# Employee Manual

Welcome! We are pleased to have you as a new employee. We hope you will take time to browse through our employee manual. We think it will answer many questions you may have about the company and help you get to know us. If you have questions about the manual or about policies not covered in the manual, the personnel staff will be glad to help you.

### Sick and Personal Leave

All employees are granted 5 days of sick leave per year and 3 days of personal leave. Both sick days and personal-leave days are accumulative up to five years and can be used for those purposes but not for paid vacation.

### Parental Leave

Six months of unpaid leave are allowed for female employees for birth or adoption of a child. (Six weeks for male employees.)

### Work Hours

Flextime hours are 7:00 a.m. to 7:00 p.m. Employees are expected to put in forty hours of work per week. Employees are asked to set their schedule and to advise the Personnel Department of their office hours.

### Child Care

Employees may take advantage of our on-site daycare facility. Daycare may be chosen as part of the benefit package or employees may choose to pay for the service. (See daycare director for price list.)

### Health Insurance

Independent Life is the insurance carrier. Employees may choose from five benefit packages. The employee cost portion increases with amount of coverage. You may want to schedule a conference with Personnel to determine your needs.

### Employee Stock Purchase Plan

Employees may purchase stock through payroll deductions. After three years of employment, the company will match employee purchases on a 2:1 ratio. If an employee leaves the company before ten years of service, the company contributions will be forfeited.

### Product Purchase Privileges

Employees may purchase products at the company store at 25% of market price. Employees must present badge at the time of purchase.

### United Way Contribution

Our company has always been a big supporter of the United Way of Wilson County. Employees are encouraged to donate a fair share of their salary to United Way through payroll deduction.