



EMPLOYEE MANUAL



Employee Manual

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Section 1 Overview

Welcome to Allied Paving Contractors!

Dear New Employee:

We appreciate the fact that you have chosen our company to pursue your career. We're happy to welcome you to Allied Paving Contractors (Allied). Thank you for joining us! We want you to feel that your association with Allied will be a mutually beneficial and pleasant one.

You have joined an organization which has established an outstanding reputation for safety, quality, and service. This reputation was built by the team members whom you will be joining. We hope you, too, will find satisfaction and fulfillment in the contribution you make to this team.

Allied Paving Contractors policies, procedures and programs are enclosed in this booklet. It is our goal that this manual will provide you with answers to many of the questions you may have about Allied's benefit programs, as well as the company's policies and procedures we abide by – our responsibilities to you and your responsibilities to Allied.

We must strictly adhere to the policies contained in this booklet. Your personal commitment to uphold these policies is vital to our future success.

No employee is authorized to deviate from these policies and procedures. Therefore, we urge you to remember Allied's and each employee's responsibility toward our financial health and safety.

Sincerely,

A handwritten signature in black ink, appearing to read "JRM", is written over a light gray rectangular background.

John McLean
Owner



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Section 1 Overview

About Allied Paving Contractors

Allied Paving Contractors (Allied) was founded in 2003 as a corporation by John McLean and Kenneth House. Allied is engaged daily in paving highways, roads, and shopping centers, and in grading and base work. Allied is client oriented and our growth has been due to in large part to an ability to understand our client's needs and adapt to their requirements. The principle assets of the various operating units currently include 2 divisions, and a fleet of mobile construction equipment for on and off road use.

Allied is recognized as an expert in its field. Over the years, our employees have won the confidence of the public and private contractors by always doing the job with the highest quality in mind, and most importantly, in a manner that provides the employee with a safe work environment that is free of hazards. Allied knows that its single most important resource it has is its dedicated and capable personnel. On-the-job training programs and continuing education programs, like those found in this manual, encourage and help Allied employees and their families to be assured that while on the job site, Allied is concerned about accident prevention and dedicated to providing a safe work place.

To reach these goals, every employee must receive training in specific areas.



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Section 1 Overview

Receipt and Acknowledgement of Allied Paving Contractors Employee Manual

This Employee Manual is an important document to help you become acquainted with Allied Paving Contractors (Allied). This manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of Allied and economic conditions are always changing, the contents of this manual may be changed at any time at the discretion of Allied. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on Allied.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Allied Paving Contractors Employee Manual:

- I have received and read a copy of the Allied employee manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Allied at any time.
- I further understand that my employment is terminable at will, either by Allied or myself, regardless of the length of my employment or granting of benefits of any kind, including but not limited to profit sharing benefits which provide vesting based upon length of employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless in writing, with the understanding specifically set forth and signed by me and a vice president of Allied.
- I understand that should the content be changed in any way, Allied may require an additional signature from me indicating that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have either received or have access to a copy of the Allied employee manual.

Employees Printed Name	Position
Employees Signature	Date



Employee Manual

Section 2 Employment Policies

The Human Resources Department serves you in a variety of employee matters. The five basic areas are employment, employee relations, organizational development and training, compensation, and benefits. Our goal is to help create a positive working environment which will provide job satisfaction and competitive benefits and pay. Of course, we are aware that in any working environment there are occasional problems. When you have concerns regarding your work situation, please talk to your supervisor. If this is not possible or the problem is not resolved, you may wish to seek assistance and guidance from Human Resources.

We also are available to discuss opportunities for transfers and promotions with you. With your supervisor, we are responsible for wage and salary administration and can assist you in learning more about job descriptions, job evaluations, and how Allied's pay system works. The benefits staff provides details of various insured benefits plans and processes your personal benefits changes. You will find detailed summary plan reports and informational brochures regarding benefits in the Human Resources Office.

An added benefit is Organizational Development and Training, which exists as a resource for professional development for all Allied employees. Various programs are offered to employees at no cost and are conducted within working hours. Supervisors are encouraged to view employee participation in programs as an element of ongoing staff development.

Human Resources is located at: 132 Beck Road, Suite D, Pendergrass, GA, 30567.

2.1 Personnel Files

The task of handling personnel records and related personnel administration functions at Allied Paving Contractor's (Allied) has been assigned to the Human Resources Department. Questions regarding insurance, wages, and interpretation of policies may be directed to that department. Allied maintains personnel records on each employee. To complete your file, you will need to complete certain forms:

- Federal Income Tax Withholding Form
- State Income Tax Withholding Form
- Company Insurance Forms
- Other Payroll Deductions
- Who to Contact in Case Emergency
- Provide Proof of Citizenship
- Benefit Application
- Employment Application

Keeping your personnel file up to date can be important with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Financial Department as soon as possible:

- Legal Name
- Home Address or Telephone Number
- Person to Call in Case of Emergency
- Number of Dependents
- Marital Status
- Change of Beneficiary
- Military or Draft Status
- Exemptions on your W-4 tax form



Employee Manual

Section 2 Employment Policies

Coverage or benefits that you and your family may receive under Allied's benefits package could be negatively affected if the information in your personnel file is incorrect.

You may see information which is kept in your own personnel file if you wish, and you may request to review copies of all documents you have signed. Please make arrangements with the Human Resources Department.

2.2 Employment Classifications

All new employees are in a probationary period for three months from their date of hire. This time allows for you to become acquainted with your new position and for you and your supervisor to evaluate each other in the new work situation. Either Allied or the employee may terminate the employment relationship during this period without previous notification or adverse effect. New Employees are not eligible for paid holidays prior to the completion of the probationary period.

A supervisor may, in consultation with the Human Resources Department, extend probation of an employee for up to three additional months. If this occurs, the supervisor must notify the employee in writing. No probationary period will last for more than six months.

If an employee transfers to another position or is promoted, a new probationary period as set forth above will be in effect, except that the employee will continue to be eligible for holiday, sick and vacation benefits.

At the time you are hired, you are classified as either full time, part time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this manual apply to full-time employees. All other policies described in this manual and communicated by Allied apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your manager.

A. Full Time Employees

An employee who has successfully completed the Introductory Period of three (3) months of employment and who works at least forty (30) hours per week is considered a full time employee.

If you were a full time employee and were laid off, you will be considered a full time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full time employee and have been on an approved leave of absence, upon return you will be considered a full time employee, provided you return to work as agreed in the provisions of your leave.

B. Part Time Employees

An employee who works less than thirty (30) hours per week is considered a part time employee. If you are a part time employee, please understand that you are not eligible for benefits described in this manual, except as granted on occasion, or to the extent required by provision of state and federal law.



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Section 2 Employment Policies

C. Temporary Employees

From time to time, Allied may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees. If you are a temporary employee, please understand that you are not eligible for benefits described in this manual, except as granted on occasion, or to the extent required by provision of state and federal law.

D. Non-Exempt Employees and Exempt Employees

At the time hired, all employees are classified as either "exempt" or "non-exempt". This is necessary because by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per week. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are managers, executives, supervisors, professional staff, technical staff, outside sales representatives, officers, directors, owners, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

2.3 Employment Policies

A. Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual on the basis of their ability and merit.

B. At Will Employment

Employees who do not have an individualized written contract or a collective bargaining agreement are employees at the will of the company. Thus, all employment and compensation with Allied is "at will" in that they can be terminated with or without cause, at any time, at the option of either Allied or yourself, except as otherwise provided by law.

C. Business Hours---maybe change the hours or be specific office/job site?

The success of Allied is dependent upon a unified team effort and each employee is a vital part of the team. For this reason, employees are expected to be on time and available during business hours unless they are involved in work activities, training, or pre-approved vacation.

Our regular hours are 7:00 am to 6:00 pm Monday through Friday, with a half hour lunch between the hours of 11:00 am and 1:00 pm.



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Section 2 Employment Policies

D. Client Relations

The success of Allied Paving Contractors (Allied) depends upon the quality of the relationships between Allied, our employees, our clients, our subcontractors and the general public. Our client's impression of Allied and their interest and willingness to work with us are greatly formed by the people who serve them. In a sense, regardless of your position, you are Allied Paving Contractor's ambassador. The more goodwill you promote, the more our client will respect the company.

E. Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Allied Paving Contractors (Allied) will be based on merit, qualifications, and abilities does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Allied will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

(For more information about your rights and responsibilities under federal equal employment opportunity laws regarding the following types of discrimination: race/color, age, sex, equal pay and compensation, religious, pregnancy, and the Americans with Disabilities Act, please see U.S. Equal Employment Opportunity Commission (EEOC) website.

<http://www.business.gov/busadv/frame.cfm?urltest=http://www.eeoc.gov/facts/fs-nator.html&catid=123&urlplace=maincat.cfm>

F. Harassment

Allied Paving Contractors (Allied) is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, Report it immediately. All report will be promptly investigated with due regard for the privacy of everyone involved. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Human Resources representative who will handle the matter in a timely and confidential manner.



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Allied accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Allied will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

G. Introductory Period

Your first ninety (90) days of employment at Allied is considered an introductory period. During this period, you will know if this is the company where you want to pursue your professional career. Within the introductory period either the employee or the supervisor can give notice of termination without prejudice. After the 90 day introductory period you will be considered a permanent employee.

H. Job Descriptions

We maintain a job description for each position in Allied. When your duties and/or responsibilities change, your job description will be updated. If you wish to see a job description for your position, please ask your supervisor or the Human Resources Department.

I. Proof of U.S. Citizenship and/or Right to Work

Allied employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Allied Paving Contractors within the past three years or if their previous I-9 is no longer retained or valid.



Employee Manual

Section 3 Standards of Conduct

The work rules and standards of conduct for Allied Paving Contractors are important, and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

3.1 Attendance/Punctuality

Allied Paving Contractors (Allied) expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is 706-693-4042.



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Section 3 Standards of Conduct

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least [seven working days] in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of Allied. Such requests may or may not be granted.

3.2 Absence Without Notice

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow Allied to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. If you become ill while at work or must leave the office/jobsite for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

3.3.1 Telephone Use

Allied Paving Contractors telephones are intended for the use of serving our customers and in conducting the company's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

3.3.2 Computer/Internet Use

Allied Paving Contractors, Inc. provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities. These services are for the purpose of increasing productivity and not for non-business activities.

Occasional and reasonable personal use of Allied Paving Contractors, Inc. Internet and e-mail services is permitted, provided that this does not interfere with work performance. These services may be used outside of scheduled hours of work, provided that such use is consistent with professional conduct. Users should have no expectation of privacy while using company-owned or company-leased equipment. Information passing through or stored on company equipment can and will be monitored.

Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Users should not use Allied Paving Contractors, Inc. services to disclose corporate information without prior authorization. Gambling and illegal activities are not to be conducted on company resources. Infringements of this policy will be investigated on a case-by-case basis. Any violation of the policies may result in loss of access privileges and disciplinary action. Questions about this policy are to be directed to the Allied Paving Contractors, Inc. owners.



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Section 3 Standards of Conduct

3.4 Public Image

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Allied Employees:

- Open-toed sandals
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising

If management occasionally designates "casual days," appropriate guidelines will be provided to you. Consult your supervisor if you have any questions about appropriate business attire.

3.5 Substance Abuse

Allied Paving Contractors (Allied) is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The following rules apply during working hours to all employees of Allied while they are on company premises or elsewhere on company business:

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on company property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on company property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.
- So that there is no question about what these rules signify, please note the following definitions:
- Company property: All company owned or leased property used by employees.
- Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal drug:



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Section 3 Standards of Conduct

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.
- Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.
- Consistent with the rules listed above, any of the following actions constitutes a violation of the company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.
- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.
- Working or reporting to work, conducting company business or being on company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Please review and sign Allied's Substance Abuse Policy Statement.

3.6 Unacceptable Activities

Generally speaking, Allied Paving Contractors expects each person to act in a mature, professional and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Allied. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for a further explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for leave of absence or other data requested by Allied; alteration of company records or other company documents.
- Engaging in secondary employment with competitors, clients or potential clients.
- Willful violation of any Allied rule; any deliberate action that is extreme in nature and is obviously detrimental to Allied's efforts to operate profitably.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Allied's premises except medications prescribed by a physician which do not impair work performance.
- Act of violence; threatening or coercing fellow employees on or off the premises at any time, for any purpose.



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- Allied Paving strictly prohibits the possession, carrying, or use of any type of weapon by any employee or contractor while on company property, within company vehicles, or at any job site or location where work is being performed for the company. This includes, but is not limited to, firearms, knives (other than tools used for work purposes), explosives and any other objects that could be used to inflict harm.
- Theft of Allied property or the property of fellow employees; unauthorized possession or removal of any Allied property; including documents, reports and software, from the premises without permission from management; unauthorized use of Allied equipment or property for personal reasons; using Allied equipment for personal profit.
- Obscene or abusive language toward a manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on Allied premises.

3.7 Disciplinary Actions

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

- I. Verbal Warning
- II. Written Warning and 24 Hours off w/o pay
- III. Termination of employment

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued.



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Section 4 Wage & Salary Policies

4.1 Deductions From Paycheck (Mandatory) / Wage Assignments

Allied is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions are determined by your earnings and by the information you furnish on your W-4 form regarding the number of dependents/exemptions must be reported to the Financial Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much earnings were deducted for the purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Allied is ordered to make such deductions.

4.2 Deductions (Other)/Direct Deposit

It may be possible for you to authorize Allied to make additional deductions from you paycheck, such as Flex Ben, insurance contribution, 401K participation, or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Financial Department for details and the necessary authorization forms.

4.3 Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform the Financial Department immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly.

4.4 Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment.

A. Incidental Overtime

Incidental overtime isn't scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee can perform the overtime, the manager will offer the overtime to a suitably qualified person who is available to perform the overtime work.

B. Scheduled Overtime

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, speak with your manager. He or she will consider your



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Section 4 Wage & Salary Policies

Situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

If you are a “non-exempt” employee and you perform overtime work, you will be paid one and one-half (1 ½) times your regular hourly wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single day increments, or paid sick time, those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay.

Allied Paving Contractors does not have a “flex-time” or “comp-time” policy.

4.5 Pay Period & Hours

Our payroll workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.

4.6 Pay Cycle

Fiscal Pay Period / Weekly – 52 pay periods per year

Payday is normally on Friday for services performed for the one (1) week period ending the previous Sunday at 12:00 midnight. Changes will be made and announced in advance whenever Allied holidays or closings interfere with the normal payday.

4.7 Termination of Employment

While we shall make every effort to provide employees with continuing and rewarding employment, we recognize that there will be instances of termination, either voluntarily or initiated by the company.

A. Resignation (Voluntary)

Employees resigning from Allied Paving Contractors are expected to submit a written resignation listing the reason(s) for leaving and the last day he or she will be available to work. The minimum notice period should be at least ten (10) working days except during the probationary period when two (2) working days are required. An employee may forfeit his or her accrued vacation period if they fail to give written notice in a timely manner. Managers and other key personnel should give a minimum notice period of at least four (4) weeks.

The company has the option of not requiring the employee to work the entire term of notice.

B. Termination (Involuntary)

Reasons for termination include, but not necessarily limited to those listed in *Section 3 Standards or Conduct*.

4.8 Return of Company Property



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Section 4 Wage & Salary Policies

In the event of termination, for whatever reason, it is the employee's responsibility to return all items of company property and equipment in the employee's possession at the time of termination such as:

Vehicle, Cell Phone, Hardhat, Safety Vest, Safety Glasses, etc.

4.9 Time Sheets

By law we are obligated to keep accurate record of time worked by "nonexempt" employees. This is done by the time sheets you keep.

Your time sheet is the only way the Financial Department know how many hours you worked and how much to pay you. Payroll, billing, and project management are all dependent on timesheets. Ideally, timesheets should be completed on a daily basis and turned in on Friday of each week. Every time sheet must be signed by your supervisor.

4.10 Promotions

Employees are encouraged to prepare themselves for promotion and assumption of greater responsibilities, since it is the policy of this company to promote within whenever possible to fill vacant positions.

Promotions are based on merit, determined by performance on past and present assignments. Employees considered for promotions are evaluated on the following professional factors:

- Technical experience and ability
- Effectiveness of performance
- Ability to work effectively with other employees
- Capability of bringing in other work
- Dedication
- Potential



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Section 5 Benefits & Services

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in the manual represents a very large investment by Allied Paving Contractors (APC), and we trust that you will avoid abusing any of the program's benefits.

5.1 Eligibility for Benefits

If you are a full time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

5.2 Paid Holidays and Vacation

A. Recognized Holidays:

The following holidays are recognized by Allied as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

B. Holiday Policies:

All employees are eligible for this benefit except that part time workers will be compensated for a holiday only for that portion of the day that they would have normally worked. Employees must be employed 90 days prior to the holiday and work the day before and day after the holiday.

C. Vacations

Vacation is a time for you to rest, relax, and pursue special interests. Allied has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and contribution to the company. Regular full time employees are eligible for paid vacation January 1 per calendar year.

All permanent employees are eligible for paid vacation. A permanent employee is defined as a salaried or hourly employee with an approved weekly schedule of 32 hours or more. You must have been with the company one year prior to being eligible to schedule vacation time.

The amount of vacation time for which you are eligible is one week per year.



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Section 5 Benefits & Services

5.3 Leaves of Absence

An employee may be granted a leave of absence without pay for sufficiently valid or necessary reasons upon recommendation of his or her supervisor and the approval of the president. Accrued vacation must be used prior to the start of a leave of absence without pay. Employees who return from leave without pay will receive first consideration for open jobs, but they do not have a “right” to their old job nor is there a guarantee that a position will be available. Examples of acceptable reasons for leave without pay include extended vacation, extended illness, military service and educational purposes.

A. Funeral (Bereavement) Leave

Please notify your supervisor immediately when there has been a death in your family and you will be required to be away from the job. It will be between you and your supervisor as to the accounting for this time, whether it be considered vacation or sick leave

B. Jury Duty

It is your civic duty as a citizen to report to jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off without pay.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

C. Sick Leave

When absent due to illness or injury, you are responsible for notifying your supervisor immediately to allow an opportunity for him or her to make necessary arrangements. In the event of an extended duration of your absence, you must keep the company informed as to the expected duration of your absence. Failure to meet the above requirements may result in termination.

D. Educational Leave of Absence

An educational leave of absence may be approved if the desired curriculum is of mutual benefit to you and to Allied Paving Contractors Inc. Apply in the same manner as you would for personal leave of absence.

E. Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service provided:

1. You show your orders to your Supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Allied.
4. You apply for and are eligible for rehire



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F. Military Reserves or National Guard leave of Absence

Employees who serve in the U.S. Military organizations may take the necessary time off without pay to fulfill this obligation, and will retain their legal rights for continued employment under existing law. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. You are expected to notify your Supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

G. Benefits During Leave Without Pay

All employees group insurance will lapse on the day which leave without pay begins. Conversion coverage may be obtained through Allied's existing carrier at the employee's cost. These benefits will go back into effect in accordance with the provisions of the group insurance policies upon the employee's return from leave of absence without pay.

H. Effect Upon Length of Service

Time spent on leave absence without pay (to a maximum of one year) will be included in determining an employee's length of service, provided he/she is returning to the payroll as a regular, full time employee immediately following the period of leave of absence without pay.

I. Accepting Other Employment While on Leave

If you accept any employment or go into business while on leave of absence from Allied Paving Contractors, you will be considered to have voluntarily resigned from employment with APC as of the day on which you began your leave of absence.

J. Failure To Return

An employee who does not return to work at the expiration of an authorized leave of absence without pay will be considered to have voluntarily terminated his/her employment on the last day worked prior to the leave.

5.4 Types of Insurance Coverage

Allied Paving Contractors (Allied) is interested in the health and wellbeing of both you and your family. After completion of 60 days, you become eligible for coverage. At that time, you may choose to accept the available insurance coverage or not.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Dental Insurance
- Health Insurance



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Section 5 Benefits & Services

If you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

Eligible full time employees must work 30 hours or more per week and have been employed for three months or more to maintain their insurance status. All temporary or part time employees are not eligible for coverage.

A. Health Insurance

Refer to the literature provided by our current health insurance provider for details on available health coverage.

B. Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for covering under the terms of our group insurance program, or when you cease to be employed as a regular full time employee eligible for insurance.

5.6 Government Required Coverage

A. Workers Compensation

The Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Allied Paving Contractors. This law was designated to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured at work, you are eligible to apply for Workers' Compensation.

Every Allied employee is protected by Workers' Compensation. Any injury is covered if it's caused by your job, not just serious accidents, but even first aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that is covered. The main question is if the injury is the result of the performance of your job.

Coverage begins the minute you are on the job and continues anytime you are working for APC. You do not have to work for a certain length of time, and there is no need to earn any minimum amount of wages before you are protected.

Georgia's law guarantees you three kinds of workers' compensation benefits:

- i.) Medical care to take care of the injury.
- ii.) Rehabilitation services necessary to return to work.
- iii.) Cash payments for lost wages.



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Section 5 Benefits & Services

All injuries, no matter how slight, must be reported immediately to your manager to assure consideration under Workers' Compensation Insurance, should complications develop later. Your manager will see that you receive medical attention. Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury.

B. Unemployment Compensation

Allied Paving Contractors pays for a percentage of its payroll to the Unemployment Compensation Fund according to Allied's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State unemployment office as soon as possible.

C. Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, APC is required to deduct this amount from each paycheck you receive. In addition, APC matches your contribution dollar for dollar, thereby paying one half the cost of your Social Security benefits.

5.7 401K / Retirement Plan

The Allied Paving Contractors 401(k) retirement plan is available to all employees over the age of 21 with three (3) months of service. The plan allows employees to voluntarily defer a portion of income from both federal and state income taxes.

Employee may defer up to 15% of their gross pay with the Company matching 100% of the employee's contribution up to the first 3% deferred.

Contributions to the 401(k) plan by the employee are available at retirement, disability, death, termination of employment, and in a handicap case or loan.



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Section 6 Other Policies

6.1 Borrowing Tools & Equipment

In some instances, employees may be allowed to borrow certain Allied Paving Contractors (Allied) tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. You understand and agree that Allied Paving Contractors is not liable for personal injury incurred during the use of company property for personal projects. As an Allied employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

6.2.1 Cell Phones / Distracted Driving

Distracted driving has been found to be a major cause of motor vehicle crashes. In recent studies distracted driving has been found to have the same net results as driving while impaired.

- A. Cellular telephones are not to be used while driving. If a call must be made while out on the road, a driver should pull off the roadway and into a safe location before making or receiving any telephone calls.
- B. Texting in company vehicles while driving will not be tolerated under any circumstances. A driver found to be texting while driving will face disciplinary procedures up to and including termination.
- C. Use of company or personal cell phones for personal matters is prohibited while an employee is on duty.
- D. Personal use of company supplied cell phones and data is prohibited.

6.3 Company Meetings

On occasion, we may request that you attend a company sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If it is held during your non-working hours, and you decide to attend, you will be paid for the time you spend traveling to and from the meeting as well as for time spent in the meeting, but only if you are one of our "non-exempt" employees.



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Section 6 Other Policies

6.4 Inclement Weather

Georgia typically enjoys mild winters and implementing an inclement weather policy rare. Allied Paving Contractors expects you to use common sense on those rare occasions when foul weather makes driving a hazard. Contact your supervisor and inform him of your status. If getting to work becomes inadvisable, management will instruct you how this time will be accounted for and/or the opportunities to make this time up.

6.5 Return of Company Property

In the event of termination, for whatever reason, it is the employee's responsibility to return all items of company property and equipment in the employee's possession at the time of termination such as: hard hat, traffic vest, safety glasses, etc.

6.6 Theft

Internal theft is a serious problem for any company. Although taking small items of Allied's property may seem inconsequential, the cumulative effect can be very large. Stealing from the company is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the company. Property theft of any type will not be tolerated by Allied. We consider property theft to be the unauthorized use of company services or facilities or taking of any company property for personal use.

6.7 Traffic Violations

If you operate a vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred. All traffic violations and citations received on or off duty must be reported to the personnel depart immediately.