

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

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Terms of employment

Employee Classifications

Each employee is classified as either “Exempt” or “Nonexempt.” Based upon federal and state wage and hour law requirements. Nonexempt employees are entitled to overtime pay, while Exempt employees are generally excluded from specific wage and hour provisions. Whether you are paid hourly or salary does not affect the Exempt and Nonexempt classifications.

In addition to the above two groups, you have a secondary employee classification. It is important you understand these classifications, as benefits are available to employees based upon them.

New Employees in an Introductory Period

New employees are defined as those who are hired for the first time or those who may have been employed by Front Range Roofing LLC in the past, but left Front Range Roofing LLC employment and subsequently are rehired.

New employees are subject to an initial introductory period up to ninety (90) days. During this period, new employees will be eligible for, and/or shall accrue certain benefits depending upon their classification as either a full-time or part-time employee. Employees are also eligible for workers’ compensation and Social Security during this time. The designation of this time frame; however, does not constitute an obligation on Front Range Roofing LLC to retain the new employee until the end of the specified introductory period.

During the introductory period, the new employee will have the opportunity to demonstrate their ability, interest and skill in his or her position to achieve a satisfactory level of performance. It is also an opportunity for the employee to determine whether the employment relationship meets his or her expectations. Nothing associated with an employee’s introductory or non-introductory classification in any way affects the at-will nature of the employment relationship of all employees.

Full-time

For work scheduling, full-time employees are those regularly scheduled to work forty (40) hours or more during a workweek. They are eligible to participate in the employee benefit program in accordance with their position and length of employment as outlined in this Employee Handbook and its addendum. For benefit eligibility, use the thirty (30)-hour definition in the Benefits chapter.

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Part-time

Part-time employees are those regularly scheduled to work less than thirty (30) hours during a workweek. There may be times or even periods of time when a part-time employee is scheduled to work thirty (30) hours or more during a workweek. This does not change an employee's part-time status. If a part-time employee becomes full-time, the employee's eligibility for benefits described for full-time employees will be based on the employee's start date as a full-time employee and its corresponding classification. Part-time employees are only eligible to participate in the employee benefit programs as outlined in this Handbook.

Temporary

Temporary employees, including seasonal and summer help, are employed on a limited "as needed" basis. Temporary employees are hired to perform a specific job for a specific period, normally less than one year. For example, this may be to supplement the work or to replace an employee who is on a leave of absence or vacation. They may be hired to work any number of hours and will be paid on an hourly basis. A temporary employee, moreover, keeps his or her temporary designation until Front Range Roofing LLC designates it be changed. Temporary employees are not eligible to participate in the employee benefit program and will not receive pay for any recognized holidays. Temporary employees will be eligible for overtime as outlined in the section on wages.

Orientation

You will attend a new hire orientation meeting within thirty (30) days of hire. During this orientation process, you will receive general information about your employment and position, a copy of the Employee Handbook and applicable employee benefits information.

Open Communications / Grievance Resolution

Front Range Roofing LLC is committed to providing the best culture for maximum development and achievement of goals. Therefore, open communication is encouraged between employees and between staff and management of Front Range Roofing LLC . Feel free to ask questions and make comments to management personnel either individually or in meetings.

If you have a complaint, question or concern about anything connected to your job, you should discuss it with your immediate supervisor. If the matter is of a nature you feel discouraged, threatened or intimidated by your supervisor, please bring it to the attention of an executive of Front Range Roofing LLC . Complaints and concerns will be investigated and appropriate action will be taken.

NON-Disclosure

You may come in contact with highly sensitive information concerning your workplace, Front Range Roofing LLC employees and its customers. All information is strictly confidential and must not be repeated or communicated, directly or indirectly, to any person (including, but not limited to friends and relatives) outside of your workplace. Front Range Roofing LLC realizes certain information; however, may be shared and/or discussed among other employees as is necessary to perform company business.

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You may be asked to sign a NON-Disclosure as a condition of employment.

Conflict of Interest

You must be aware of all potential conflict of interest situations. It is imperative all employees adhere to a strict code of ethical conduct and avoid any impropriety.

Outside Employment

Your full-time position is considered your primary responsibility and other outside employment, therefore, is discouraged. However, if you do seek additional employment, you shall determine no conflict of interest exists and you can effectively perform your job duties. Please consult Front Range Roofing LLC before pursuing additional outside employment which may be considered a conflict of interest, create the appearance of any impropriety or make it difficult for you to meet Front Range Roofing LLC 'S expectations.

Personnel Records and Changes in Status

You must provide accurate information for personnel and applicable employee benefit purposes. This information includes, without limitation, your name, social security number, address, telephone number, names and addresses of spouse and dependents, beneficiaries under employee benefits plans, number of tax exemptions and eligibility for work. Other information may also be required. It is the responsibility of each employee to promptly notify Front Range Roofing LLC or Human Resources of any changes, such as change of address.

Personnel files are the property of Front Range Roofing LLC and access to the information contained therein is restricted. Generally, only supervisors and management personnel of Front Range Roofing LLC who have authority to review information in the file can do so.

Employees who wish to review their personnel file should contact Human Resources. With reasonable advance notice, employees may review their file in Front Range Roofing LLC offices and in the presence of an individual appointed by the company.

Job References

All requests from outside sources for personnel information concerning applications of employment, current employees and former employees shall be directed to Human Resources.

Performance Evaluation

A formal written performance evaluation will be conducted at the end of an employee's first ninety (90) days of employment, where applicable. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are NOT directly tied to pay increases.