**WONDER WIDGET, INC.**

**Employee Manual**

Welcome to Wonder Widget, Inc. We are pleased to have you as a part of the WW family. 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.

**Vacation**

Employees shall have one week paid vacation after the first six months of employment and a second week following the second six months. Subsequent increments are as follows:

Years of Employment Amount of Vacation

3 3 weeks

10 4 weeks

20 5 weeks

25 6 weeks

**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**

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

**United Way Contribution**

WW 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.

**Community Youth Program**

WW sponsors a job-training program for area youths. We believe that our investment in the community in this fashion will pay double rewards in the future. The community represents 80% of our employee pool so an investment in the community's youth is an investment in the company. The program is administered at the department level. You will consult with your department chairperson concerning your participation in the program.