

Policies and Procedures Summary

Respect and Courtesy

The environment and atmosphere at MetriTech is comfortable, but always professional. Respect and courtesy are required at all levels. Please respect and follow all instructions from Human Resources staff, supervisors, and managers.

Security

Please stay in the department you're assigned to. Employees are not authorized to wander around the building.

Work Schedule

Work the exact days/shifts you committed to when hired. **Do not** work over 40 hours per week (Sunday–Saturday). Schedule questions should be directed to your department manager.

Dress Code

Casual professional. Jeans, t-shirts, and sweatshirts are fine. Shoes are required at all times. Please do not wear shorts; open-toed shoes, sandals, slides, or flip-flops; tank, halter, midriff, or low-cut tops; hats indoors; or clothing that is dirty, torn, or has offensive messages. Be sure your clothing keeps you covered as you work. We strive to keep work areas at a comfortable temperature, but it's best to dress in layers for your own comfort.

Hours Worked/Employee Time Log

Do not log in until you are ready to work. It is your responsibility to remember to use the Employee Time Log properly in order to be paid for the hours you work. Deliberate misuse of the Employee Time Log will be considered time fraud, and is cause for immediate dismissal.

Absences

Notify us about all absences. **Unplanned:** Call and leave a voicemail on the Absence Line ASAP, each day you are absent. Call 217-398-4868, extension 700. We do not respond to Absence Line messages. Contact HR if you need to discuss your schedule. **Planned:** Use the Employee Time Log to request a brief absence ahead of time (such as for an appointment). **Please let HR and your manager know ASAP if you need to resign.**

Personal Emergencies

If you are logged in and working and need to leave for an emergency, please notify a manager or supervisor, and log out. Do not disappear without an explanation. Do not leave company property while you are logged in working. This is considered time fraud and is cause for immediate dismissal.

Breaks

Please take your 10-minute paid break approximately in the middle of your 4-hour shift. Paid breaks are not to exceed 10 minutes. Do not take breaks at workstations.

Meals

Company policy requires an off the clock meal break when working 7.5 or more hours a day. Your workday must include an unpaid meal break of at least 30 minutes, taken no later than the end of hour 5. Do not take meal breaks at workstations.

Payday

The work week is Sunday–Saturday. The pay period is every two weeks. Pay dates are marked on calendars posted in the building. (Every other Friday is payday.) For this project, the first pay period is March 13–26 and the first pay day is April 1. The pattern continues after that.

MetriTech strongly encourages employees to participate in Direct Deposit. Written instructions for signing up for Direct Deposit are provided at Orientation. If you choose to receive a printed paycheck, you may pick it up in person at the front desk from 8:15am–5pm on payday. Please be prepared to show an ID each time. Please contact Maureen in HR with any questions about Direct Deposit procedures, or any other pay questions or concerns.

Food and Drinks

Please show respect and care for computer workstations. Only spill-proof covered drinks (fast food cups with straws are not spill-proof), hard candy, and gum are permitted at workstations. All other food and drink must be consumed in designated break areas or outside. Bring only one day’s worth of food.

Phones

Cell phones, iPods, etc. may not be used in work areas while logged in working. They may be used only during breaks and meals, and only outside or in designated break areas (not hallways or bathrooms). Set ringers to vibrate. Please share your work schedule and ask people not to disturb you while you’re working.

Parking

Parking in the MetriTech lot is on a first come, first-served basis. If you park on the street, do not block driveways or mailboxes. (This should not be an issue for this project.) Respect the handicapped spaces in our parking lot.

End of Employment

Inasmuch as an employee can terminate his or her employment with the company at any time and for any reason, MetriTech can terminate an employee at any time and for any reason. MetriTech subscribes to the policy of “employment at will.” While it is not possible to exactly predict each employee’s last day of work, the management staff tries to provide some notice, if possible. Please notify Human Resources if you need to stop working before then. Please note that your W-2 next January will be sent to the address we have on file for you. Submit a Change of Address Form at the front desk if needed.

Harassment

It is the policy of MetriTech to prohibit harassment in the workplace. Harassment is a violation of the law and will not be tolerated. Employees found to be in violation of this policy will be subject to discipline, up to and including termination of employment. Any form of discrimination or conduct which can be considered harassing, coercive or disruptive, or which creates a hostile or offensive environment, will not be tolerated. Instances of harassment will be investigated in a prompt and effective manner.

Non-Smoking Workplace

No smoking will be allowed in the building at any time. This policy is for the health and safety of all employees. Your cooperation is requested, as this policy must be rigidly enforced to comply with the company health and safety requirements and to maintain proper insurance coverage for our building.

Drug-Free Workplace

MetriTech will not allow the manufacture, distribution, dispensing, possession, or use of controlled substances in the work environment. Any such intentional drug-related activity is considered to be a major violation of company policy and will be dealt with accordingly. As a condition of employment, all employees will abide by the terms of this policy and will notify MetriTech of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

DISCLAIMER and ACKNOWLEDGMENT

I understand that materials and information provided in the job offer, during and after hiring, and in orientation and training are not intended to be a contract, either express or implied. They are not a guarantee of continued or future employment.

I have read and understood these policies and procedures. I understand that they apply to my seasonal employment with MetriTech.

Print Name

Signature

Date