



Est. 2018

EMPLOYEE HANDBOOK

2nd Edition

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Employee Benefits Policy

Vacation Time & Paid Holidays

- Employees will be paid regular time for the first 40 hours of a work week. Any additional hours (excluding holiday hours or vacation hours) in the week will be paid time-and-a-half.
- One week (five 8-hour working days) paid vacation is offered after 90 days and must be scheduled at least one month in advance. Vacation days may be taken individually or concurrently and will not count towards overtime.
- Two weeks (ten 8-hour working days) of paid vacation is offered to employees of three years or more. Vacation days may be taken individually or concurrently and will not count towards overtime.
- Vacation time does not “roll over” to the next year. You will be paid for the 40 hours of vacation, but will not be eligible for the time off made available the year prior.
- Vacation time for a given year is available upon the assumption that the work year will be completed at Mitten Concrete LLC by the employee. If an employee quits or is terminated, any unused paid vacation time can be nullified at the discretion of management.
- The following holidays are eligible for paid time off: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Each will be paid as 8-hour days that will not contribute to overtime.
- Bonuses will be awarded annually around Christmas at the discretion of management and largely will depend

upon company profits, quality of individual work, and time spent with the company.

- Raises in pay are given at the discretion of management and are heavily influenced by experience, skills learned, attitude, effort, and quality of work.
- One week of personal time without pay can be granted upon consideration by management.

Insurance Benefits & 401K

Benefits begin after 90 days of initial hiring date

- **Health Insurance**
 - Blue Cross Blue Shield of Michigan
 - Company pays 75% of premium for employee
- **Dental Insurance**
 - Company pays 75% of premium for employee
 - Choose your coverage
- **Vision Insurance**
 - Company pays 75% of premium for employee
 - Choose your coverage
- **401(k)**
 - Guideline through Gusto
 - 100% company match up to 3% of net income and 50% match for additional 2% of net income

Employee Conduct Policy

Summary

By being employed by Mitten Concrete LLC you agree to conduct yourself in a manner that does not negatively affect the company. You are accountable for your decisions and actions and will be responsible for your own behavior and the

consequences of your behavior while on the clock. This is why a “write-up” system will be introduced as to hold everyone accountable and to prevent any favoritism or unfair privileges to any one employee.

Write-up Policy

Write-ups will be tallied when there has been a violation of the Employee Conduct Policy (ECP). Write-ups will be given at the discretion of management. Five write-ups in a year may result in employee termination. Take note that if any one violation is severe enough, immediate employee termination is a possibility and will be decided by management. Write-ups may be revoked if employee action is taken to rectify the violation with management approval.

List of ECP Violations

The following are violations of Mitten Concrete LLC’s ECP and will result in a write-up. Other violations may exist and will be tallied at the discretion of management.

- Showing up to work more than 15 minutes late
- No-call, no-show absence
- Use of any illegal substances (including prescription pills that are not prescribed to the one in possession), alcohol, or THC products on the job site, on company property, or in company vehicles/equipment
- Any transportation, distribution, or solicitation of any illegal substances, alcohol, or THC products while on the clock
- Being under the influence of prohibited substances while on the job, or while operating any vehicles, power tools, equipment, or machinery
- Speeding, driving recklessly, or making any obscene gestures to other motorists or pedestrians

- Intentional abuse or destruction of company or customer property
- Disrespecting management, foremen, or customers
- Any action that results in a fine or ticket from a law enforcement officer
- Driving heavy duty vehicles or equipment on concrete driveways without written permission
- Excessive use of cellphone during the work day
- Racism, sexism, religious harassment, verbal abuse, physical abuse, etc.
- Theft of any kind from the company, customers, or fellow employees
- Use of tobacco where prohibited by customers or the law
- Improper use of company credit cards or accounts
- Any major time card violations
- Not abiding by OSHA or MIOSHA rules and regulations while on the job site, especially Personal Protective Equipment (PPE) standards

Employee Time Card & Paid Time Policy

The rules regarding payroll and time cards are described below, as well as, the paid time policy regarding breaks and drive time.

Payroll & Time Cards

- Payroll runs biweekly
- Employees must fill out their time cards every week; be sure to separate jobs and shop time as instructed
- Foremen are in charge of the Master Time Card which must be filled out everyday
- Hours must be approved by the foreman daily
- Time cards are due on the Wednesday of pay week. The hours on these time cards are for the two weeks prior

Breaks & Drive Time, Per Diem

- A half hour lunch break is paid for, with an additional 15-minute break (if taken; given at the discretion of the foreman). These breaks need to be marked/mentioned on time cards
- Drivers are paid for all drive time
- For vehicle passengers, you will be paid for the first trip of the day to the job or the last trip of the day back to the shop
- Driving between multiple job sites in a single day is paid for both passengers and drivers
- For vehicle passengers on drives longer than an hour and a half: you will be paid for the way to the job and for half the time on the ride back
- Per diem will be given out in the amount of \$40.00/day for out-of-town jobs. Paid lodging will also be provided

Designated Authority & Responsibilities of the Crew

Below is a brief summary of the major responsibilities of the crew and the foreman. Other responsibilities may be implied and not mentioned here.

Foreman Responsibilities & Authority

- The foreman directs the rest of the crew and delegates tasks
- The foreman measures the project up for concrete and orders the concrete
- The foreman has the final say on project design and direction in terms of drains, slopes, valleys/ridges, expansion, dowels, mix design, etc.

- The foreman acts as the main contact with the customer while on site
- The foreman assumes the responsibility of the crew and quality control—and will be accountable for both
- The foreman makes sure the crew works efficiently and that good customer service is maintained at all times
- The foreman’s job is to lead and not to micro-manage
- If the foreman is absent, a right-hand man will be designated and assigned the authority of the foreman temporarily
- The foreman fills out the Master Time Card daily and approves the crew’s hours
- It is the foreman’s job to solve problems and think critically in order to get the job done efficiently with both the company and customer in mind
- The foreman must be a good model for the rest of the crew
- The foreman must listen to the suggestions of the crew
- The foreman must address problems with crew members, taking these issues to management if needed
- The foreman is responsible for any accidents, mishaps, or complaints for a job in which they were in charge

Responsibilities of the Crew

- The crew’s responsibility is to listen and give respect to the foreman and to work efficiently
- To work as a team to accomplish personal goals and company goals
- To give advice and suggestions to the foreman
- To ensure personal quality control and taking responsibility for personal mistakes
- To work hard and to constantly learn and develop new skills

- To report to the foreman any issues with anything regarding quality control, equipment malfunctions or vehicle maintenance issues as soon as possible
- Don't cause or promote in-fighting among the crew
- Work disputes out amongst one another, if no solution can be found talk to the foreman and he will discuss with management how to proceed

Company Rules

Shop Rules

- Show up on time, don't make being late a habit
- Load trucks for work the day before, if possible
- Clean out inside of trucks daily
- Keep Pack-outs stocked in each truck
- Keep trucks stocked with dowels and expansion material
- Keep shop floor swept, use Oil-Dry where there are fluid leaks
- Keep skid steers clean and greased
- Report any necessary vehicle repair and maintenance issues ASAP
- Back trucks and trailers into the shop
- CHARGE POWER TOOL BATTERIES DAILY
- Make sure oil cans contain enough oil everyday
- Turn the lights off and lock the doors if you are the last one leaving
- Clean bathroom once a week
- Keep shelves organized
- DO NOT STEAL. Don't steal from the company or a fellow employee

Field Rules

- Drive responsibly, NO ALCOHOL OR DRUGS

- Drivers will be required to have at least a Medical Certificate and a Chauffeur's License (Class C CDL; consult management for any additional licensing requirements)
- You represent Mitten Concrete while on the road, so drive with caution at all times
- Check your load before driving anywhere, make sure objects in the bed are secure and will not blow out
- Act professional
 - Wear Mitten Concrete apparel
 - Do not use bad language or profanity around customers, passersby, and builders
 - Treat one another with respect
- Treat company property (trucks, equipment, tools, etc.) as if it they were your own
- Do NOT trespass on neighbors' yard (walking, driving skid steer, washing tools, etc.)
- Clean up each job site prior to leaving (trash, concrete washout, scrap lumber, etc.)
- Make sure to get at least one bucket of water after each pour
- Clean tools & boots after every pour
- Take pride in your work! Abide by all quality standards that have made Mitten Concrete a reputable company

Employee of the Month

Honor & Award

The Employee of the Month honor will be given to the employee who best exemplifies the following qualities: efficiency, quality of work, punctuality, respectfulness, strong work ethic, positive attitude, cooperativeness, integrity, honesty, and forward-thinking.

The winner of the Employee of the Month honor will be awarded one 8-hour paid day off to be taken at their leisure

with approval from management. There can only be one winner per month.

Voting Procedure

The Employee of the Month will be elected by fellow employees by ballot at the beginning of the following month. Each ballot will have the name of the voter and three names of people (nominees) they think most deserve the award. The voter must write down at least two unique individuals and so are allowed to use a duplication of a name as one of their three votes. The voter cannot vote for themselves, otherwise the ballot will be cast out of consideration. In the event of a tie, the employee who has been with the company the longest (since their last hire date) will win unless that employee has already won the award during the same calendar year. In the latter case, the employee without a previous award will win the award. In the case the nominees are tied in votes and have each won one or more Employee of the Month awards, the award will go to the employee with fewer awards.

Eligibility & Exclusion

An employee is assumed to be eligible for the Employee of the Month award. If you are unsure about your eligibility for the award, please contact management.

If an employee is given a (non-revoked) write-up in the month the award is earned, they will be excluded from the running for the Employee of the Month honor for that month and will not be eligible for the award; however, they will still be allowed to vote for someone else. Other exclusions may be possible and will be made at the discretion of management.

Conclusion

It is our goal at Mitten Concrete LLC to be a place that people want to work. It is our goal to serve our employees and our customers to the best of our ability within the guidelines and policies outlined in this handbook. If you have any questions about the contents of this handbook or if you have any suggestions for anything that should be added in this handbook, please talk to Dean Van Middelkoop.