



GUIDELINES FOR AN EMPLOYEE HANDBOOK

SUMMARY

The following information, although including the most important basic areas, should be considered as a broad outline for preparing your company's Employment Handbook. Many words, phrases and sections are bracketed [I and those], in particular, should be considered directional only. The information within the brackets should be changed to suit your individual situation. This material should be considered as a guide only.

The key to an effective Employee Handbook is ease of reading and understanding. It should be friendly, clear, free of "double-talk" or any phrases which might have more than one interpretation or create disputes.

A Handbook should never be considered permanent - it must be periodically reviewed, revised and/or corrected. Many members have found it helpful to have each employee sign a receipt for their Handbook. This receipt becomes a part of that employee's personnel file and can eliminate many subsequent disputes.

The format, size and appearance of a Handbook can be varied to suit individual personalities and/or budgets. Most Handbooks are 5" x 7" or 5 1/2" x 8". A colored, heavy stock paper is generally used on covers and often times a colored ink is used throughout the text. Type style can be varied to suit taste, but care should be taken that it be easy to read. Illustrations, including photos, line sketches, or cartoons can be effectively used and enhance the appearance, if desired. Don't overcrowd material on pages - leave plenty of white space for better appearance and readability.

Some other subject areas which might be considered are: Discipline; Sick Leave; Parking; Lunchroom Policies; Employee Suggestions; Apprentice Training; and Company Social Events.

INTRODUCTION

To you, who are joining us at [Company Name], a sincere welcome. We hope you will spend many pleasant, satisfying and prosperous years with us. And, to you who have been with us through the years, our thanks for your loyal cooperation, which has contributed to our past growth. We look forward to many more years of progress with your continued support.

Each of you, newcomer or veteran, will find this booklet helpful. It describes the various benefits to which you, as an employee, are entitled. It also contains the basic company policies and rules. We hope you will share this information with your family, so they may know [Company Name] better. If you, or your family, have questions about anything in this booklet, please let me or your [supervisor] know - we are anxious to help you.

All employees are part of a team, working ultimately for the same individual - the *CUSTOMER*. Our customers do business with us because we make the *BEST PRODUCTS* at a *LOW COST* and *DELIVER ON TIME*. Let's all pull together - teamwork will result in the continued progress of our com-

pany and that means job security, and better benefits for all employees.

We are genuinely interested in your career and want to help you increase your abilities. We will welcome your ideas and suggestions because they might contribute to the company's growth and prosperity. Let's work together as a team.

[Name of general manager or principal]

GENERAL POLICY

The management of [Company Name] knows that its employees and their welfare are most important to the success of the Company. Our long-range objective is the continuous development of a growing and prospering business through which both employees and Company can benefit. Every employee is considered a part of the Company team. [Company Name]'s policy is to work with all members of the Company team in a fair and friendly manner, and for their best interests.

Our plant is a non-union plant, and we intend and hope to stay that way. It is the Company policy to treat all employees fairly and as individuals. We have had problems from time to time, but we have always been able to solve them without the intervention of a union.

We are convinced our employees know their own needs, and it is the Company policy to try and satisfy those needs as best we can. We can assure you, a union is not in your best interest, nor is it in your Company's best interest. A union cannot help solve any problems that we cannot solve ourselves by working together.

WE PLEDGE

That so long as the affairs of our plant are in our hands, these principles will govern our relations with you:

We will constantly strive to provide a high standard of living and to improve economic benefits for our employees, consistent with the progress and profitability of our operations.

Realizing the importance of job security to all of us, we will work continuously for the benefit of our employees and the Company, and to improve the competitive position of our plant, which will enable us to provide jobs and security for our team.

With friendliness, we will meet with any employee or group of employees to discuss any requested improvements in conditions, hours, policies, or practices.

Any grievance will be fairly and promptly settled by our [Supervisors] as soon as brought to their attention. If a grievance is not satisfactorily handled, you may refer it to the [Plant Manager] where it will receive prompt attention.

General conditions such as seniority, vacations, overtime, rest periods, safety, cleanliness and employee accommodations will be constantly evaluated for improvement, and will always compare favorably with good industrial practice.

We will devote our best efforts and thinking to the building of a growing business within which will prevail an atmosphere of friendship and harmony with steady jobs and opportunity for all.

COMPANY HISTORY

[Give a brief narrative history of the company, including such items as: names and background of founders; when and where started; expansion and/or moves; principal customer; importance of products produced to civilian and/or defense production; ultimate company goals or plans; etc.]

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of our Company to observe and comply with the Civil Rights Act (Title VII) of 1964, the Federal Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act, the basic requirements of which prohibit discriminating, in the following ways, against an individual because of race, color, religion, sex, national origin, age or disability.

1. In hiring or firing;
2. In setting compensation, terms, conditions or privileges of employment;
3. In segregating, classifying or otherwise limiting an individual or in some other way adversely affecting their status as an employee;
4. In connection with apprenticeship or other training or retraining programs; or,
5. In the printing or publishing of advertisements or notices that indicate a preference, limitation, specification or discrimination.

Further, we will not retaliate against anyone who has opposed employment practices which may be illegal under the Acts or because they have testified or participated in any proceedings under the Acts.

The Company has developed this plan to guide its activities in the areas of recruitment, screening, hiring, and all areas of concern to employees, toward the goal of equal opportunity for members of minority groups and for women. Management will continue to be guided and motivated by these policies, and with the cooperation of all employees, will actively pursue the goal of equal opportunity for all throughout the Company.

Any employee who violates the policies and procedures outlined above will be subject to disciplinary action, up to and including discharge.

SAFETY - A MUTUAL RESPONSIBILITY

Safety and accident prevention are among the most vital responsibilities shared by management and employees. It is our goal to prevent personal injury to our employees by actively administering our safety rules and guidelines. These guidelines have been established through policies and procedures stated in the Federal Occupational Safety and Health Act (OSHA); in the State's safety requirements; in our insurance company's safety requirements; and from our Company's experience in the special tooling and precision machining industry.

It is our aim that: (a) every possible safety hazard be eliminated from all jobs; (b) every unsafe act or condition be immediately detected, reported, and corrected; (c) a good program of fire prevention and readiness be provided; and (d) safety consciousness be instilled in all of our employees so that a perfect safety record can be achieved.

Some important guidelines follow, but you must remember that no mere set of rules can ever assure safe operations. That assurance can only come from observing the following safe procedures and practices every minute of every working day:

1. It is required that you wear approved *safety glasses* at all times while in the plant manufacturing area. The only exceptions to this rule are walking between the time clock and the work area at the start and end of your shift, and during lunch time *provided* there are no machines running in your area.

2. Tennis shoes or open toe sandals are not permitted while working in the plant. The Company encourages all plant employees to wear *safety shoes* at all times.
3. *Protective gear* such as safety gloves, face shields, arm guards, ear guards, etc., which are necessary to properly protect you from injury *must be used*. Ear devices will be supplied where required or when personally requested.
4. *Protective guards* for mechanical equipment such as grinding wheels, gears, belts and saws **MUST BE USED AT ALL TIMES**.
5. Employees are required to put tools and equipment away when not using them. *Orderly conditions* in your workplace are as important to safety as is appearance. You should at all times keep your individual work area clean and free from objects which could in any way cause accident or injury to you or to others.
6. The use of gasoline, other hazardous and volatile liquids is forbidden. A special *non-inflammable solvent* is available. See your [Supervisor] for more information.
7. Repair of any *electrical device* will **ONLY** be done by qualified personnel. Never attempt to repair any electrical device yourself. Don't close switches opened by other employees. It should be done only by the person opening the switch.
8. Do not wear loose clothing, neckties, long sleeves, or jewelry (rings, watches, necklaces, bracelets, etc.) that might get caught or tangled in moving machinery.
9. Observe all *instructive signs* posted in the plant.
10. Keep all *aisles* and *emergency exits* clear at all times.
11. **NEVER** place your hands in a die while the *press flywheel* is turning.
12. **NEVER** direct an *air stream* toward any person or aisle when using an air gun.
13. When using *portable electrical equipment*, make sure it is of the three-prong grounding type.
14. All 220 and 440 volt equipment connected by cords and plugs utilize *twist-lock plugs* and receptacles. Extra care must be exercised when using this type of plug. These require twisting to the left before removing, and twisting to the right after being inserted into the receptacle. Always make certain you hold on to the plug itself and not the power cord when inserting or removing. Never just pull this type of plug. These plugs are different sizes depending on voltage involved - smallest are 110, next size is 220, and the largest is 440 volt. Please make sure the plug you use is for the correct voltage.
15. Be constantly alert for *hazardous conditions*. Report any unsafe condition to your supervisor immediately.
16. A list of *emergency phone numbers* can be found at every supervisor's desk.
17. Only authorized personnel are permitted to operate or ride on Company equipment. Fork truck loads must be kept close to the floor at all times for stability and safety. The exception is, of course, when the load must be raised for storage considerations. All personnel (except the authorized operator) must be clear of the fork truck when it is in the raised, unstable position.

18. Never attempt to push or lift an object that could cause *back injury*. Ask for assistance.
19. No *running* is permitted on Company property.
20. Use *handrail* going up or down stairs.

PLANT FACILITIES

The general appearance of our facilities is a direct reflection on your individual pride in ourselves, our workmanship, and our Company. There is a place for everything and everything should be in its place. It is everyone's job to keep all of our facilities, our equipment, and our work areas neat and clean.

We are often visited by business associates and our customers. If our plant appears neat, orderly, and efficient, our visitors will carry away a favorable impression of our operation and our organization. They will have confidence in our ability to fulfill any commitments we may make... and you, too, will enjoy a neat, clean, efficient work place.

WORKING HOURS

A normal workweek is five (5) days a week, eight (8) hours a day. Monday through Friday. Many times it is necessary to alter our normal or standard workweek, because of unusual work schedules, to nine (9) or ten (10) hours per day, Monday through Friday, and five (5) or eight (8) hours on Saturday. You will be advised of these situations in advance. The following are normal working hours:

Day Shift:	7:00 a.m. to 3:30 p.m.
Night Shift:	3:30 p.m. to 12:00 midnight
Saturdays:	7:00 a.m. to 12:00 noon

Lunch period, for the Day Shift, will be 11:45 a.m. to 12:15 p.m.; for the Night Shift, 8:15 p.m. to 8:45 p.m. There will be two (2) coffee breaks, of ten (10) minutes each, for both the Day and Night Shifts. Hours, lunch periods and coffee break schedules, for either shift may be changed to coordinate the requirements of our work schedule.

SHIFT PREMIUMS

When you are scheduled to work night shift, you will be paid a night shift premium of [% or \$] over and above your regular pay. You will not be paid the night premium if you are scheduled for day work and have to work beyond your normal daytime hours.

OVERTIME PAY

Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any workweek. Vacation or holiday hours not worked will be considered worked hours for purposes of computing overtime pay.

(NOTE: Check local counsel to see whether state overtime laws require time and one half over eight (8) hours per day or double time over 12, etc.)

CLEANUP TIME

To provide time to clean your machine or work area, a cleanup buzzer will sound five minutes prior to your departure time. If you are on a particular untidy job and need more than five minutes for cleanup, see your supervisor. Under no circumstance are you to use air hoses to clean your machine since personal injury or damage to machinery may result.

TIME CARDS & TIME SLIPS

Each hourly employee is assigned a clock number and given a time card for maintaining an accurate record of their time. You must punch the clock before starting work and upon completion of your shift, or when leaving the plant, except for company business. Never punch any other employee's card in or out.

Employees will not be permitted to ring in their time cards more than five (5) minutes prior to the start of the shift, nor will they be permitted to ring out their time cards more than five (5) minutes after conclusion of the shift - unless specifically requested to do so by supervision. If an employee leaves the plant at any time during the shift on personal business or for lunch, he or she must ring the time card out when leaving and ring in the time card on returning.

All time cards will be figured on a unit basis of 1/4 hour, or fifteen (15) minute increments. Your time computation will begin at the 1/4 hour increment.

NOTE: If you use the 1/4 hour increment, under the Wage and Hour Regulations, you must pay from the nearest 1/4 hour increment (i.e. if the employee punches in at 7:05a.m., you pay from 7:00a.m., if he punches in at 7:10a.m., you pay from 7:15a.m.).

PAY DAY POLICY

You will be paid every [Thursday] for the week period ending the previous Saturday. If [Thursday] is a holiday, we will attempt to pay on [Wednesday] of that week. You will also be paid on [Wednesday] of any week in which the banks will be closed on [Friday].

If you feel there is an error in your pay, or if there is anything about your pay which you do not understand, please contact the Office.

PAY POLICY

When you start work, your pay is based on your past work experience and/or the education required by your job, your specific duties, and the responsibilities' in your job level, [etc.]. Your progress will depend on how successfully you apply yourself to your job.

EMPLOYEE SELECTION

Selection of individuals for employment will be made by the Personnel Department. Ability, skill, experience, training, efficiency and physical fitness will be the principal considerations. It is our policy not to employ both husband and wife.

PHYSICAL EXAMINATION

After the company makes a conditional offer of employment, but prior to your employment, you are required to have a physical examination by our Company doctor. Expense of the examination will be paid by the Company.

PROBATIONARY PERIOD

Each new employee is considered to be on a probationary period for the first full six (6) months of their employment. This allows time for the Company to determine if the employee is suited for the work.

MERIT REVIEWS

Although merit reviews are conducted periodically, merit increases are granted based upon *consistent quality and quantity* of work performed, initiative, alertness, as well as your attitude toward your work, the Company and your fellow employees. *Quality work* is considered to be the most important factor. Increases will be granted or withheld on the basis of whether or not they have been earned.

PROMOTIONS

Company policy on job promotions will be to find the "best qualified person for the job." We will consider the following points in selecting employees for promotion: *Skill, ability, and qualifications*. Where these factors are relatively equal between employees, length of service with the Company will prevail.

JOB TRANSFERS AT THE COMPANY'S REQUEST

If the Company transfers you temporarily to a different job for the benefit of the Company, you will be paid the rate for the job to which you are transferred if it is higher than your rate, or you will be paid your own rate if the job is a lower paying job.

JOB TRANSFERS AT AN EMPLOYEE'S REQUEST

You may observe another job which you feel is better suited to your talents or training. When an opening occurs, favorable consideration of transfer requests will be given to those employees who have satisfactorily performed their previous duties. Transferring from a job in which you have considerable experience to a job in which you have little experience or no experience at all, may require a reduction in wages or salary.

LENGTH OF SERVICE, LAYOFF & RECALL

In our type of business, the high degree of skills and abilities of individual employees are the most important factors determining the Company's success. Therefore, skills and abilities are given priority over length of service in matters of layoff and recall.

Laying off specific employees at such times will be based on ability, importance of particular skills, service record performance, and length of service. Length of service alone will determine layoff when, in management's judgment other factors among employees are equal.

An employee who is on continuous layoff for a period in excess of six (6) months, will be considered as terminated and lose all employment rights.

GRIEVANCES, PROBLEMS OR MISUNDERSTANDINGS

If you have a complaint or a work-related problem, or if you feel you are not being treated fairly, you should discuss this with your immediate supervisor. After this discussion if your complaint or problem has not been resolved, you should bring it to the attention of the [Manager].

Experience shows that most problems can be settled by an examination and open discussion of all the facts. Management is sincerely interested in treating all employees fairly. Your problem will be given prompt attention.

WAGE ATTACHMENTS/GARNISHMENTS

Garnishments are unpleasant for you and irksome for the Company. Please keep your personal financial obligations in order. Garnishments will be handled as required by law [but where legally permissible, employees will be disciplined because of the additional costs and workload they place on our Office personnel].

ABSENTEEISM

Excessive absenteeism will not be condoned, and if it continues, will be grounds for discharge. It is *your obligation to notify* your supervisor promptly if you are unable to report for work. When reporting off, please be sure to give your supervisor the following information your full name, reason for absence, and if known, your expected date of return. If you become ill at work or if some other emergency arises and you must leave your job notify your supervisor at once.

When an absence due to illness or injury exceeds seven (7) consecutive calendar days, a Leave of Absence should be requested in writing. An employee who has been absent for seven (7) calendar days or longer, due to illness or injury, will be required to produce a written release from the employee's attending physician upon returning to work.

If there are any limitations as to the hours you may work or the weight you may lift, they should be so stated on the doctor's written release. In appropriate cases, the Company reserves the right to require employees to have full, unqualified releases from their attending physician prior to return to work.

Since chronic conditions change over a period of time, you may be asked to periodically update this certification to note any changes that have occurred.

TARDINESS

Everyone is expected to report to work on time. Habitual tardiness, like absenteeism, excused or unexcused cannot be tolerated and will be a cause for disciplinary action and eventual dismissal, if continued.

PERSONAL APPEARANCE

Your personal cleanliness and appearance is importance to both yourself and the Company. Our requirements are simple and reasonable - we expect you to dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards.

PERSONAL TELEPHONE CALLS

Our mutual security is based upon our Company's ability to make a profit. All jobs are dependent upon profitable operations. This requires your uninterrupted attention to your job. Therefore, personal business during the workday must be kept to an absolute minimum. Personal telephone calls are *only* permitted in case of an *emergency*.

SOLICITATIONS & DISTRIBUTION OF LITERATURE

Solicitation of any kind and for any cause on Company premises during working time is strictly prohibited. Employees who violate this rule, and interrupt their work or the work of other employees, will be subject to discipline up to and including discharge. Distribution of literature in *working areas* is strictly prohibited because of the safety hazards involved.

SECURITY CHECKS

Management retains the sole right to search employees and visitors without prior notice. If necessary, it will be accomplished courteously and in good taste. The purpose of such a search is to act as a deterrent and does not necessarily mean that the person is under suspicion.

WARNING SLIPS

Warning Slips will be issued to employees where management feels some corrective action is necessary by an employee. A copy of this Warning Slip will be placed in the employee's personnel file.

PERSONNEL RECORDS

For your protection, and benefit, you are requested to *notify the office* immediately of any change in name address, phone number, marital status, dependents, or beneficiary. This infor-

mation may be helpful in reaching you or your relatives in case of an emergency. This personal information will be handled with complete confidence. We will not supply personal information to unauthorized individuals. **NOTE** - Some States like California give employees the right to see their personnel records, so check your own State laws so you know what the employee rights and obligations are.

OFFICE SAFETY

Do not open more than one file drawer at a time; it will cause overbalance and tipping of the file. Do not lean on a open file drawer.

FIRST AID

You must report all job-related injuries and illnesses to your department supervisor immediately. Do not ignore small scratches or cuts, burns, bruises or abrasions - these should be treated at once. *Do not wait.* Failure to report an injury could result in jeopardy of a compensation claim later should the injury be more serious than first determined.

If the accident or injury happened at work and requires medical treatment after going home, see a doctor of your choice or go to the emergency room at the hospital. Advise your supervisor of the name of the doctor or hospital where treatment was received.

VEHICLE ACCIDENTS

If you are driving a Company car or truck and are involved in a highway accident, make every effort to obtain names, addresses and telephone numbers of all others involved, as well as any witnesses. *Do not make any statement as to responsibility* for the accident at the scene. Report any damage to the Company so that we can notify our insurance company. Adequate insurance is carried on all Company-owned vehicles.

WHEN THERE'S AN ACCIDENT

Follow this procedure if you are involved in or observe an accident on Company property:

1. *Report* the accident to your supervisor *immediately*. If your supervisor is not available, report to the next responsible person.
2. *Assist* injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.
3. If you suddenly find yourself thrust into a position of *responsibility*, you should accompany an ambulatory accident victim to the nearest aid station. If an accident victim cannot be moved, see that a doctor and ambulance are called at once. When time permits, in extreme emergencies, alert the hospital before the accident victim arrives.

PAID HOLIDAYS

As a full-time employee, *provided* you work the scheduled workday before and the scheduled workday after the holiday, unless excused by the Company for good cause, you will be paid for the following eight (8) holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

When a holiday falls on a Saturday, that will be the paid holiday (i.e. six days pay for 5 days work). When a holiday falls on a Sunday, the following Monday will be the Company holiday. Holiday pay is based upon the number of hours worked daily in the previous week (8 hours minimum, 10 hours maximum). The exception to this will be those employees working a reduced schedule per doctor's orders; they will receive holiday pay for eight (8) hours.

If an employee works on a holiday, they will be paid for the hours worked, and in addition, will receive holiday pay.

Holiday work schedules will be posted in advance of the holiday. VACATION [Our vacation policy provides for a complete plant shutdown for one or more weeks each calendar year. To aid in your vacation planning, you will receive a notice of this date prior to April 1. Vacations will be paid at your straight time hourly rate, according to the following schedule:

LENGTH OF CONTINUOUS SERVICE	NUMBER OF VACATION WEEKS
1 Year	1 week
3 Years	2 weeks
10 Years	3 weeks

In order to be eligible for full vacation pay, an employee must work a minimum of 1750 hours since his last anniversary date of employment. Employees working less than 1750 hours but more than 1000 hours will be paid a pro rata vacation pay of one-twelfth (1/12th) pay for each 150 hours worked.

New employees hired early in the year will be allowed a partial vacation. These vacation hours will be paid at their starting hourly rate, during our annual vacation shutdown, according to the following formula:

MONTH OF EMPLOYMENT	NUMBER OF VACATION DAYS
January	2 1/2 days
February	2 days
March	1 1/2 days
April	1 day
May	1/2 day

If you are eligible for more vacation than the period of the plant shutdown, the additional vacation may be taken any-time during the year, but the period must be determined with consideration of the Company's work schedule and production requirements. Vacations require advance approval by your supervisor.

In the event of death of a full-time employee, any remaining vacation pay will be paid to their beneficiary. In the case of retirement of a full-time employee, earned vacation will be paid.

Vacations cannot be carried forward from one year to the next, nor may pay be elected in lieu of vacation time off.

HOSPITALIZATION AND MEDICAL-SURGICAL INSURANCE

[Briefly synopsise your company's eligibility requirements, coverage, benefits, etc.]

LIFE INSURANCE

Briefly synopsise your company's eligibility requirements, coverage, benefits, etc.]

WORKERS' COMPENSATION

In case of industrial injury or occupational disease, you are protected under Workers' Compensation insurance. This is required by state law, and the cost is borne entirely by the Company, You are required to report any accident occurring while you are at work to your supervisor - no matter how trivial, you think it may be. This is essential. If you do not report an accident, you may forfeit some or all of your state compensation benefits.

UNEMPLOYMENT COMPENSATION

By law, the Company is obligated to contribute a payroll tax to the State and Federal governments for the Unemployment Insurance Fund. Payments will be made to you, from this Fund, at such time that you might be without employment, as defined by law.

LEAVES OF ABSENCE

It is recognized that there might be occasions of an emergency or personal nature requiring you to be away from work. In such cases, you should discuss this with your supervisor in advance, requesting a leave of absence *without pay*, if your request does not interfere with the practical and economic operation of the plant, it may be approved by management. If such a leave of absence is to be for an extended period of time, you will be informed in writing at that time as to the effect it will have upon your eligibility to participate in Company benefits based on your length of service.

Each leave will be for a specific period of time. Due to the many and varied circumstances that may require a leave, each leave is considered on an individual basis. However, an

employee failing to return to work upon completion of a leave of absence, will be considered to have terminated their employment.

In addition, for those years that fall under the provisions of the "Family and Medical Leave Act" (FMLA) will abide by the terms of that law.

MATERNITY LEAVE

Full-time employees must notify their supervisors of pregnancy and expected delivery date. They may be permitted to continue working as long as they continue to show written approval from their physician. The employee must provide a physician's statement that they are able to work, and certification that they can perform their normal duties up to a certain date, keeping in mind the particular job duties of the employee.

An employee on maternity leave must return to work within seven (7) days after release from their physician. If the employee requires more time in order to care for the newborn infant, an extension will be handled in accordance with the provisions of The Family and Medical Leave Act of 1993.

TIME OFF FOR MILITARY TRAINING

If you are a member of a reserve military organization or the National Guard, you will be given necessary time off to attend annual training camp. This time off will be considered a leave of absence.

Your supervisor should be notified as far in advance as possible of your expected training dates, and provided with a copy of your orders as soon as you receive them.

JURY SERVICE

If you are called for petit jury duty, you will be paid the difference between your regular straight time rate of pay for eight (8) hours and the amount you receive for jury pay, not to exceed ten (10) days pay in any calendar year. Keep your supervisor advised of any notice of jury duty.

FUNERAL LEAVE

The Company will pay an employee for time lost from work up to three (3) days while arranging for or attending the funeral of a member of their immediate family. Immediate family means: mother, father; spouse; child; sister or brother.

PLANT RULES

Plant rules for proper employee conduct inside the plant are *posted on plant bulletin boards*. We try to operate with as few rules as possible. We must all recognize that certain rules are necessary to regulate relationships between people.

TERMINATION OR RESIGNATION

To terminate or resign in good standing, an employee should give two (2) weeks' advance notice to their supervisor.

All Company property must be returned and all debts settled with the Company on or before the last day of employment. You will be asked to sign a resignation form at this time. Final paychecks will be released only after this termination procedure is completed.

IMPORTANT NOTE:

It is important that your handbook contain two (2) statements:

1. This handbook is not and should not be construed as a contract of employment. It is a guideline and can be modified by management at any time in its discretion.

2. Employment at this company is at will, which means an employee is free to leave our employment at any time in his/her discretion, and the company is free to terminate any employee at any time in its discretion.

Check local counsel to see whether either or both of these statements must be CAPITALIZED!

This BMA was prepared by NTMA Labor Relations Counsel, Alan Berger, Partner; McMahan, Berger, Hanna, Linihan, Cody & McCarthy, St. Louis, MO.