

# HAAPC CONTRACT/ TEMPORARY SERVICE AWARDS RULES

## **CATEGORIES FOR AWARDS**

In choosing a category for production awards, at least 80% of the total production must be in one of the categories below. One Team Trophy will be awarded for each winning team:

- Light Industrial Team – Top Three Places & Rookie of the Year
- Administrative Support Team – Top Three Places & Rookie of the Year
- Technical/ Professional Team – Top Three Places & Rookie of the Year

## **COMPOSITION OF TEAMS**

“Team” must include all individuals actively involved in causing production to occur. “Team” consists of any employee, manager, owner and independent contractor whose function is to sell, interview, place, coordinate, direct, facilitate, supervise or contribute to the success of the above functions through the applicant, employee and/or client contact. Firms must provide names and titles of those comprising the “team” as part of their auditable information.

## **DETERMINATION OF PRODUCTION**

Awards shall be determined by comparative Per-Desk-Average production. PDA Production shall be computed by the following formula:

Gross Contract/Temporary Revenues (MINUS) Total Payroll Burden (DIVIDED BY) Average Number of People on Team during the reporting period (EQUALS) PDA Production.

Production is based on Gross Revenues billed for actual hours worked for the calendar year January 1, 2013 through December 31, 2013.

Gross Contract/Temporary Revenues is the total invoiced for actual hours worked.

Payroll Burden is Pay Wage (the gross wages paid to the contract/temporary employee, including any reimbursements billed to client), FICA, federal and state unemployment tax, workmen’s compensation insurance, liability insurance, and malpractice insurance, or any other benefits paid to the contract/temporary employee by the recruiting firm.

Average Number of People On Team is the number of individuals, as outlined on page 1 under “Composition of Teams”, involved in causing production to occur. This number shall be figured as the average annualized number of people rounded to the nearest tenth. EXAMPLE; If you have 4 employees on the team from January to June and 5 employees from July to December, then you have 54 total employees divided by 12 months = 4.5 (average annualized number of employees on the team).

All data submitted will go directly to the official accounting firm. The accounting firm will tally the results and determine the order for the winners and release ONLY that information to the Chairman of the Awards Banquet and to the President.

## **REQUIREMENTS FOR NOMINATION**

The production period for all nominees except for new offices or branches (See “Rookie Office of the Year”) is January 1, 2013 through December 31, 2013. To be eligible to participate in the awards program, a firm must join HAAPC no later than December 31, 2013. All dues must be received in full by December 31, 2013. All nominees must be

employed by member firms who are in good standing with HAAPC as of January 31, 2014.

### **DIRECT HIRE (PERMANENT PLACEMENT) FEES**

Production from temporary/contract assignments in which the employee is hired directly by client company may also be included. However, this production may be counted only once, either in the HAAPC Contract/Temporary Awards Program or in the HAAPC Permanent Placement Awards Program.

### **ROOKIE OFFICE OF THE YEAR**

To qualify for Rookie Office of the Year, the office must have been open no less than 8 months nor more than 18 months which includes the calendar year for which the nomination is being submitted. Awards shall be determined by comparative Per-Desk-Average production as outlined above. For offices with less than 12 months of production, the figures will be prorated by the CPA using the following formula:

Total production (DIVIDED BY) months in business (EQUALS) average monthly production (TIMES) 12 months (EQUALS) annualized production figure.

### **AUDIT PROCESS**

The HAAPC has appointed an outside CPA firm for the Awards Banquet audit process. The CPA firm will randomly audit nominees in all production categories. All nominations are subject to audit by an outside CPA firm and nominating services must be able to produce documentation on demand, with no less than 24 hours notice and within no more than 48 hours. Audit information will be held in confidence by the CPA unless audit findings differ from the originally reported figures. Such findings will then be shared with board members.

Should an audit occur, required documentation will include but it is not necessarily limited to:

- All receivables for the year, by invoice
- Listing of payroll or personnel records containing verification of assigned commissions or bonus, including W2 forms
- List of all employees who worked in placing the personnel in the temporary placement division for the service that year
- Policies, procedures and employment contracts dictating commission and bonuses, assignments and allocations
- All documents used by participants or for nominee to calculate production claimed

### **WARRANTY OF ACCURACY**

By participation in this contest, the undersigned is warranting the accuracy of the information furnished; that the information provided was figured according to the method prescribed by the award criteria information; and that the nominee has been notified of the nomination, has consented to such nomination and to the terms and conditions of the awards program. Participation in the awards program as a nominee or otherwise constitutes acceptance of all terms and conditions of the awards program.

HAAPC interpretation and application of awards criteria, the audit conclusions of the CPA firm and dispute resolution is final. Any nominee who has received an award in error will forfeit the award. The award will be presented to the next qualified nominee and the results publicly announced.

**DISCLAIMER**

The awards made and recognition given are gratuitous and all applicants, nominees, award winners and participants in the awards program understand and agree that neither HAAPC, its Board of Directors, employees, agents, members nor independent contractors (collectively HAAPC) shall have any liability to all such applicants, nominees, award winners, and their employers at any time for any reason arising out of or connected with the awards program, including but no limited to HAAPC's negligence for failure to make an award, incorrectly making an award, errors in tabulation errors in auditing, information dissemination, errors in the making of an award and any subsequent withdrawal of such an award. The Board of Directors of HAAPC shall have the right in its sole discretion, to make changes in the standards and criteria used in the awards program and the right to make such changes at anytime without notice.

**The Nomination Ballot Worksheet(s) must be completed and received by email to [haapchoustonx@gmail.com](mailto:haapchoustonx@gmail.com) no later than 5pm on February 12, 2014.**

**There is a set registration fee of \$75 per nomination. Please make payment of total amount due within 48 hours from invoice receipt. Preferred payment options and directions will be included on the prepared invoice.**