



## **COMPANY RULES**

### **WORKING RULES**

1. Typically ten (10) hours shall constitute a day's work, beginning at 7:00 am, and ending at 5:30 pm, including a 30 minute lunch break. At the discretion of employer, work hours may be changed. Saturdays may be make-up days for regular time lost during the week to inclement weather. No hours are guaranteed and are determined by the requirements of the job.
2. Overtime in the amount of 1 ½ times regular time, shall be paid for work in excess of 40 hours per week.
3. No work is scheduled for Sundays, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day or New Years Day. Any work performed on those days shall be paid for at 1 ½ times the regular rate.
4. Extra pay for travel or subsistence on work outside of the home-base city of employer or employee is neither implied nor promised. Any such reimbursement shall be determined by direct negotiation between employer and individual employees and on job by job basis.
5. Hourly pay rates shall be determined by employer and differing rates of pay may be received by employees performing the same task but in varying levels of competency, as determined by employer or Davis Bacon Act as required by a given contract.
6. Less than full-hour wages shall be paid in 15 minute increments for salary employees.

### **VIOLATION OF FOLLOWING RULES CAUSE FOR DISCHARGE**

1. Misrepresentation of qualifications for the position hired.
2. Theft of property, including building materials, from employer, other employees or other contractors on building projects or elsewhere. (violators will be prosecuted to full extent of the law).
3. Assaulting a foreman or other employees.
4. Damaging employer's property through willful acts or negligence or repeated carelessness.
5. Knowingly endangering safety of self or co-workers.
6. Using or having alcohol or drugs on the job or elsewhere if in a manner detrimental to employer's interest.
7. Refusing to perform assigned work duties.

8. Any unauthorized use of company vehicles or equipment for personal use.
9. Suppressing, withholding or covering up information regarding violations of these rules by others.
10. Filing a fraudulent loan statement, or claim for insurance benefits, or public benefits, etc., which could be detrimental to employers interest.
11. Absence from work. (Where possible, employer should be informed of planned or emergency absences.)
12. Tardiness after having been warned that one's employment is in jeopardy because of tardiness, or unexcused absence from work.
13. Having firearms in possession or in vehicle or on a jobsite.
14. Sexual Harassment on the job.

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I acknowledge having been given the opportunity to read the foregoing rules, and have been given a copy for my personal file, and understand that employment may be terminated at will and I agree to follow/abide by the above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_