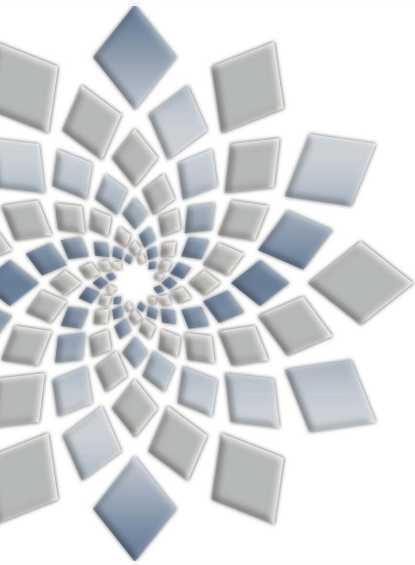




Argent Technologies, LLC
Professional and Allied Health Care Services



POLICY &
PROCEDURE
HANDBOOK





Goals: Our number one goal is to provide timely, innovative solutions that solve customer needs as simply and cost effectively as possible. Superior service, availability and responsiveness are corporate trademarks. Though we are a small company, our program managers and service representatives are available 24/7 to respond to customer needs. We average same day acknowledgement to all inquiries.

Vision: Argent Technologies will distinguish itself as a small business leader recognized for the passion and expertise of its people and partners for providing cost effective, innovative and responsive service in technology services and personnel placement.

Mission Statement: The mission at Argent Technologies is to meet customer needs using a cost effective, innovative approach to craft solutions to technical, operational, training, personnel and logistical challenges. Our low overhead is powered by a large network of subject matter experts placed globally to ensure the best fit, lowest cost, and widest reach from our company to our customer.

Ronald W. Schaefer, Lt.Col. USAF (Ret)
President/CEO, Argent Technologies, LLC



Time Tracking

Consultants must complete and return timesheets **no later than the 1st of every month**. Failure to submit timesheets by the 1st of the month will result in delay of payment until the following pay period.

Timesheets must be reviewed and signed by the Clinical Supervisor prior to submission to Argent.

Submit timesheets to:

LeAnna Miller, Accounting & Payroll

Phone: 918.828.9961 Fax: 918.828.9983

Email: lmiller@prntulsa.com

A fillable Timesheet may be accessed through the company website at www.argenttech.net. Click on the [Consultant/Employee Portal](#) tab.

I acknowledge receipt of the above

 Consultant Signature

 Date

Pay/Benefits

Upon completion of the first calendar month, consultants will receive ½ of their first months' pay on the 15th of the following month and the other ½ on the 1st of the following month.

Subsequent payments will be made on the 1st and 15th of every month thereafter.

Providers of Argent Technologies, LLC are 1099-Independent Consultants.

Taxes, Benefits, License and Certification renewals, CMEs, Life Support renewals, Physicals and Immunizations **are the sole responsibility of the Independent Consultant**.

FYZYffU`6cbi g

5f[Ybh'dUng U` 1z) \$\$"\$\$ fYZYffU`Vcbi ghc`]hgVtbgj`hUbhgk`c`fYZYf`U`ei U`]ZYX`UbX`Uddfcj YX`dfcj`XYf`k`c`Vta`d`Yhg`ZUj`cfUV`Y`WYXYbhjU`]b[`UbX`VY[`]bgU`dcg]h]cb`k`h`5f[Ybh`

Bonuses will be paid ½ upon the providers start date and remaining balance at the end of 1 year.

Candidates who are referred by an Argent consultants must indicate so during initial communication.

Consultants and Candidates are responsible for disclosing if they are a referral and in providing this information to Argent. Failure to disclose will result in non-payment of bonus.

A Referral Form is located on the company website and will be provided to the candidate upon initial communication.

I acknowledge receipt of the above

 Consultant Signature

 Date

12580 FM 775, Floresville, TX 78114

www.argenttech.net



Hours of Operation

Providers work hours are set by the terms in the IA of the particular contract they work under. Schedules are set by each clinic. Normal Work Hours are between 0730 and 1630. Unless approved and in writing by the CC and the Contracting Office, there are no exceptions to the 8 hour/40 hour per week schedule.

Hours worked outside the strict guidelines of the contract **will not** be paid.

I acknowledge receipt of the above

Consultant Signature

Date

Travel Policy

It is Argent's policy to promptly *reimburse* Consultants for expenses necessary, reasonable and actually incurred when *traveling* on authorized USG business.

All official Travel must be authorized by either the USG or Argent Technologies prior to travel to ensure funding is in the current contract and it is an allowable, reimbursable expense

Accordingly, official USG Travel expenses will be promptly reimbursed upon receipt of payment from our Teaming Partner(s) or the USG.

Procedure(s):

1 - Prior to travel, consultants must complete and submit a [Travel Authorization Form](#) to either the USG or Argent Technologies for authorization. Argent currently uses the GSA Per Diem Rate for all travel reimbursement. Please go to the [GSA Per Diem Rates](#) page for more information. Once the [Travel Authorization Form](#) is completed, submit to Pamela Patton at ppf@argenttech.net. Upon Approval, you will be notified to sign and return the form. We advise all consultants to follow up to ensure travel has been authorized/approved.

2 - Upon completion of travel, consultant must submit an [Expense Report](#) citing the Contract #, and reason for travel. Consultants must include copies of all receipts with submission of their [Expense Report](#) within **30 days** of travel for reimbursement and submit to lmiller@prntulsa.com





Argent Technologies, LLC

Professional and Allied Health Care Services

Argent will not reimburse for overages or any other expenses.

We apologize for any inconvenience and highly encourage you to communicate with your customers/supervisors to ensure travel is allowed by the contract and reimbursable

Should there be an extended delay in reimbursement to you for travel, we suggest contacting the customer/supervisor, as this will help us leverage with our Teaming Partners or the USG to remit payments in a timelier manner.

I acknowledge receipt

Consultant Signature

Date

Federal Holidays

Observance of 10 unpaid Federal Holidays include:

New Year's • Day President's Day • Independence Day • Columbus Day • Thanksgiving Day
Martin Luther King Jr. Day • Memorial Day • Labor Day • Veteran's Day • Christmas Day

Points of Contact

HQ: 12580 FM 775, Floresville, TX 78114

Ronald Schaefer
CEO, President, Dir. of Engineering Services
C 210.842.0695
ronschaef@argenttech.net

Dr Romie Richardson
Chief Medical Officer; Senior Consulting Partner
832.385.1820
romie@argenttech.net

Pamela Patton
Chief Operating Officer
O/F 210.888.1876 C 210.259.9293
pfp@argenttech.net

Brenda Schaefer
Senior Security Advisor, Executive Assistant
C 210.842.0672
brendaschaefer@argenttech.net

Melissa Garcia
Credentials Director
P 210.254.6075
melissagarcia@argenttech.net

LeAnna Miller (LARISSA or LYNN, Backups)
Payroll
4325 E. 51st Street, Ste 116, Tulsa, Ok 74135
O 918.828.9961 F 918.828-9983
lmiller@prntulsa.com

Alternate email for large files:
prntulsa@gmail.com

12580 FM 775, Floresville, TX 78114

www.argenttech.net





Points of Contact

Patricia Percich

Sr. Consultant, US Government Programs,
Technical Writer, Editor,
Contracting Specialist
C 410.446.7195

patricia.percich@darkhorse.net

Dea Mikeworth

Director of IT, Web Administrator, Graphic Design
C 618.553.8945

deamikeworth@argenttech.net

12580 FM 775, Floresville, TX 78114

www.argenttech.net

