>								

## on-call hours

	date	start	finished	total on-call	worked during on-call		optional daily auth.	
					called out	finished	total worked	client initials
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>totals</b>								

## authorised travel expenses

		details		
petrol claim	£		client authorised	
accomodation	£		(signature)	
other	£			
<b>total</b>	£		<b>Genepool authorised</b>	

I confirm as an authorised signatory that the above hours are the correct hours to be invoiced

locum signature	client signature	order number (if available)
date	date	

**Our Standards Terms and Conditions apply to all bookings (see reverse for details)**

Once completed and signed by all required parties please fax timesheets to:

**0870 8032154 or 01932 334506 or 01959 576943** or email to: [genepool@atlantic-bureauservices.com](mailto:genepool@atlantic-bureauservices.com)

**THEN SEND top 2 copies in pre-paid envelope to:**

Freepost RSJU-LZRB-TJEB

Payroll Department - Suite 3, Genepool Personnel Limited

Cobb House, 2 Oyster Lane, Byfleet, West Byfleet, KT14 7DU

**page 4 should be retained by the client and page 3 should be retained by the locum.**

## Terms and Conditions (LOCUMS)

### Definitions

The employment agency means Genepool personnel limited trading as Genepool theatre staff or its authorised agents.

A temporary worker means the person introduced to the client by the employment agency and is referred to as a locum, who is always employed on a subcontract basis.

The party to whom the locum's services are provided is referred to as the client. "Booking" means the agreement for the provision of services by as identified locum.

"Service period" means the duration as agreed from time to time during which the client agrees to engage the locum to provide the services.

The following are the terms and condition between Genepool personnel Ltd and the client on whose behalf the locum is sort. It is explicitly agreed by the client that by placing a request with the employment agency to fill a booking the client accepts these in their entirety. These terms may only be varied by a director of the employment agency and such variation will only be valid from the time that it is confirmed in writing.

### Services

The employment agency will endeavour to provide the client with staff in accordance with their stated specific and general requirements, but recognises that the exact requirements may not be met on every occasion. The client will accept or reject the locum on the basis of the information provided and the final booking decision is the clients.

The absence of any required information should be taken to mean that the information is not available on this occasion.

### Verification of information

The agency agrees to regularly check the appropriate registration and health status of locums that it places into bookings.

### Supervision

The client will take responsibility for supervising and directing the locum, and will notify the agency immediately should there be cause for concern or dissatisfaction. If required the agency will attempt to replace any locum found to be unsuitable. The client will have the right to terminate any booking, but will be liable for the agency fees up until the time at which the locum is notified that their services are no longer required.

Should the client continue to employ a locum when they are not 100% satisfied with their performance they agree to pay the fees as stated in full unless agreed in writing by a director of the agency.

### Settlement of invoices

The client will pay the agency charges at the stated rate plus employers national insurance charges and any charges associated with any future legislation plus vat as applicable within 21 days of invoice date. If payment is late the client agrees to accept interest charges at 1% per month. Any invoice queries should be raised by telephone and confirmed in writing within 7 days of its receipt. If the agency has not been informed in accordance with the above the client is bound to pay the full invoice value. The agency may from time to time assign invoices to a third party such as a factoring company and the client agrees to accept these assignments.

### Booking cancellation charges and rates

The agency will notify the clients directly a locum has agreed to perform services. The agency will supply relevant proofs of qualification and references. The client agrees that by requesting details to be supplied for consideration for bookings that they may place with the agency that the client accepts that this constitutes an introduction to any and all locums that the agency may supply details of and furthermore agrees only to employ such locums through the agency for a period of 6 months after the introduction has been made unless the booking is subject to the terms and conditions of NHS regional framework agreements or other contracts to which the agency has subscribed. The client undertakes to decline or accept the locums for bookings within 16 working hours failing which the locum will be deemed to have been declined. Upon cancellation of any booking of any service period or the reduction in the service period with less than 16 hours notice the agency reserves the right to charge the client a cancellation fee of £100 or 1/5th of the hourly fees of the service period for which the client had agreed to engage the services of that locum. Wherever possible notice will be given with respect to price increases however the agency reserves the right to increase the rates without notice and the price increase will be applied to locums booked in advance of the price increase. There will be a minimum charge of 3 hours per booking.

### Time sheets

The client shall countersign the time sheets completed by each locum and in doing so the client confirms the number of hours worked and their satisfaction or service provided by the locum. Failure to sign the time sheet does not alter the client's liability to pay for the hours worked. The clients undertakes to notify the agency as soon as possible in any event within 7 days of any difference between hours specified and hours worked. The client shall forward to the agency via the locum the signed weekly time sheets following the client's agreement and verification. If the client or their representative signs for expenses on a time sheet or separately the payment will be charged to the client without exception.

### Limits of liability

The agency does not accept responsibility for losses incurred as a result of a locum not completing or conforming to the terms of a contract or agreement in any way. The client agrees to provide all appropriate insurance cover in respect of the locum, e.g. Consequential loss, employers and public liability etc furthermore it agrees to responsible for any acts, errors or omissions of the locum as if the locum was a direct employee of the client. The client acknowledges that the agency sub-contracts the provision of services to the client of a locum. Accordingly the client agrees that the agency shall not be responsible for any loss, expense, damage or delay arising from the agency's failure to provide a locum for all or any part of a service period, or in respect of negligence, dishonesty, misconduct or lack of skill of any locum or the termination of this agreement due to the termination of the sub-contracting agreement by the locum. It is a condition that the client shall indemnify the agency against all losses, damages and expense arising in connection with any claim brought against the agency by any party, as a result of the introduction of any locum to the client by the agency. The client shall also comply in all respects with all statutes, bye-laws and legal requirements to which the client is ordinarily subject in respect of employees, in relation to every such locum, including in particular the provision of adequate employers and public liability cover for every locum during any service period.

### Use of information, re-engaging the locum and introduction fees

The client agrees only to use any information provided by the agency about a locum for the use of said locum through the agency. Should it wish to rebook a locum introduced by the agency it agrees to book the locum through the agency whether or not the client approaches the locum or vice versa? Furthermore the clients agree not to encourage the locum to join any other agency nor to allow the locum to continue to work in an ongoing position or any other for the client through an alternative agency. Should it or its employees or agents do so and the locum works through that alternate agency or directly the client agrees to accept an introduction fee equivalent to 20% OF THE LOCUM ANNUAL BILLING RATE, calculated by multiplying the normal hourly charge rate by a standard of 37.5 hours per week and by 48 weeks. In the event that the client, its associates or persons connected with the clients engages the locum for a defined or undefined period within 6 months of completion of the latest service period, the client will notify the agency and the agency reserves the right to charge the client the introductory fee. The client agrees that the engagement of the locum in any of the former situations will incur an introduction fee. The client also agrees it is of no consequence if the client has prior knowledge of the locum. These terms of re-engagement shall apply unless the booking is subject to the terms of a NHS regional framework agreement or other agreement that superseded these terms.

### Recruitment of staff

Where a client recruits locum staff to join its staff bank or permanent staff they will be subject to an introduction fee regardless of any NHS framework agreements or other agreements unless agreed in writing by Genepool prior to the initial placement of the member of staff concerned.

### Temp to Perm fees

Should the client wish to employ a locum on a permanent position as an extension to their locum booking, Genepool will waive its introduction fees in the event that the client provides 13 weeks notice to engage the member of staff in a permanent employed role or as a member of their staff bank. This notice period will commence from the date of receipt of written notice from the client to the Genepool offices. Failure to provide written notice of 13 weeks will result in the introduction fee being levied, although Genepool reserves the right to discount the fee where it deems it appropriate.

### Law

These terms are governed by the laws of England, Wales & Scotland and are subject to the exclusive jurisdiction of the courts of England, Wales & Scotland.