



## Top Echelon Contracting Overview

Tabb & Associates is a key player in the staffing industry and can meet all your staffing needs. In addition to the traditional direct (perm) placement need, contract assignments are becoming a necessity at many companies. A variety of other alternative staffing needs are also becoming more prevalent in today's industry; things like Temp-to-Direct Hire, 1099 Conversions, Retiree Re-staffing, etc. Let Tabb & Associates address all your recruiting needs. To meet your staffing needs, Tabb & Associates will recruit candidates and coordinate with Top Echelon to see to it that you don't have to worry about all of the payroll and administrative issues. Top Echelon Contracting actually becomes your vendor and the employer of your assigned contract and alternative staff. This allows Tabb & Associates to recruit, attract and retain quality candidates.

### Top Echelon Contracting's Responsibilities

Tabb & Associates recruits the candidates. Top Echelon Contracting becomes your contract and supplemental staffing vendor. This allows Tabb & Associates to focus on recruiting the highest quality candidates. Top Echelon Contracting hires the candidates you've accepted for assignment and is responsible for the withholding, depositing, reconciliation, and record keeping for all payroll related taxes including:

- Federal Income Tax Withholding
- Social Security (employee and employer shares)
- Medicare (employee and employer's shares)
- Federal Unemployment
- State Income Tax Withholding
- State Unemployment Insurance
- State Disability Insurance (if applicable)
- Workers' Compensation Premiums
- Year-end W-2 Forms

### Top Echelon Contracting's Services

Using Top Echelon Contracting for your contract staffing is the easiest way for you to maximize your workforce flexibility. Top Echelon Contracting has designed its services to be as simple and efficient as possible. All you have to do is authorize billing by signing weekly timesheets and pay corresponding invoices. The qualified staff at Top Echelon Contracting handles everything else, including:

- Funding the weekly payroll.
- Processing all payroll taxes and withholdings.
- Maintaining Unemployment and Workers' Compensation coverage
- Offering employee benefits (See attached listing of all benefits).
- Handling all paperwork, including W-4 forms, I-9 forms, and other routine employee paperwork.

### Insurance protection for every situation

In today's business environment, insurance coverage should be a necessary requirement for every contractor working at your facility. Top Echelon Contracting carries a comprehensive package of insurance. This package includes:

Commercial General Liability	\$1,000,000 per occurrence; \$3,000,000 in the aggregate
Professional Liability	\$1,000,000 per occurrence; \$3,000,000 in the aggregate
Commercial Excess Liability	\$5,000,000 combined single limits
Hired/Non-Owned Auto Liability	\$1,000,000 combined single limits
Employee Dishonesty Bonding	\$1,000,000 combined single limits
Employers' Practices Liability	\$1,000,000
Employee Forgery Bonding	\$25,000





## Optional Benefits to Employees

Some contract and supplemental staffing firms pay little attention to candidate quality and candidate job satisfaction – two of the most important factors in a successful staffing assignment. To make sure you get the best quality candidates Tabb & Associates will do all of your recruiting. To make sure candidates are happy with their jobs, Top Echelon Contracting offers the following benefits to eligible employees. If a Top Echelon employee meets the eligibility requirements, they may select any of the benefits listed below. As a Top Echelon Contracting employee, they also have the option to elect their premium costs on a pre-tax or post-tax basis.

### Benefits Options

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Weekly Paychecks
- Direct Deposit
- 401(k) Savings Plan
- AFLAC

Personal Disability Income Protector Plan

Personal Accident Indemnity Plan Levels I & II

Voluntary Indemnity Plan Levels I & II

Personal Cancer Protector Plan Levels II & III

Personal Hospital Intensive Care Insurance Plan

Personal Long-Term Care Plan



Disclaimer: Benefits are subject to change based on Top Echelon Contracting vendors, suppliers, and Company requirements.



## Alternative Staffing Solutions

In addition to recruiting for direct (“permanent”) placements, Tabb & Associates also provides a recruiting solution to all your alternative staffing needs. Through its unique recruiting relationship with Top Echelon Contracting, a contract and alternative staffing provider Tabb & Associates can arrange for Top Echelon Contracting to provide the types of services listed below. In each situation, Top Echelon Contracting, as your contract and supplemental staffing provider, employs all assigned personnel and handles all employment related matters. Listed below is a brief description of these services.

### Contract Staffing

Contract Staffing allows you to bring in top-notch professionals for a specific length of time or a specific project. By using candidates recruited by Tabb & Associates and employed by Top Echelon Contracting, you can lower your headcount while receiving greater flexibility. This will free you up from human resources issues, Federal and State taxation, Workers’ Compensation, payroll, and unemployment liabilities. All you have to do is pay an hourly rate for the time the Top Echelon Contracting employee actually works. No more paying for sick days, lunches, vacations, holidays, etc.

### Temp-to-Direct Hiring

Temp-to-Direct Hiring is used when you want to evaluate a candidate’s skill level, technical ability, and personality before you make an employment offer with your company. It is also used when “open requisitions” are not available, but a candidate is needed immediately to fill the gap.

### 1099 Conversions

1099 conversions are when you convert “independent contractors” that are currently being paid via a 1099 to employee of Top Echelon Contracting. Many workers are incorrectly classified as independent contractors instead of employees. This creates a variety of legal problems for you. By making these workers employees of Top Echelon Contracting, you may be able to reduce your exposure to these problems.

### Non-Recruited Contract Staffing

If you have found the perfect candidate to fill a temporary need at your company, but you don’t want to add him/her to your own payroll, consider using Top Echelon Contracting. The candidate can become an employee of Top Echelon Contracting during the life of the project. At the end of the assignment, you simply notify Top Echelon Contracting to terminate the employee’s assignment without any paperwork hassles, unemployment claims, layoff issues and negative publicity.





## Alternative Staffing Solutions

### Retiree Re-staffing

Do you know the perfect retiree who could help with a critical project or deadline? Retirees often have the knowledge and company history to solve many issues. Plus they like the flexibility and additional income that contract staffing offers. Top Echelon Contracting can hire these retirees and assign them to work for you during the life of the project. Often times this may help avoid many pension and benefit plan issues. (Note: Each benefit and pension issue must be addressed on a case-by-case basis.)

### Internships or Seasonal Employees

You can also run your internships and summer student workers through Top Echelon Contracting. This way you avoid all of the payroll and human resources headaches associated with hiring lots of workers for a short period of time, all without affecting your headcount.

### Recruiting Service Provider

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### Contract Staffing Provider

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