

Employee Rule and Procedures



Here to "insure" your peace of mind.

- All employees must clock out and take one 60 min (Non Paid) Lunch break also break and management must approve time stamping.
- All employees required to obtain General Lines License state issued license or permit in a specified time frame failure to do so my be grounds for termination of employment.
- **All full time hourly employees receive 5 (40 hours) non-paid sick/vacation days; Full time salary employees receive 5 (40 hours) paid sick/vacation days total. All unused time off expire 12/31 yearly. All requests for time off must have 10 business days prior to request.**
- Texting request for late arrivals are permitted must be accompanied with a call but not granted until response from Mr. Rose only if approved. Doctors or sick time must be accompanied with a doctor's excuse.
- All request and or grievance must be written on a proper complaint form and filed correctly unless it's a HR violation or work ethics violation with Mr. Rose. Please give management a chance to investigate and respond to problem if possible.
- Mobile phones are **NOT** permitted at desk please keep phones in vehicle and use on breaks only outside office or in waiting area. Anyone found violating mobile phone rule employment would be immediately terminated.
- Music **Not** allowed on CPU at any time. We will try any play music throughout office suggestions welcome.
- Only work related web browsing allowed no personal networking unless its work related and approved site by Mr. Rose only.
- No storage of food or candy at desk please.
- All food and snacks are to be kept in personal tote, locker and or pantry by rest room.
- No consumption of alcohol during work hours or on property at anytime.
- No smoking on property, if you smoke please try and refrain from smoking if you plan **NOT** return to work or you may be asked to leave for the day.
- Please do not personalize office desk all desk to remain clear and clean of all effects by close of day/shift that includes folder and work in progress.
- Please do not tape anything to desk or CPU that includes but not limited to papers, notes logs, post it at anytime please keep in desk out of sight. We plan to have a uniform office with the layout of all desks the same free from clutter and organized for all. If you use props of any kind please store those items at the end of day.
- Please do not move or relocate CPU, phones, printers or organizers on desk.

- Files are not to remain in or on desk after the close of business day (unless approved by Mr. Rose) no exceptions please keep a log or to do list. This will help the organization for all employees.
- All logs due at close of business week (Friday or Saturday depending on schedule).
- All work in progress must be completed by close of shift unless approved my Mr. Rose, if folder left on your desk by co worker Mr. Rose must be notified prior and folder, papers, quotes must be filed by close of shift.
- Everyone will be given matching desk items; if you have a favorite item you use please keep at home all provided office supplies must be neatly stowed includes tape dispenser, paper clips, rubber bands, stapler etc....
- No writing instruments stored on desk, Insure One pens for customers will be provided with uniform holder only, others neatly stowed in desk.
- Do not cover camera on CPU no exceptions.
- No social network web sites allowed on CPU at any time, if for business use please notify Mr. Rose prior for approval all violators will be terminated.
- All absences, late employees, disciplinary, call out will be documented with proper form and employee signature.
- There is no cleaning service so please clean work area daily that includes CPU, desk, floor and please empty personal trash daily (in dumpster). This all is to be done after you clock out for the day please.
- Please remember to always log off id away from desk remember to clock out when on break or lunch.
- Do not shut down CPU's only log out user.
- We will continue to take cash payments from prior customers. New customers are urged to get a money order from Valero (Mr. Rose discretion).
- The file drawer at **Everyone's** desk it to be set up the same with regards to files, orders and labels (Mr. Rose will notify employee). Also no key for desk employees will be given lockers unless otherwise notified.
- **No employee parking in shopping center lot at anytime, employee parking is across street or side streets. View is best across street.**
- All marketing items shirts, business cards etc.... Will be deducted from employee pay and if employment terminated please return items to receive return of deposit if any (not paper products).
- All employees required to work 2 weekends per month but not limited to.
- All issues and grievance with guidelines must be properly documented; we strive for a clean, well-organized safe work place and hope all employees do their part to get us there. Thank you.

Signature _____ Print: _____ Date: _____