



**Loan Administration Network, Inc.**

## Temporary Assignment Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby commit to the job assignment represented to me by Loan Administration Network, Inc. ("LANI") and agree to start and complete the assignment as required by LANI. I understand my failure to start and complete the assignment may jeopardize LANI's relationship with its client, resulting in potential damage to LANI.

While on assignment, I will:

1. Call my LANI Representative if I am unable to arrive to work on time;
2. Get permission from LANI to take time off from work;
3. Find and utilize other transportation to get to work in the event my car breaks down;
4. Notify my LANI Representative in the event my job duties change;
5. Call my LANI Representative if I have questions regarding my pay;
6. Discuss any payroll questions with only my LANI Representative and not with any other employees on the job or with the client;
7. Avoid placing and accepting personal calls while on the job;
8. Call my LANI Representative to discuss any problems I am having on the job;
9. Call my LANI Representative with any questions I may have regarding my job assignment, conversion status, etc. I will not approach LANI's client with these questions.

I understand that during the course of my assignment and for a period of one year following the completion of my assignment or the submission of my resume to the client company or any other client company LANI has submitted my resume, should I accept permanent or temporary work directly from the client company, the client company will be obligated to pay a fee to LANI. I agree to be responsible for said fee should I solicit permanent or temporary employment from any client company of LANI without the written consent of LANI.

I understand that nothing contained in this agreement is intended to create a contract of continued employment. I understand my employment is "at-will" and may be terminated or my job assignment ended with or without cause and for any or no reason.

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