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General Agreement Letter

We are pleased to confirm our offer to you of employment with The Churchill Benefit Corporation, dba Yurcor.

This general letter of agreement describes certain terms and conditions concerning our relationship. Our offer is subject to receipt of references that we consider satisfactory, your completion of all other aspects of our preemployment screening process, and our receipt of a signed copy of this Agreement.

- The mutually agreed-upon starting date is _____.
- As a Yurcor employee, you will be paid on a consistent agreed basis at an initial base rate of \$_____ per hour/day for each work day you perform for Yurcor in a workweek (based on your timesheets) on projects assigned by Yurcor.
- Upon the completion of the applicable eligibility period, you will be eligible to participate in Yurcor employee benefit plans. You will be provided with enrollment materials and the applicable summary plan descriptions of such plans.
- You are expected to perform all services with the highest degree of care, professionalism, and competence, using your best judgment at all times. If any Client advises Yurcor that you are unable or unwilling to perform the required services, or are inadequately performing the services, Yurcor may remove you from that project. You are not restricted to Yurcor for any length of time, and Yurcor reserves the right to terminate this relationship at any time.
- You represent and warrant that (a) you are not subject to any restrictions and are not under any obligation to any third party, such as a restrictive covenant or non-competition agreement, that could interfere with the performance of your obligations as an employee of Yurcor or to assist any Clients, and (c) your performance of your obligations during your employment with Yurcor will not breach any agreement by which you are bound not to disclose any proprietary information, such as a nondisclosure or confidentiality agreement.
- If you have not performed any billable hours of service on a Yurcor assignment for two consecutive full calendar months and are not on an approved leave of absence during that time, Yurcor, at its option, may terminate your employment. Yurcor may also terminate your employment if you maintain a negative account balance for more than 30 days.



- Your eligibility to participate in any employee benefit plan of Yurcor shall end upon termination of your employment in accordance with the terms of each applicable plan (subject to any benefit continuation rights, such as continued medical coverage pursuant to COBRA) you may have under any plan). In addition, any loan taken from the Yurcor 401(k) plan must be fully repaid upon your termination of employment with Yurcor. If your 401(k) plan account balance is less than \$5,000 at the time of termination, then your account balance may be distributed to you (however, as always you will have the opportunity for a direct rollover to another qualified retirement plan or IRA).
- You agree to notify Yurcor of the termination of any project that you were assigned by Yurcor. You agree that prior to termination of any project that you will return all equipment (i.e., hardware, software) to either Yurcor or the Client.
- You agree to terminate your account with Yurcor, including participation in all employee benefit plans (except as required by applicable law) by written communication, prior to filing for unemployment benefits.
- You acknowledge receipt of the Yurcor Employee Handbook.

We are looking forward to working with you. Please contact us with any questions.

Very truly yours,
THE CHURCHILL BENEFIT CORP., dba Yurcor

Yurcor

Date (month/day/year)

Above agreed to:

Employee

Date (month/day/year)