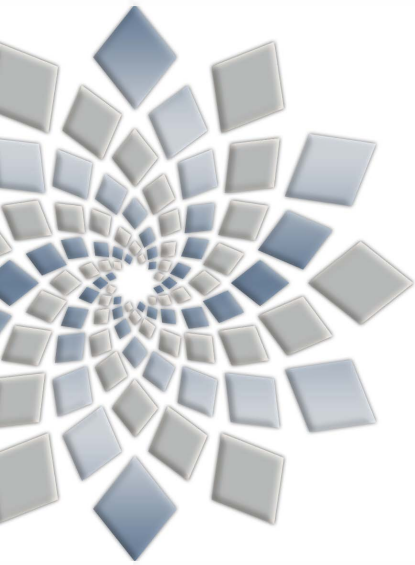




Argent Technologies, LLC
Professional and Allied Health Care Services



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





Duties and Responsibilities

Consultants of Argent Technologies, LLC will perform the duties and tasks outlined in the Job Description and as deemed necessary by Senior Level Managers and your Supervisor.

I acknowledge receipt of the above

Consultant Signature

Date

Hours of Operation

Consultants of Argent Technologies, LLC work remotely. Due to the nature of this type of work, hours are flexible as long as the work is complete and performed in a timely manner and to meet deadlines.

Consultants must be available and respond to phone calls and emails and respond to senior level managers and your supervisor and able to handle Argent business during normal business hours and sometimes after hours.

The Consultant understands there will be times when they will work after hours, weekends and on holidays to meet urgent deadlines, needs and request.

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 Argent Technologies business.

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

Procedure(s):

1 - Prior to travel, consultants must complete and submit a [Travel Authorization Form](#) to 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 pfp@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 purpose of 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 will not reimburse for overages or any other expenses.

We apologize for any inconvenience and highly encourage you to communicate with your supervisor, LeAnna Miller, Accounting/Payroll.

I acknowledge receipt of the above

Consultant Signature

Date





Time Tracking

TIMESHEETS are due weekly and must be submitted to your supervisor for Payment.

Any questions relating to payment should be directed 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 week, submit **TIMESHEET** to your supervisor for payment.

Providers of Argent Technologies, LLC are Independent Consultants (1099). **Taxes and Benefits are the sole responsibility of the Independent Consultant.**

I acknowledge receipt of the above

Consultant Signature

Date

12580 FM 775, Floresville, TX 78114

www.argenttech.net





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

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