SECTION 2 - WORK HOURS AND COMPENSATION

2.1 Attendance & Punctuality
Your attendance and punctuality are important factors to the success and growth of the Company. We work as a team, and this requires that each person be in the right place at the right time. All employees must be on time to work no later than 9:00 a.m. If you are going to be late for work, or going to be absent for any reason, you must notify the office within one-half (1/2) hour of the start of your workday. If you have a scheduled appointment, you must notify the office within twenty-four (24) hours of the start of your workday.

2.2 Our Workweek
Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. It is required that all employees (except and non-exempt) work a minimum of eight working hours per day between the hours stated above to ensure all customers and vendors have ample time to communicate on all open projects. Please understand that your regular attendance during our regular working hours ensures the success of the Company. It is imperative that the receptionist or other staff members be notified when you are leaving the office and when you intend to return.

2.3 Mid-Day Mealtime
A one-hour, unpaid meal break should be taken each day. Meal break should generally be taken for one-hour between the hours of 12:00 noon and 1:00 p.m. It is imperative that the receptionist or other staff members be notified when you are leaving the office and when you intend to return.

2.4 Work Breaks
Employees are allowed to take two short breaks at their discretion. We ask that those who smoke exercise consideration regarding breaks in order to keep our policy fair and equal to all employees.

2.5 Pay Periods & Payday Schedule
Employees will be paid biweekly on Friday for the period that has ended on the previous two weeks. When our payday is a holiday, you normally will be paid on the last working day before the holiday.

2.6 Recording Your Time
You are required to maintain an accurate record of all time worked and all commissions of sales. All employees (except and non-exempt) must record their hours using the Company time clock for the purpose of record keeping. Ensuring proper compensation and job costing analysis. Commission sheets, time sheets, vacation forms and reimbursement sheets must be reviewed and submitted to accounting the Wednesday prior to payday no later than 12:00 noon.

2.7 Overtime
Overtime hours are allowed at the discretion of management. Eligible employees will be paid at a rate of time and one-half of their regular hourly rates for hours worked over forty (40) hours in one week.

Only actual hours worked count toward computing weekly overtime.

I have received a copy of the Company’s employee handbook on the date listed below. I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of the Company.

I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in the employee handbook may be added to, deleted or changed by the Company at any time. I understand that neither this manual nor any other verbal or written communication by a management representative is intended to, in any way, create a contract of employment.

If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of management.

Employee Print Name: 
Employee Signature: 
Date Employee Signed: 
Employer Print Name: 
Employer Signature: 
Date Employer Signed: