

# Employee Policy and Procedure Manual: Independent Contractor Guidelines

**Effective Date:** 2025-2026

**Company Name:** Sharinglyfe Staffing

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## 1. Introduction:

At Sharinglyfe Staffing, we work with independent contractors (referred to as 1099 agencies) to provide flexible, self-managed work opportunities. As a 1099 contractor, you are responsible for your own taxes, benefits, and overall business operations. This policy outlines the expectations, compensation structure, certification requirements, and other key details for individuals working with Sharinglyfe Staffing.

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## 2. Classification of Employment:

As an independent contractor, you are not considered an employee of Sharinglyfe Staffing. You will be working as a self-employed individual and will be compensated on a 1099 basis. This means you are responsible for managing your taxes, benefits, and any other business-related obligations. Sharinglyfe Staffing does not offer employment benefits such as health insurance, paid time off, or retirement plans.

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## 3. Compensation Structure:

- **Hourly Pay:** The pay rate for contractors ranges from \$9.00 to \$18.00 per hour, depending on your role, experience, and the nature of the tasks you perform.
  - **Pay Deduction:** A 13% fee will be deducted from your pay by Sharinglyfe Staffing for administrative and operational costs. This deduction will be applied to each pay period.
  - **Independent Hours:** As a 1099 contractor, you have the flexibility to set your own work hours and work from your preferred location. You are responsible for maintaining your work schedule and ensuring timely completion of assigned tasks.
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## 4. Pay Schedule:

- **Biweekly Pay:** All contractors are paid on a **biweekly** schedule. Payments will be processed every two weeks, with the pay period starting from the day of your work.
- **Direct Deposit:** All pay will be set up via **direct deposit**. Contractors must provide their bank account information in order to receive payments. Payments will be made directly into the account provided on your payment setup form.

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## 5. Certification Requirement:

- **Certification Program:** To begin working, all 1099 contractors must complete a mandatory certification program. The certification process can take between **two (2) and four (4) weeks** to complete.
- **Paid Certification Period:** The last **two weeks** of your certification are paid, providing an opportunity for you to earn income while completing the program.
- **Completion and Expectations:** The certification is mandatory and must be successfully completed before beginning your work assignments. Failure to complete the certification within the prescribed timeline may result in termination of the independent contractor relationship.

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## 6. Background Check Requirement:

- **Background Check:** All 1099 contractors are required to undergo a background check prior to beginning work with Sharinglyfe Staffing. The background check is an important part of our process to ensure the safety and trustworthiness of our contractors.
- **Reimbursement of Background Check Fees:** Sharinglyfe Staffing will reimburse the cost of the background check fee on your **first paycheck**. You will need to submit proof of payment for the background check, and the amount paid will be refunded to you along with your first pay.

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## 7. Benefits and Insurance:

As an independent contractor, you are not entitled to benefits provided to employees. This means you are responsible for your own health insurance, retirement savings, and any other personal benefits. Sharinglyfe Staffing does not provide any employee benefits.

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## 8. Responsibilities of the Independent Contractor:

- **Tax Obligations:** You are responsible for filing and paying your own taxes. As a 1099 contractor, you will receive a 1099-MISC form at the end of the year to report income earned.
  - **Self-Management:** You are responsible for managing your workload, time, and the quality of your work. As an independent contractor, you must maintain professional standards and meet deadlines as outlined in your certification and assignment details.
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## **9. Confidentiality and Professional Conduct:**

As part of your agreement with Sharinglyfe Staffing, you are expected to adhere to confidentiality agreements and maintain professional conduct at all times. Any violation of confidentiality, misuse of company data, or unprofessional behavior may result in termination of the independent contractor agreement.

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## **10. Termination of Agreement:**

Either party may terminate the independent contractor agreement with or without cause, as long as any outstanding payments or obligations are fulfilled. Contractors are expected to provide notice to Sharinglyfe Staffing if they wish to discontinue their work or if they are unable to fulfill their duties.

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## **11. Acknowledgment and Agreement:**

By working with Sharinglyfe Staffing as an independent contractor, you acknowledge and agree to the terms outlined in this policy. These guidelines are designed to ensure a mutual understanding of expectations and responsibilities.

## **12. background reimbursement**

As part of your onboarding process, there are certain requirements that need to be completed, including training and a background check.

We want to provide you with two options for covering these initial costs:

- 1. Company-Paid Option:** We will cover the costs for your training and background check. These costs will be deducted from your first paycheck once the training and background check are completed.
  - 2. Self-Pay Option:** Alternatively, you can choose to pay for your own training and background check upfront. Upon successful completion of all training and timely clocking in, we will reimburse you for these expenses in full on your first paycheck.
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If you have any questions or need clarification about this policy, please feel free to reach out to Sharinglyfe Staffing.

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**First name**

**Last name**

**Date&Year**

1579 Main St, Southaven, Mississippi

Office Email – [SharinglyfeStaffing@gmail.com](mailto:SharinglyfeStaffing@gmail.com)