

VE Radio



Employee Manual 2016 - 2017

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Soundtrack to Success

VE Radio

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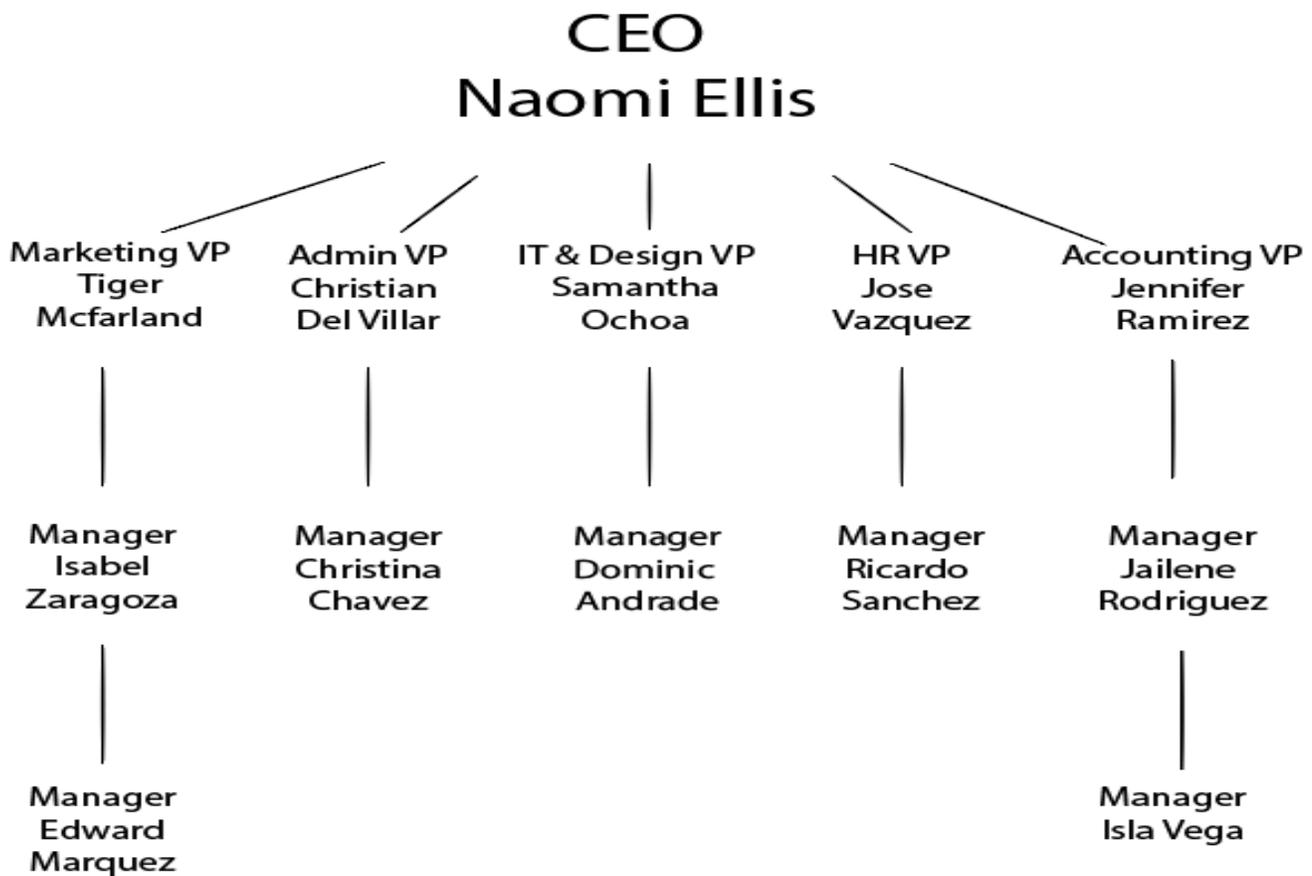
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Company Overview

- a. **Mission Statement:** VE Radio offers various different advertisement and genres of music that you won't be able to hear anywhere else in the VE world. We will provide each listener and customers with the latest V.E. news, great music and effective advertising.
- b. **Benefits:**
 - i. Government Required Coverage-
 1. Workers Compensation
 2. Unemployment Compensation
 - ii. Company Provided Benefits
 1. Credit Union Membership
 2. Annual Safety and Education Seminars
 3. Health Insurance
- c. **Organizational Chart:**



Personal Administration

- a. **Personal Files:** All personal files are to be kept up to date, and are to be kept in the VE Radio Document. All records are meant to be kept confidential between the company and the employee.
 - i. Forms must be kept separate and put in documents that Human Resources can access.
- b. **Employee Classification:**
 - i. **Professional Staff:** Exempt employees (or management) and considered unbound by the Fair Labor Standard Act, and do not qualify for overtime pay. These Employees are paid on every 14th and 28th of each month.
 - ii. **Clerical, Office, and Technical Staff:** Non-employees are bounded by the Fair Labor Standard Act, and they get paid every 14th and 28th of each month. Employees can work part-time or full-time.

Employment Policies

- a. **At Will Employment:** All employees are considered as At Will Employees, which means that immediate termination and unquestionable termination of the employees is held by the administration. When practicing At Will Employment, the termination policy must be used.
- b. **Business Hours:** 2 hour per day,5 days per week. Hours of operation are 10am-12pm.
- c. **Confidential Information:** Any information that are confidential to VE Radio, must not be shared with public, if so then this may result in termination.
- d. **Credit Investigation and Background Checks:** HR may do background and credits checks on every employee.
- e. **Equal Employment Opportunity:** Every employee based on race, sex, religion national origin, mental/physical disability, will be treated fairly, and there will be disciplinary action if this rules are not followed.
- f. **Former Employees:** Human Resources must check way the former employee was terminated and if the conversation starts to be about the company business, then the conversation must end because the former employee is no longer under the contract.
- g. **Harassment:**
 - i. **Verbal Harassment:** Any type of verbal invective, which one threatens to harm another either if it's intentionally or unintentionally.
 - ii. **Physical Harassment:** Any employee that gets any injurers that the parties Involved.
 - iii. **Sexual Harassment:** Any type of contact, verbal, physical, or being in someone's personal space, is sexual harassment.

Harassment is resolved in section 4.c of the VE Radio employee manual.

- h. **Health Examination:** In order to be qualified for health insurance, the employee can not have any terminal illnesses, any higher contagious diseases employee will be asked to leave the workplace.
- i. **Probationary Period:** The first 90-days for new employees, constitutes the probationary period. At this point, the department heads will train the employee and they may be terminated.
- j. **Knowledge of VE Radio:** Employees should know all company contact information:
Company: VE Radio
Company Website: verdio.org
- k. **Non-Compete Agreement:** All employees that have any important information about VE Radio can not work with any competitors during and after one year of employment.
- l. **Pre-Employment Drug Test:** All employees must take a urine test, and if one opposes then they have 24 hours to take a second test. If test results as positive then punishment follows in section 4.c.
- m. **Proof of U.S Citizenship/Right To Work:** Employees must show legal documents that proof their ability to work in the U.S. by showing social security card and this will be stored in the V.E. Radio folders.
- n. **Relatives:** VE Radio does not allow relatives to work in the same department.
- o. **Salesperson Agreement:** Every sale that are made gets a 10% commission award, and once employee finish their training then they can work in sells.
- p. **Security Checks:** Administration will do random checks on materials to make sure no material has been stolen.
- q. **Suggestions:** Employees are allowed to make suggestions about the policies and about company product. Harassment is resolved in section 4.c of the VE Radio employee manual.

Standards of Conduct

- a. **Unacceptable Activities:** The following actions are not acceptable. These activities may result in disciplinary action on the designated occurrence.
- i. **Harassment:** including verbal (three times), Physical (one times), and sexual (one time)
 - ii. Tardiness (three times). Not showing up (one time)
 - iii. Failure to finish deadlines (three times)
 - iv. Becoming a distraction at work (three times)
 - iv. Being intoxicated: consuming alcoholic beverages or any drug not on prescription that impairs the ability to think clearly and rationally in the workplace (one time)
 - vi. Lying to a coworker or supervisor (one time)
 - vii. Bringing a weapon into the workplace (one time)
 - viii. Partaking in any illegal activities (one time)
- b. **Investigation process:** Employees will be are considered innocent until proven guilty, and all supervisor and Human Resource that are in the investigation must stay uninvolved. A grievance form must be filed, so that the investigation can start. If the Human Resource sees any Violate then they can proceed on the investigation without a grievance form. The process for investigation is as follows:
- i. The HR representative makes one-on-one interview with all parties involved.
 - 1. Tell the employee about the interview policy, and if any policy is violated then it will result in termination.
 - a. People who are being interviewed must answer truthfully.
 - b. Interviewees are to stay until interview is done.

- 2. Continue individual interview with the other parties that were involved.
 - iv. Talk to the supervisor of the infracting party and tell them about the problem.
 - v. Research the infracting party and see if they have been continuously been doing something Wrong.
 - iv. Gather evidence to determine fault or go into disciplinary action.
- c. **Disciplinary Action:** Employee at VE radio might be given disciplinary action for anything against company policy. Informal Verbal Warnings are given if the problem continues, but if not then the process follows:
- i. Issue Formal Verbal Warning
 - ii. Issue Final Written Warning
 - iii. Termination or Reassignment
- The disciplinary action can be skipped depending on the problem, this can result to determination by the Human Resource Representative and the employee's supervisor.
- d. **Dismissal:** Dismissal Shall be warranted after a meeting by the infracting party, HR department, and supervisor. VE Radio allows rights to unplanned termination decided by the Human Resource and the supervisor, following with section 3.b in the VE Radio employee manual.
- e. **Customers Relations:** If an employee encounter a customer who is unhappy with their purchase, employees must stay friendly and openly oppose the customer. Employees have to mention to the unhappy customer about the return policy. Customers can return the product within a year of when the product was purchased. If the product breaks during shipping then the product will be replaced.

Compensation and Performance

a. Wage and Salary Policies:

- i. Computing Pay: Hierarchy of position determines pay. In specific cases, an employee that is paid based on an annual wage may be deemed necessary to pay on an hourly wage.
 1. Deductions from Paycheck (Mandatory): VE Radio is required by law to make certain deductions from the employee's paycheck in accordance to federal, state, and local income taxes, and to social security deductions.
- ii. Error In Pay: If an employee believes that they are experiencing an error in pay, they need to immediately contact the Vice President of Accounting to resolve the issue. An investigation of the issue will be carried out. If a mistake was made, the payroll error will be resolved.
- iii. Overtime Pay: Following the California Labor Code Section 204, overtime pay is paid out:
 1. One and one-half times their regular rate of pay for all hours worked in excess of two hours up to and including six hours in any workday, and for the first two hours worked on the five consecutive day of work in a workweek.
 2. Double the employee's regular rate of pay for all hours worked over the eight hours in any workday and for all hours worked in excess of eight on the sixth consecutive day of work in a workweek.
- iv. Pay Period and Hours: Salaried workers can work up to the standard of ten hours per week, and do not qualify for overtime compensation.

- v. **Termination and Severance Pay:** Termination can be broken down into three separate categories:
 1. **Lay-Off:** When an employee is laid off, they qualify for severance pay under the terms that they receive 2 weeks of pay for every year they have been at the company, up to and including 4 weeks of pay.
 2. **Performance-related Dismissal:** If an employee's performance is significantly diminishing, one may be terminated.
 3. **Resignation and Disciplinary-related Dismissal:** Employees who fall under the category of abandonment of position or rejection on probation are entitled to no severance pay. Furthermore, if one breaks company policy, as described in section 4. of the V.E. Radio employee manual, one may be terminated, and is entitled to no severance pay.
 4. **Retirement:** At age 65, employees at V.E. Radio having 1 or more consecutive years of service can apply for retirement and activate their 401(k).
 - vi. **Wage Assignments (Garnishments):** In the case of California state law, the federal limit on wage garnishment is in effect, such that no more than 25% of the employee's wages can be siphoned out to pay off debts/taxes. All dealings with garnishments shall go through payroll.
- b. **Performance and Compensation Reviews:**
- i. **Performance Reviews:** In V.E. Radio, we conduct performance reviews every six weeks in order to assess the productivity and quality of work that the employees produce. These reviews will be used as a productive attempt at addressing any performance issues and addressing them. This may lead to a compensation review.



iii. **Compensation Review:** Compensation reviews shall be conducted for reasons such as:

1. Job Reclassification
2. Replacement position in which there are changes in responsibility
3. New Position
4. Promotion/Raise

These reviews will be used to assess the employee's current compensation and any reasons for a change in wage.

c. **Employee of the Month:** For an employee to qualify for Employee of the Month, he or she must have an outstanding disciplinary and attendance record, determined through HR. The department heads will make note of any employees that stand out and nominate them for employee of the month. Through these nominations, the department heads will collaborate and determine a winner. The CEO cannot qualify for Employee of the Month.

Work Schedule

- a. **Absence or Tardiness:** There are two types of Absences/Tardiness: Excused and Unexcused
 - i. **Excused:** Employees must email or call their VP to inform him/her about their absence. If it is a valid reason, the VP must contact the HR Department so that they can excuse their absence. Also, an employee might file a medical leave as defined by the Family Medical Leave Act of 1993, where an employee is eligible for a 12-week, unpaid, job-protected leave of absence slip.
 - ii. **Unexcused:** Any absence or tardy that has not been excused directly by the HR Department is considered an unexcused absence.
 - iii. **Excused:** Excused absences/tardies qualify for full/modified payment. Unexcused absences, if paid hourly, are deducted from the employee's paycheck, and if paid by salary disciplinary actions are taken as defined by 4.c of the V.E. Radio employee manual.
- b. **Attendance:** Absence and tardiness can be found on section A and HR will take attendance at the beginning of the work
- c. **Breaks/Rest periods:** Employees at V.E. Radio has to take a 10-minute everyday they come to work.
- d. **Closure After Starting Time:** Closure after starting time can happen if there is an accident, such as a fire or an earthquake. CEO can close the area if they find it necessary.
- e. **Excessive Absenteeism or Lateness:** After the 3rd unexcused absence in a semester, disciplinary action as described in 4.c of the V.E. Radio student manual will be taken.
- f. **Record Of Absence Or Lateness:** Absences and weekly work logs will be recorded in the file, and will be filed in the VE Radio file.

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- g. **Record Of Absence Or Lateness:** Absences and weekly work logs will be recorded in the file, and will be filed in the VE Radio file.
 - h. **Lunch Period:** In accordance with California Code of Regulations, Title 8, 11040, employees at V.E. Radio are entitled to 45- minute lunch break that they are allowed to take at any time during the day, provided that the break is at least 30 minutes in length.

Benefits

- a. **Benefits Package:** All employees at VE Radio are qualify for:
- i. Health Insurance
 1. Covers dental, vision, basic injury and physical examinations
 - ii. Long Term Disability Insurance
 - iii. Short Term Disability Insurance
 - iv. Concerned About Your Health Program
 1. Annual wellness fair and educational seminars
- b. **Eligibility for Benefits:** In order to register for section 7.a.i, and 7.a.ii, employee can not be currently afflicted with any serious chronic or fatal diseases and also not on any heavy medical treatment.
- c. **Paid Leaves of Absences:** Medical leaves of absences are discussed in section 6.a.i of the employee manual. Injuries that happen on property and prevent them from working qualify for paid leave of absence.
- d. **Holidays:** On holidays that VE Radio supports, all employees are free of attending work that day and get paid full regular wages/salary for that day.
- e. **Recognized Holidays:** VE Radio gives 11 paid holidays which employees are excused from working: New Year's day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, day after thanksgiving, Christmas Eve, and Christmas. If the holiday is on a Sunday, then Monday will be the holiday. If the holiday is on a Saturday, then Friday will be the holiday.
- f. **Leave Policy:**
- i. **Vacation:** Employees are allowed to have vacations, only if they use their accumulated vacation days.
 - ii. **Amount of Vacation:** Employees have 10 vacation days per year.

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1. **Vacation Policies:** Employees are allowed to have consecutive days and the just a day alone, their supervisor must approve.
 2. **Accumulative Rights:** If an employee does not use their successive days in one year, then those days are added to the next year. Employees can have a maximum of 15 accumulated vacation days.
 2. **Payment in Lieu Rights:** Employees are paid full time when they go on vacation.
- iii. **Other Paid Leaves:**
1. **Bereavement:** All family members of the deceased party, which is a spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild are to have a 5 day off to prepare and attend the funeral of the deceased party.
 2. **Jury Duty:** When an employee is called for jury duty, employee will get a 4 day pay leave, and any day after that is unpaid.
- iv. **Personal Leave:** Paid personal leaves follow the same rules as vacation days which is shown in section 7.f.i and 7.f.i of the VE Radio employee manual. Employees are allowed to take 3 unpaid work days per year.
- v. **Sick Leaves:** Employees get 10 days per year for paid sick leave.
- vi. **Unpaid Leave of Absences:** Unpaid leaves of absences is not allowed. Under some circumstances, if an employee is injured or if family is sick then employee get a unpaid leave of absences.
- vii. **Educational Leave of Absence:** We do not offer paid or unpaid for educational leaves.

Government Required Coverage

- a. **Workers Compensation:** Workers are eligible to apply for workers compensation if they get injured on company property, including said workers, during working hours and that workers cannot continue to work.
- i. **Temporary Disability:** Temporary disability is paid at a weekly rate of 60%, if the injury can be improved with medical treatment.
 - ii. **Permanent Disability:** If someone is injured and an is expected to last for 12 months or longer, They can apply as assistant of the company's income benefits carrier.
 - iii. **Medical Consultation:** When a permanent injured employee asks for income benefit recipient, they must get a written doctor approval of their condition. If they don't, then the insurance company won't approve.
- b. **Unemployment Compensation:**
- i. **Rate Of Pay:** The rate at which unemployed person can get their weekly entitlement. Their rate is determined by a base period, which are the four quarter of wage, but not including the one the unemployed person is in, during the transition from employed to unemployed. The average salary of each quarter is calculated and then divided by 26, making their weekly rate.
 - ii. **Dependency Allowance:** For every child that the unemployed person is a guardian for, that are in these categories of:
 1. Under 18 years old
 2. Under 21 years old and is a full time student
 3. A mentally or physically handicapped person of any age.The unemployed person will get an additional \$30 per week.

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- iii. **Length of Collection Period:** Unemployed persons can get unemployment benefits for 15 weeks on a single claim.
 - c. **Social Security:** Following the Federal Insurance Contribution Act, 7.65% of employee gross salary is paid into social security. This applies to employees under the age of 65.

Profit Sharing and Retirement

- a. **Profit Sharing Plan:** All employees at fiscal year-end will be eligible for profit sharing bonuses. Profits are defined as an excess of funds after all expenses have been funded. Profit sharing funds are distributed proportionally to the employee's salaries, on the first payday of January. The employee can choose to receive the bonus in cash, or have it deposited into the employee's 401(k) plan.
- b. **Retirement:** An employee qualifies for retirement if they are over 65 years of age with at least 7 years of service. An employee may qualify for early retirement if they are 55 years old with at least 15 years of service, or are at 62 with at least 10 years of service. V.E. Radio offers a 401(k) plan. With this plan each employee can allot 0-15% of their salary to their 401(k) plan, and V.E. Radio will match 10% of all contributions to the employee's individual plans. At retirement, this plan becomes accessible to the employee through Fidelity Inc.

Other Benefits

- a. **Employee Assistance:** Employee safety and health seminars are to be held every 3 months during the last weeks of December, March, June, and company policies that regard to health insurance and overall health and fitness strategies are reviewed.
- b. **Employee Purchase:** If an employee want to buy a company product, hey will have a 10% discount on every VE Radio product.
- c. **Employee Gift Policy:** Employees are allowed to get personal gifts from family members and friends.
- d. **Seniority:** When an employee work for 15 years at VE Radio, they become a senior staff, and their pay will be increased.

Safety Rules

- a. **Reasonable Suspicion Drug Testing:** If an employee is suspected to be intoxicated, or suspected to have controlled substance, Human Resources may request a drug test within 48 hours of the incident. Indicators of intoxication include but not limited to:
 - i. Slurred words
 - ii. Loss of motor control
 - iii. Inability to answer questions
 - iv. Showing common physical symptoms of drug useDrug tests may be requested if reasonable suspicion.
- b. **Security:** Security guards are to be hired and are to be present during business hours. Security are responsible of all recording videos for VE Radio, and reviews the footage if the security of the premise is ever questioned.
- c. **Smoking:** Smoking on company property is not allowed, and must be done off company property. Employees get to have a smoke break off company property, but breaks can not be more than 10 minutes. Disciplinary action will be taken.
- d. **Substance Abuse:** If any substance illegal or legal that is being abused, is strictly prohibited on company property. If any evidence of someone part of this will be set for termination.
- e. **Theft:** If an employee is caught stealing company property, results are immediate termination.

Other Company Policies

- a. **Bonuses:** Every year, equivalent to profit sharing bonuses, employees are eligible for additional bonuses to reflect their performance. All performance reviews are to be finalized before bonuses are determined, and bonuses will reflect performance reviews.
- b. **Borrowing Tools & Equipment:** Employees may borrow tools that they use in their job; however, tools may be used for personal use. Employees assume full responsibility for any tools and equipment that they bring outside of company property, and must pay in full for any damages, or loss of the tool/equipment.
- c. **Clean Desk Policy:** Employees must maintain a clean and organized desk. All important files must be in the department's folder. Furthermore, filing cabinets must remain alphabetized and contents clearly labeled.
- d. **Communications:** Employees are allowed minimal use of any form of company communication, such as telephones, faxes, or email accounts, for personal use, and violations of this will result in a disciplinary action as defined in section 4.c of the V.E. Radio employee manual.
- e. **Company Meetings:** In a company meeting, it is best to remain focused on the speaker, and remain to one conversation at a time. Also, it is important for everyone to arrive on time and for all cell phones to be off.
- f. **Computer Software (Unauthorized Copying):** Copying company-bought software is treated strictly as an illegal activity, and as a form of embezzlement, and in most cases will result in termination. Illegally downloading programs to company computers is also unacceptable; disciplinary action will be taken as defined by section 4.c of the V.E. Radio employee manual; however, in this case, sections 4.c.i and 4.c.ii will be omitted.

- g. **Department Meetings:** Department meetings are to be held at the discretion of the department head, and etiquette is to be followed as defined in section 12.f of the V.E. Radio employee manual.
- h. **Discounting:** Employees are entitled to a 10% discount on all V.E. Radio products.
- i. **Dress Code/Personal Appearance:**
 - i. **Everyday Attendance:**
 1. **Men:** Every Monday men must wear clean dress pants, dress shirts, dress shoes, and a tie. Business casual.
 2. **Women:** Must wear classy pantsuit or dress. No skirts/dress that extend a hand's length above the knee.
 - ii. **Formal Presentations:**
 1. **Men:** Must have a well-groomed face, collared dress shirt, groomed hair, tie, slacks, and dress shoes with dress socks.
 2. **Women:** Dressy pantsuit, knee length or longer dress w/ sleeves, skirt as defined in section 12.j.i.2 or longer, blouse with sleeves, hosiery, closed-toed dress shoes, daytime makeup, groomed hair.
- j. **Entering & Leaving the Premises:** If an employee is classified as an hourly employee, one must be present before and after attendance.
- k. **Exit Interviews:** Exit interviews will be performed when an employee resigns in order to fully assess the reasoning behind the resignation. In order to qualify for severance pay, one must complete the exit interview.

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- i. **Expense Reimbursement:** It is upon the discretion of the department head as to which expenses qualify for company expense reimbursement; however, certain items and their classes qualify for this explicitly. In order to qualify for Expense Reimbursement one must fill out an Expense Report, form-1.B
 - i. Travel expenses, and other expenses related to professional meetings.
 - ii. Business meals when the participants are actively engaged in V.E. Radio business.
 - iii. Reasonable expenses for improvement of working conditions, employer-employee relations, and employee performance.
 - m. **Fire Drills:** Fire drills are to be held biannually on the first of December and June. If any said of dates fall on a holiday or weekend, they shall occur on the preceding Monday. The week following up to the event, employees shall attend branch meetings, reviewing safety procedures.
 - n. **First Aid:** First aid bags are to be placed at the entrances and exits of company property, along with fire extinguishers. Anyone trained in the personal health seminars that are held annually can administer first aid, and/or use the fire extinguisher.
 - o. **Food in Office:** Employees are allowed to eat in the break room and office. Food or drinks are not permitted around the equipment.
 - p. **Gifts:** Employees can receive gifts from anybody. However, the reason for the gift must be stated to the V.P. or manager of Human Resources.
 - q. **Grievances & Suggestions:** Grievances can be filed through HR by filling out a Grievance form, or directly to one's supervisor. Formal suggestions can be heard through a grievance form-form 3.A, and informal suggestions are handled through the V.E. Radio suggestion box.

- r. **Housekeeping:** Employees must follow the clean desk policy as outlined in section 12.d of the V.E. Radio employee manual. Also, everyone must stay and clean on their assigned dates, which are assigned by administration.
- s. **Off-Premises Activities:** When employees are representing the company at off-premises activities, such as a business trip, they must follow the dress code as defined in section 12.j.iii of the V.E. Radio employee manual. Furthermore, one must maintain a business-like attitude when dealing with possible clients, business partners, and competitors. Any violations of the V.E. Radio standards of conduct as defined in section 4.a of the V.E. Radio employee manual.
- t. **Open Door Policy & Counseling:** V.E. Radio gives the right to the employees to request assistance from higher-level authority, above their supervisor, up to and including the CEO. Furthermore, if issues regarding one's supervisor are not resolved, one can request counseling from the branch HR representative.
- u. **Payroll Advances:** Employees can apply for a payroll advance through their supervisor, and may qualify if they have not received a bonus or raise in the last 6 months and have maintained a satisfactory disciplinary record. However, the final decision is left to the discretion of their supervisor.
- v. **Personal Phone Calls & Mail:** Personal use of company phone lines, email, mail, and faxes, are to be used minimally, and if used in excess, disciplinary action is to be taken as defined in section 4.c of the V.E. Radio employee manual.
- w. **Personal Property:** Employees are allowed to bring in objects to the workplace if they are not deemed illegal items, items that can cause distractions to employees in the workplace, or items that are dangerous to the employee's and surrounding employees' health.

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- x. **Promotion Policy:** Employees may apply for a promotion if an open position is available by making an inquiry to their supervisor. The supervisor takes the employee under consideration and reviews their employee files and performance and compensation reviews. The employee shall receive the promotion if they are deemed qualified for the promotion if they are deemed qualified for the promotion and new job.
 - y. **Recycling:** Recycling bins have been set up in the office in the break room, in order to promote office sanitation and environmental cleanliness.
 - z. **Reinstatement:** An employee may be reinstated if:
 - i. **Recall:** An employee “laid off” shall be eligible for recall by the department. To be eligible for reinstatement, the recalled employee shall return to the same position within one year of the layoff date:
 1. If more than one employee has been laid off and a fewer number of positions are reactivated, the department shall consult with the Vice President of Human Resources, to determine the order of recall.
 2. If the recallable employee refuses the offer of employment, the employee shall no longer be eligible for recall.
 - ii. **Rehire:** A rehired employee is an employee who was:
 1. Involuntarily separated from employment (exhaustion of funds, position eliminated, etc.)
 2. Not anticipated to be recalled.

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- aa. **Resignation:** When an employee decides to resign, one must write a letter of resignation addressed to their employer which briefly states intent, and summarizes one's reasons for resignation. Furthermore, one must allow for two weeks before resigning their position. Finally, one must take part in an exit interview, in order to assess the reasons behind resignation and improve the V.E. Radio Company.
 - bb. **Transfers:** If an employee must transfer departments, one must file the transfer through Human Resources in order to transfer employee files and past performance reviews. The employee must take part in an informal interview with their new supervisor, in order to become acquainted with them.
 - cc. **Visitors:** Visitors must first report to Human Resources, who will greet them kindly and call in the employee whom the visitor intends on meeting with. When dealing with visitors, one must maintain a proper host/hostess attitude, and extend welcome to the visitor.

Employment Agreement- Form 1.A

I, _____, acknowledge that I have read and fully understood the contents of the V.E. Radio Employee Manual, and by signing this form, I indicate my agreement to abide by all policies stated in the manual. In addition, I am aware that a violation of any policy may result in disciplinary action up to and including termination.

Employee Signature

____/____/____
Date

Expense Report-Form 1.B

Employee Requesting Compensation:

Department:

From:

To:

Purpose of expense:

Date	Description	Transportation/ Mileage	Lodging	Meals	Other	Total

Subtotal	
Less Cash Advanced	
Total owed to you	
Total Due	

Date	Person(s) Entertained	Employee Requesting Compensation	Business Purpose	Name of Place	Total

Total	
-------	--

Employee Signature: _____

Date:

Approved by: _____

Date:

****Receipts must be attached to expense form.**

Written Warning-Form 2.B

Employee Name: _____ Department: _____

Date of Incident: _____ Position: _____

Section of Code of Conduct Violated: _____

Description of Situation

Steps Taken to Resolve

Additional Comments

Vice President Signature: _____

Date: ___/___/___

Human Resources Representative: _____

Date: ___/___/___

Grievance Form- Form 3.A

Name: _____

Department: _____

Position Title: _____

Date of Incident: _____

Cell Phone: _____

Home Phone: _____

Reasons for Grievance

Prior Grievances: Is this the first time you are filing a grievance for this particular problem?

Yes: ____ No: ____

Have you taken steps with your vice president to resolve this grievance? If so, what steps were taken?

Resolution Requested

Employee Signature: _____

Date: ____/____/____