



About the types of opportunities Carex offers

At Carex we work with partners to staff Contract, Contract-to-Hire, and Direct Placement opportunities. Each of these employment types impact you differently. Here's a summary of what each means for you.

Contracts

Contract positions mean that you are a Carex employee working at a partner site for a specified duration of time. Contract employment is an ideal solution when companies have unpredictable workloads, specific project work, seasonal peaks, and other limited-term needs, such as a leave of absence. Contract positions typically have a set timeframe.

- As a contractor, you are scheduled to work as a W2 Carex Employee for the duration of the contract. Each partner company and each contract are unique. Sometimes there may be an opportunity to extend the contract or be hired on directly by the company. However, neither an extension of a contract nor a permanent role is guaranteed.
- As a contractor, you get paid for every hour that you work. The normal expectation is that our contractors work 40 hours per week unless given approval by the partner company and Carex.
- The pay rate is solidified prior to you being submitted for contract positions, due to the application process for these types of roles. You and your Carex representative will come to an agreed upon rate prior to being submitted to the role and this will be your pay for the duration of the contract.
- Vacation, holiday and sick time are not paid. Because of this, we write our contracts and calculate your yearly income to build in 4.5 weeks of time off for you in a year. We base your salary on 1900 hours for a year's work instead of 2080 for a 12-month contract.
- When you take time off, please request time off from your manager, but also cc' Carex so we are in the loop. Working remotely must also be approved by your manager and Carex needs to be informed.
- During this time, you will be on Carex's payroll and benefits. For all administrative purposes, you are a Carex employee. An overview of our benefits is attached.
- Although you are a Carex employee and representing Carex, you will be reporting to work every day to the manager onsite. If you have things you are not comfortable discussing with your manager, discuss the situation with your Carex contact and we'll help determine next steps.
- Towards the end of the contract, Carex will do our due diligence to find you either another contract role or a FTE position, depending on your preferences. Ideally, we will have another role lined up for you at the end of your contract.

Contract-to-Hire

- These roles are a hybrid of contract and direct hire. Contract-to-hire is a way for companies and talent to try out a role before committing long-term. During the contract period, Carex is technically your employer. This is a nice option if you prefer long-term employment and want to try a new industry, role, or company before fully committing.



- All contract rules apply, and after the duration of the contract is over you will transition to a full-time employee for our partner if both parties so desire.
- Once a permanent position is offered and accepted at the end of the contract, you will transition from Carex's payroll and benefits to the company payroll and be a full-time employee of their organization. You will go through onboarding again with the company HR department and discuss compensation. You will also transition all benefits over from Carex to the company benefits.

Direct Placement

Direct Placement opportunities mean that you will immediately become an employee of the company Carex is introducing you to. Carex's role in this scenario is to create connections for our candidates and partner companies.

- Carex supports the candidate leading up to and during the interview process, however our partners often take the lead on following up and scheduling 2nd round interviews.
- Carex typically knows the position salary prior to submitting you for the role, however salary agreements and offer letter details will be discussed and agreed upon as part of the offer process.
- Upon hiring, your compensation, benefits, and all other aspects of employment will come from the partner company.

Carex is proud to offer a variety of employment options to our candidates. If you have further questions, we will happily address them.