

SUBSTITUTE PLACEMENT SERVICE TERMS OF USE

THE FOLLOWING ARE THE TERMS OF USE OF THE SERVICES PROVIDED BY ACHIEVEMENTS, WHICH IS A COMPANY THAT PROVIDES SUBSTITUTE PLACEMENT SERVICES FOR SCHOOLS:

A. SCHOOL RESPONSIBILITIES:

- i. When Achievements provides a school with a substitute, the school is obligated to pay Achievements an \$8 placement fee per hour that the referred substitute subbed for the school. School must continue to pay the placement fee even if the school subsequently reaches out to the substitute directly, once a contact came about through achievements' placement service. School must pay the referral fee even if the school uses the substitute for long term or permanent use throughout the year. There is a minimum fee of \$8 per day, for a day in which a placement took place.
- ii. In order for a school to be able to hire the substitute as a permanent, long term substitute, or teacher and be absolved of this placement fee, the school must wait until the next school year. If the school does hire the referred substitute as a teacher, or long terms substitute, the school must notify Achievements and pay Achievements the regular teacher placement fee as per its terms of use.
- iii. School may pay by either check or credit card (there will be a processing fee 3%). Regardless of payment option chosen by the school, the school is obligated to give a credit card for achievements to have on file. Once school receives the invoice sent by achievements the school will have the obligation to pay the full balance of the invoice within 7 calendar days. If school does not pay the invoice within 7 calendar days of an invoice being sent, achievements will have the right to charge the credit card for the total balance owed.
- iv. School is responsible to pay the salary of the substitute directly to the substitute, in the amount that the school agreed to pay the substitute. This salary for the substitute will be negotiated between the school and the substitute.
- v. If a candidate is referred by Achievements for a substitute position and is hired by that school for a different position, including but not limited to a teacher or tutoring position, a teacher or job placement fee will be applied, as per the teacher or job placement fee terms of use.

B. ACHEIVEMENTS RESPONSIBILITY:

Achievements will be responsible to keep track of the number of hours the substitute subbed, in order to know how many hours to bill the school.

C. ACHIEVEMENTS RESERVES THE RIGHT TO AMEND THESE TERMS OF USE AT ANY TIME.