

APPLICATION FOR EMPLOYMENT



Job Order Information

Employer

Date

Job Order

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone: Home		Cell		E-mail Address	
Position Applying For					
Are You:		Authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		Over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				Over the age of 21? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever worked for this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?					

PREVIOUS EMPLOYMENT

Company			Phone		
Address			Supervisor		
Position Title		From: To:		Reason for Leaving:	
Skills Used					
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Company			Phone		
Address			Supervisor		
Position Title		From: To:		Reason for Leaving:	
Skills Used					
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Company			Phone		
Address			Supervisor		
Position Title		From: To:		Reason for Leaving:	
Skills Used					
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO					

EDUCATIONDo you possess a high school diploma or GED? ☐YES ☐NO

School Name/Address/City/State

Post-Secondary School Name

Address

Did you graduate? ☐YES ☐NO

Degree Earned

List all relevant licenses, certifications or registrations you possess. Also identify other educational experience relevant to the position you are applying for.

ADDITIONAL SKILLS OR QUALIFICATIONS**MILITARY SERVICE**

Branch

From:

To:

Did you serve on active duty? ☐YES ☐NO

Type of Discharge

REFERENCES*Please list three **professional** references.*

Full Name

Relationship

Mailing Address

Phone

Email

Full Name

Relationship

Mailing Address

Phone

Email

Full Name

Relationship

Mailing Address

Phone

Email

DISCLAIMER AND SIGNATURE

I certify that the information on this application and its supporting documents is accurate and complete. I understand, and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize the employer to investigate and verify all statements contained in this application and supporting materials.

Signature

Date

At-Will Employment

Employment at-will status is employment that does not provide an employee with job security since the person can be fired on a moment's notice with or without cause. The employment at-will relationship is created when an employee agrees to work for an employer for an unspecified period of time. It holds that an employer can terminate a worker at any time for any legitimate reason or for no reason at all. Likewise, the employee may leave the organization at any time, with or without notice.

Violation of company policies and rules may warrant disciplinary action. Forms of discipline that the company may elect to use include verbal corrections, written warnings, final written warnings, and/or suspensions. The system is not formal and the company may, at its sole and absolute discretion, deviate from any order of progressive discipline actions and utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The company's discipline policy in no way limits or alters the at-will employment relationship.

Employment with Wheelhouse Plumbing Inc is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Wheelhouse Plumbing Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Signature: _____

Date: _____

I, _____, authorize my employer,
_____, and Fischer Rounds and
Assoc., Inc. to order an abstract of my driving record.

Dated this _____ day of _____, 20____.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047
Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number []-[]-[]		E-mail Address			Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

3-D Barcode
Do Not Write in This Space

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



Employer Completes Next Page



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<div>3-D Barcode Do Not Write in This Space</div>		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
--	---

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.		
Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
---	--------------------	--

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
		5. U.S. Military card or draft record		
		6. Military dependent's ID card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		5. Native American tribal document
		9. Driver's license issued by a Canadian government authority		6. U.S. Citizen ID Card (Form I-197)
		For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



EMPLOYEE HANDBOOK

Effective Date – June 1, 2017

EMPLOYEE HANDBOOK

Table of Contents

Welcome to Wheelhouse Plumbing, Inc. (WPI)

Disclaimer

Introduction

Wheelhouse Plumbing, Inc. Mission Statement

Career Opportunities

Open Door Policy

Code of Conduct

Documented Workers

Worker Documentation

Employment

Equal Opportunity Employment

Eligibility for Employment

Familial Employment

HIPAA Notice and Privacy Practices

Moving Expense for Relocation

Part-Time Employment

Employment of Minors

Minimum Wage

Criminal Convictions

Violence

Weapons

Alcohol, Drugs & Illegal Substance Abuse

Sexual and Other Unlawful Harassment

Domestic Violence Statement

Job Postings

Seniority

Credit Union

Employment Evaluation

Bonus Checks

Stock Options

Personnel File

Policies & Procedures

Attendance

Parking

Work Schedule Requirements

Staff Meetings

Bulletin Boards

Suggestion Box

Time Cards

Lunch Break

Breaks

WHEELHOUSE PLUMBING, INC. Employee Handbook

Workplace Dress Code
Medical Attention
Compensation
Overtime
Mileage Expense for Use of Personal Vehicle
Wage and Salary Disclosure
Payroll Schedules
Paychecks
Payroll Deductions for Taxes, FICA and Medicare
IRA's - Individual Retirement Accounts
Working Away From the Office
Performance & Evaluation Reviews
Reimbursement of Expenses
Reporting Personal Information Changes
Gifts, Entertainment & Meals
Visitors
Personal Property
Personal Cell Phone Calls
Text Messaging
Personal Safety
Food & Beverage
Smoking
Office Parties
Solicitation
Moonlighting

Company Property

Confidential Information Security
Facilities Security
Office Supplies, Postage & Company Accounts
Company Vehicles
Company Equipment
Phone Systems, Voice Mail and Personal Calls
Conservation and Recycling

Computer Related

Computers and Related Equipment
Internet
EMail & Electronic Communication

Policies for Leave of Absence

Eligibility
Personal Leave of Absence
Sick Leave
Personal Time
Short-Term Disability Leave
Unpaid Family & Medical Leave

WHEELHOUSE PLUMBING, INC. Employee Handbook

Funeral Leave
Jury Duty
Military Duty
Severe Weather Closings

Benefits

Overview
Eligibility
Group Medical Insurance
Dental, Vision Life & Disability Insurance Policies
401K Plan
Retirement
Worker's Compensation
Holidays
Vacations
COBRA
Education - Tuition Reimbursement
Employee Discounts

Discipline Policies

Problem Resolutions
Violation of Company Policy

Termination of Employment

Termination
Severance

Acknowledgement

Notice

WHEELHOUSE PLUMBING, INC. Employee Handbook

Welcome to Wheelhouse Plumbing, Inc.

The following pages contain information regarding many of the policies and procedures of Wheelhouse Plumbing, Inc. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees.

If you have questions or need assistance reviewing this document, please contact: Brett Wheelhouse at 605-280-3945.

Office hours are:

Monday through Friday: 8:00 am 12:00 am 1:00 pm to 5:00 pm.

Saturday: Closed.

Sunday: Closed

Our main phone number is 605-224-2489.

For life threatening emergencies call 911.

For facility emergencies call Brett Wheelhouse at 605-280-3945.

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of Wheelhouse Plumbing, Inc. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. Wheelhouse Plumbing, Inc. reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. Wheelhouse Plumbing, Inc. will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

Wheelhouse Plumbing, Inc. Mission Statement

To offer friendly, knowledgeable and professional staff to help inspire, educate and problem-solve for our customers with the best possible service, selection, quality and value of products.

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at WPI maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

Code of Conduct

Employees of WPI are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by WPI management team members. The management team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

Documented Workers

Worker Documentation

The Immigration Reform and Control Act outline requirements for worker documentation, via a Form I-9, as follows:

Every U.S. employer must have a Form I-9 in its files for each new employee, unless:

The employee was hired before November 7, 1986, and has been continuously employed by the same employer.

Form I-9 need not be completed for those individuals:

Providing domestic services in a private household that is *sporadic, irregular, or intermittent*;

providing services for the employer as an independent contractor (i.e. carry on independent business, contract to do a piece of work according to their own means and methods and are subject to control only as to results for whom the employer **does not** set work hours or provide necessary tools to do the job, or whom the employer does not have authority to hire and fire); and

Providing services for the employer, under a contract, subcontract, or exchange entered into after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes; for example, a temporary employment agency.)

WPI requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee.

WPI reserves the right to revise this policy without notice to comply with state and federal law.

Employment

Equal Opportunity Employment

Employees are hired based solely on WPI personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment.

Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Administration department.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Familial Employment

Wheelhouse Plumbing, Inc. does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the President, Brett Wheelhouse and the Administration department.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) include components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at WPI. Breach of this policy should be reported to the Administration Manager.

Moving Expense for Relocation

WPI does not pay relocation expenses for new hires or employees offered positions requiring relocation.

Part Time Employment

WPI does offer part-time employment positions. Employees who work 32 hours or less per week will be considered part time. Direct all questions regarding benefits for part-time workers to the Administration Manager.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Employment of Minors

Employees must be 18 years of age or older. Occasionally we may hire students or others who are under 18 years old. This must be approved in advance by the President, Brett Wheelhouse and the Administration Department.

Minimum Wage

WPI adheres strictly to minimum wage standards as outlined by the United States Government.

Criminal Convictions

Criminal convictions are taken seriously at WPI. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. WPI will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Administration department.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A "weapon" can also be any object which would do harm to another when used as such.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of CAAW. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Administration department.

Sexual and Other Unlawful Harassment

It is the objective of WPI to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or the Administration Manager. WPI will investigate any employee, regardless of job position when such allegations are made. Based on available information, WPI will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

WPI recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

WPI will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Job Postings

WPI does not post available hiring positions for consideration of current employees.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Seniority

WPI does consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions. Other factors may also be considered for these important decisions.

Credit Union

WPI is not affiliated with a credit union.

Employment Evaluation

All employees will be under "evaluation" for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full-time employee, which may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment will be terminated.

Bonus Checks

Bonus checks are a reflection of the success of WPI and vary with the general economy and company profits. The bonus program may be reduced or eliminated at any time, for any reason.

Stock Options

WPI does not offer stock options to employees.

Personnel File

Wheelhouse Plumbing, Inc. maintains a confidential personnel file for each employee. Employee files are controlled by the Administration department. Employees must acquire permission to view his or her personnel file from the Administration department. These files are the property of WPI; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Parking

WPI office employees can park in the parking area. Technicians and Assistants must park on the WEST side of the property. All other parking is reserved for customers and visitors. **There is no parking on the street.**

Work Schedule Requirements

With variations in work load based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment.

Staff Meetings

There is a WEEKLY morning meeting starting at 7:30 am Monday (unless a holiday then the following day). There are DAILY morning meetings Tuesday through Friday at 7:55 am. All personal are required to attend. You are not required to attend the meeting if it is your day off.

Bulletin Boards

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

Suggestion Box

WPI always encourages employees to submit suggestions, comments or new ideas which may benefit the company or working conditions. If you have a suggestion, it can be admitted to the Administration Manager. If you wish to remain anonymous, every precaution will be made to preserve your privacy.

Time Sheets

All hourly employees are required to turn in daily time sheets reflecting hours worked. (Time Sheets must be turned in prior to WEEKLY meeting). Management personnel and salaried employees are not required to turn in time sheets.

Lunch Break

Lunch breaks are optional and can vary in length of time. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

Breaks

Breaks are optional at WPI and may be taken as needed.

Workplace Dress Code

WPI encourages office employees to dress comfortable, with consideration given to maintaining a professional appearance. WPI office employees must wear a name tag or have a WPI logo shirt. Technicians and Assistants must wear company uniforms (see Uniform Policy) during working hours while on the WPI premises. Be considerate of the company's image as well as your image with customers and your co-workers.

Medical Attention

WPI requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee. First Report of Injury Sheet must be filed out immediately after accident has been taken care of.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and WPI. Raises are based on performance, growth and productivity. All requests for salary increases and/or promotion will be fairly considered by supervisors and the Administration department. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime

For hourly employees, all hours worked over 40, between Monday and Sunday, qualify for a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your immediate supervisor to qualify.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Vacation, sick days and personal days do not count in the calculation of overtime.

Mileage Expense for Business Use of Personal Vehicle

WPI will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. If approved, a fee of 50 cents per mile will be paid for documented business travel.

Wage and Salary Disclosure

Compensation programs are confidential between the employee and WPI. Disclosure of wages or compensation to any third party or other employee is prohibited and could be grounds for termination.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Payroll Schedules

Employees are paid weekly. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is Tuesday. In the event payday falls on a holiday, paychecks will be deposited after the holiday.

Paychecks

Payroll checks shall be direct deposited on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages along with any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, WPI withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

Working Away From the Office

Electronic media opens the door to new opportunities for working away from the office. As a general rule we discourage this practice. However, there may be certain and specific circumstances where doing so could benefit both the employee and WPI.

If you wish to consider this option discuss it with your immediate supervisor. If the supervisor concurs, they will request authorization from the Administration department. Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for such activities are considered temporary and may be terminated without notice.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and WPI are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by WPI must be approved by the Administration Manager prior to expenditure. To receive reimbursement, you must furnish the Administration department with receipts for all expenses (other than per diem or mileage).

We appreciate your expenditures on behalf of WPI and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your immediate supervisor.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Reporting Personal Information Changes

Employees must notify the Administration department whenever there is a change in their personal information on file with WPI. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage's.

Gifts, Entertainment & Meals

WPI employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of WPI, except as approved by the President, Brett Wheelhouse.

If you or a co-worker is approached to give or receive such gifts, you are required to request permission from the Administration department.

Visitors

Due to the nature of our business, visitors are not allowed in production or restricted areas. All visitors who are not visiting for business purposes will be restricted to the regular lobby area. All business visitors must have authorization to enter production areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.

Personal Property

WPI is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by WPI, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Cell Phones and Text Messaging

Use of personal cell phones for calls and text messaging is limited to immediate family contact during standard working hours. If you have an emergency situation, contact your immediate supervisor.

Personal Safety

At WPI the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns, discuss them with your immediate supervisor or the Administration department. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environment policies and procedures may result in disciplinary action, up to and including termination.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Food & Beverage

Food and beverages may be brought into the office areas. When eating, be very careful within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. Employees should be mindful of potential business visitors within the work area.

Smoking

Smoking is not allowed in any location on WPI property, vehicles or equipment.

Office Parties

Office parties for employees of WPI may be held on company premises with permission from Brett Wheelhouse. Alcoholic beverages are not allowed at any functions.

Solicitation

As a courtesy to other employees WPI does not allow solicitation of political information or items for sale. Solicitation for sale of items involving fundraisers for school projects may be considered. See your immediate supervisor for approval.

Moonlighting

Due to conflict of interest, WPI does not allow employees to "moonlight" offering any services provided by WPI. Failure to comply with this policy will result in disciplinary action or termination of employment.

Company Property

Confidential Information Security

As a matter of course employees of WPI will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of WPI confidential information without express written approval is prohibited.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and setting the security alarm.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

WPI postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Company Vehicles

Use of company vehicles for personal purposes is prohibited, unless you have permission from a manager. If you have been assigned a company car, it should be used strictly for company business and for travel to and from company business locations and activities. Employees found to be using company vehicles for personal use may be subject to appropriate disciplinary action, up to and including termination.

Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, are to be used for WPI business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property see your immediate supervisor.

Phone Systems, Voice Mail and Personal Calls

Telephone systems are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should

WHEELHOUSE PLUMBING, INC. Employee Handbook

be made during breaks and on personal cell phones. Long distance calls for personal use are prohibited.

Conservation and Recycling

Conserving energy and resources is a priority at WPI. Employees are required to conserve power and water in all reasonable ways.

Computer Related

Computers and Related Equipment

WPI provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of WPI. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city, state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Internet

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is acceptable, but must be done on personal time. Employees are prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

WPI maintains the right to limit internet access.

WHEELHOUSE PLUMBING, INC. Employee Handbook

WPI will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent WPI to the world at large while online.

For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

E-Mail & Electronic Communication

Company provided email is provided for business purposes only. Business e-mail is not to be used for personal use.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

Policies for Leave of Absence

Personal Leave of Absence

WPI will make every reasonable effort to consider personal leave of absence. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied solely at the discretion of WPI.

Sick Leave

See the **'WPI Vacation/Personal/Sick Day Policy'**.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

Personal Time

WPI does not offer paid personal time as part of compensation packages.

Short-Term Disability Leave

Notify your immediate supervisor or the Administration department in advance when you plan to use short-term disability leave for scheduled medical procedures or pregnancy related disability. WPI reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by WPI.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Unpaid Family & Medical Leave

WPI employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult the Administration department for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

Funeral Leave

WPI will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to three days time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted. Contact your Supervisor concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, Wheelhouse Plumbing, Inc. will provide military leave of absence and reinstatement for qualifying employees.

Severe Weather Closings

In the event the company must close for the day due to severe weather or emergencies, the company will make every reasonable effort to notify you. If weather conditions are so severe that you are unable to travel to work, contact your immediate supervisor.

Benefits

Overview

Benefits to employees are provided at the will of WPI. WPI reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Eligibility

To qualify for benefits an employee must be considered full time and have completed a minimum of ninety (90) days continuous employment with WPI. To qualify for vacation benefits a full time employee must have completed one full year continuous employment. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. WPI reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact the Administration department.

WHEELHOUSE PLUMBING, INC. Employee Handbook

Group Medical Insurance

WPI pays 50-100% of premium costs for coverage of eligible employees. Coverage is available through the current plan for dependents. Any additional premium cost for the employee and all premiums for dependent coverage are the responsibility of the employee. Employee portion of premiums must be paid through payroll deduction. Details of the plan are available through the Administration department.

Dental, Vision, Life & Disability Insurance Policies

WPI offers Supplemental insurance policies to eligible employees wishing to participate. Contact the Administration Manager for details.

401K Plan

WPI offers a 401K plan to eligible employees wishing to participate. Contact the Administration Manager for details.

Retirement

WPI does not offer a retirement plan at this time.

Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by WPI. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician. Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report to your immediate supervisor all accidents or injuries.

Holidays

WPI provides the following holiday schedule for all employees. Eligible employees qualify for paid holidays. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work.

Vacations

WPI provides paid vacation time for all eligible employees. To qualify for vacation benefits a full time employee must have completed one full year continuous employment. Employees are encouraged to take a vacation every year. If you wish to work through your vacation and carry paid vacation over to the following year, you must get approval from your immediate supervisor and notify the Administration Manager. Salaried employees may not be paid for vacation time if they choose not to use it. Hourly employees may be paid for vacation time, with approval from the Administration Manager.

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests. **For more information, see the 'WPI Vacation/Personal/Sick Day Policy'.**

COBRA

WPI, in accordance with federal law offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays full cost for coverage at our group rate, plus an administration fee.

The Administration department will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility.

Education - Tuition Reimbursement

Employees wishing to participate in trade-specific training will be reimbursed of all of the cost of tuition and books for classes. Authorization from their immediate supervisor must be granted prior to enrolling in classes.

Not all education programs qualify and tuition reimbursement may vary depending on the chosen courses. See your immediate supervisor for details. Wheelhouse Plumbing, Inc. reserves the right to modify or eliminate this program without notice.

Employee Discounts

WPI offers full-time employees a discount on our products and services. Discounts vary depending on the products or services. If you wish to take advantage of discounts offered, contact your immediate supervisor.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to Management. Management will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the Management at the outset.

Decisions of Management will be final.

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Administration department. All appeals must be in writing clearly defining the reason you believe the charge was false. The Administration department will review all available information and make a ruling. All decisions of the Administration department are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of WPI are not given tenure. The employee of WPI may choose to terminate employment at any time.

Employees choosing to terminate their employment with WPI are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck (at next pay period) including any earned vacation pay, if applicable.

WPI may terminate employment at any time for any reason. If an employee is terminated for any reason, they will be escorted from the premises immediately. Any personal property, plus their final paycheck (including any

WHEELHOUSE PLUMBING, INC. Employee Handbook

earned vacation pay, if applicable), will be given to the employee upon receipt of all company owned property.

The Administration department will provide opportunity to all employees leaving WPI to have an exit interview. Request for exit interviews must be made with reasonable time for the Administration department to schedule the interview.

WPI considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates, positions held and eligibility for re-hire.

Severance

WPI does not offer severance benefits for employees terminating employment for any reason.

Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that Wheelhouse Plumbing, Inc. may modify, revise and update policy and/or this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Wheelhouse Plumbing, Inc. representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

Wheelhouse Plumbing, Inc. reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

