EMPLOYEE HANDBOOK

# Rates of Pay

## Hourly Wage Schedule

The standard hourly wage schedule for rates for the respective job classifications and the effective dates thereof shall be those set forth in Appendices A, B, C, D and E of this manual.

## Shift Differentials

All employees assigned to shift schedules starting between the hours of 12:00 noon and before 9:00 P.M. shall be paid a shift premium of fifty-five cents (55¢) per hour. Effective August 1, 2002, second (2nd) shift premium will increase to sixty-five cents (65¢) per hour. All employees assigned to shift schedules starting between the hours of 9:00 P.M. and before 5:00 A.M. shall be paid a third (3rd) shift premium of sixty-five cents (65¢) per hour. Effective January 1, 2003, third (3rd) shift premium will increase to seventy-five (75¢) per hour.

## Cost of Living Adjustment

Cost of living adjustments will be calculated quarterly in accordance with the revised Consumer Price Index now published monthly by the United States Department of Labor.

# Overtime

## Scope

Overtime will be distributed by low hours-high seniority qualified employees. As a general rule, employees will not be asked or scheduled to work more than 12 hours. If it becomes necessary for an employee to work more than 12 hours, time worked will be charged accordingly. Hours refused in excess of 12 will not be charged. If there is a need for an employee to work more than 12 consecutive hours, it must be agreed to by joint leadership on a case by case occurrence.

## Weekend Overtime

Weekend overtime work will be distributed equitably by each shift among qualified employees consistent with the work requirements. After the department has been offered the overtime and there is need for additional employees outside the department for overtime, the following rules will apply:

* Overtime planned and offered within the department and shift (Employees must work in their department if overtime exists for them in their department)
* Overtime offered to department and shift involved
* Overtime offered within the department across shifts (Employees must work in their home department if overtime exists for them in their home department.
* Canvass outside the department
* Schedule qualified employee with lowest overtime hours, least senior in the department.

## Conditions of Overtime

One and one-half (1-1/2 X) times the regular straight time hourly rate shall be paid:

* For all time worked in excess of eight (8) hours in the period from 11:00 P.M. to 11:00 P.M.
* For all time worked in excess of forty (40) hours in any week.
* For work performed on Saturday
* All time worked before or after the employee’s regular shift time.

Two (2X) times the regular straight time hourly rate shall be paid:

* For work performed on Sunday.
* For all hours in excess of ten (10) hours in any one day Monday to Friday, and all hours over eight (8) on Saturday.

# Vacations

## Eligibility

To be eligible for a vacation in any calendar year, an employee must:

* Have performed work during the preceding calendar year; and
* Have one (1) years or more of continuous service.

Employees who quit their jobs, or are discharged prior to January 1 of the calendar year are not entitled to any vacation pay for that calendar year.

## Length of Vacation

An eligible employee who has attained the years of continuous Company service indicated in the Vacation Table in Appendix A in any calendar year shall receive a vacations corresponding to such years of continuous services as shown in the vacation table.

## Scheduling of Vacation

Departmental heads will have the administrative responsibility for scheduling vacation. All vacation must be previous scheduled and communicated to the employee’s direct supervisor.

The choice of conflicting vacation dates shall be given to the employee having highest seniority in the department and shift involved provided the employee advises the direct supervisor of the period he/she wishes prior to February 1st. Employees advising the direct supervisor of the period he/she wishes prior to February 1, and after being denied, shill chooses to leave his/her request on file, shall be granted his/her vacation based on the employee’s seniority if an opening occurs. Vacations will be granted to employees on the basis of earliest request beginning February 1st provided they do not interfere with the proper running of the employee’s department.

The department head will post by March 1st the available dates that are remaining for employees to schedule vacation after having granted preference to senior employees as provided in this section.Leave of Absence

## Personal Leave

If an employee must be absent from work because of personal reasons, he/she must arrange for such an absence with his/her department head and the request must be recorded on the form provided for such a leave of absence. The immediate supervisor may grate a leave of absence to excuse an employee for not more than five (5) working days. Leaves of absence beyond five (5) working days must be in writing as provided below.

The granting of a leave of absence for a period in excess of five (5) working days for any reason may be granted at the sole discretion of the Employer, provided such request in made in writing in a timely manner. The leave of absences may be extended at the request of the employee provided there are extenuating circumstances which justify an extension.

Aerial view of a parking lot

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# Appendix A

## Table 1 - Vacation Table

Years of Service Vacation Pay Vacation Hours

1 40 hours One week

2 80 hours Two weeks

7 120 hours Three weeks

12 160 hours Four weeks

22 200 hours Five weeks

29 240 hours Six weeks

Appendix B