

Employee Policy Changes

- ☑ At the discretion of your managers, two 15 minute breaks will be allowed at 10 & 2, it is your responsibility to keep track of time so that you do not miss your break. If you miss it, you will have to wait to your next break
 - Breaks are not guaranteed for employees, it has always simply been a courtesy
 - Any abuse of this allowance will result in no courtesy breaks given

- ☑ The union contract states that a lunch break no less than 30 minutes and no more than 1 hour is required- unless otherwise agreed upon with your manager
 - Lunch breaks, if taken, must be between 11am & 1pm
 - Lunch breaks between 30min-1hr must be clocked out and a manager notified that you are going to lunch
 - If you don't see a manager, leave a sticky note on their desk
 - "Working lunches," if your manager allows it, can be taken, but if you go into the break room for lunch, you must clock out
 - You cannot take a "15 minute lunch" on the clock in the break room or elsewhere that you are not working

- ☑ Phone usage is not allowed except on your two 15 minute breaks and a 'clocked out' lunch break
 - If phone usage occurs during normal working hours, outside your breaks or clocked out lunch, it is the manger's discretion to provide warning, or utilize the phone locker upon excessive use
 - If you receive an important call while on the clock, please let you manager know

- ☑ Texting to call in sick counts as a no call/no show
 - You must call & if no answer, leave a voicemail

- ☑ Overtime is absolutely not allowed for any reason unless otherwise authorized by your manager, anyone abusing will be reprimanded

- ☑ There is a 7 min window, both before & after your designated clock in time.
 - If you are more than 7 min early you cannot clock in early
 - If you clock in more than 7 min late, you are considered tardy
 - If you know you are going to be late, call your manager & let them know

- ☑ No phone usage to play music
 - A radio can be purchased
 - Radio station can alternate daily
 - No foul or vulgar language is allowed

Employee Policy Changes

- ☑ All warehouse employees have an assigned aisle to keep clean

- To be rotated on the first business day of every month
- Kerry & Lainey/Austin keep the same aisles
- Each aisle is to be swept, boxes from-faced & in alpha-numeric order
- Satco aisle includes the break-room
- Break-room must be swept, table wiped down, and all appliances wiped out if needed

BACK WHOLE HOUSE STAGING								RECEIVING- Kerry Kennedy
SATCO / BREAK-ROOM	CASABLANCA / KICHLER UNDERCAB	QUOIZEL / WH STAGING	SEAGULL / ELCO	PHILIP AUSTIN	FRAMBURG / FEISS	THOMAS	KICHLER	
WILL CALL- Lainey Artan & Austin Golden								

✓ All employee policy changes were addressed in a meeting on Wednesday, June 21, 2017

