



GE, LLC Company Policy 2024

Sick Days

- 12 unpaid sick days per year, unless doctors note and information is provided.

Holiday Pay

- Prerequisite 6 month trial period.
- Paid holidays include:
 - Christmas
 - Thanksgiving
 - Labor Day
 - Independence Day
 - New Years

PTO (vacation time)

- All PTO must be requested and approved a minimum of 1 week prior to use.
- Cannot use PTO for sick leave unless above rule is met or approved by Eric George.
- Level 1:
 - Prerequisite 1 year worked at GE, LLC.
 - 40 hours of PTO accrued by the hour worked.
- Level 2:
 - Prerequisite 2 years worked at GE, LLC.
 - 80 hours of PTO accrued by the hour worked.

Notes:

- Any hours worked while on probation will not accrue vacation hours.
- Time spent on probation prior to reaching level 1 will not count towards 1 year worked.

Schooling

- Requires approval from the office.
- GE, LLC will pay for Electrical trade schooling as long as the course is passed (this does not include books).
- If you receive a failing grade you will be required to repay GE, LLC for the cost of the course.

Tool Reimbursement

- Prerequisite 1 year worked at GE, LLC.
- Accrued by the work hour.
- Max of \$600 can be banked, anything that would be accrued after reaching the cap will be lost.
- Time spent on probation prior to reaching level 1 will not count towards 1 year worked.

Tool Account

- All purchases on employee tool accounts must be approved by the office.
- Tool account invoices must say "Full Name tool account" to be applied to your tool account.
- Max of \$600 can be owed on your tool account at any given time. Any request that would exceed this limit will need to be approved by Eric George.
- Amount owed on tool account will be removed from paychecks in increments of \$50 (if under \$300) and \$100 (if over \$300) per paycheck.
- If an employee quits or is terminated, the remaining balance on their tool account will be removed from their final paycheck.



Ordering and Returning Parts/Bringing Parts to the shop

- All parts lists should be sent to Eric George.
- Only go to CED to get parts after being told by Eric George to pick up a will call.
- After a job is complete any remaining parts must be returned to CED.
- No parts that are returnable should be brought to the shop.
- Any parts brought to the shop must be placed on the incoming shelving or if not able to fit must be placed in front of the incoming shelving.

Clocking in and Out

- Employees are responsible for making sure their hours are correct.
- Only clock in or out upon arrival at GE, LLC job sites.
- Make sure you are clocked in to the correct job and if you are unable to do so report it to the office on the same calendar day as the clock in (any hours that are reported late may result in probation and/or a fee if an additional payroll is required).
- All employees are expected to make their own travel arrangements to and from jobs.
- Overtime must be approved by Eric George.

Probationary Offenses include but are not limited to:

- Clocking in or out at any location other than a GE, LLC job site.
- Reporting incorrect hours.
- Failing to report and/or correct hours worked (same day hours were worked).
- Failing to notify the office that you'll be missing or needing to take a sick day (day of).
- Showing up late without reporting it to the office.
- Failing to get full name on tool account POs.
- Failing to get correct job name on job POs.
- Using phone for non-work purposes while clocked in.
- Failing to request approval for use of tool account.
- At the request of a foreman (but will be subject to review).
- Returning items to the shop and putting them anywhere besides the incoming shelving.

Termination Offenses Include but are not limited to:

- Any drug or alcohol use on any GE, LLC job sites.
- Incompetence, including lack of productivity or poor quality of work.
- Insubordination and related issues such as dishonesty or breaking company rules.
- Attendance issues, such as frequent absences or chronic tardiness.
- Theft or other criminal behavior including revealing trade secrets.
- Sexual harassment and other discriminatory behavior in the workplace.
- Physical violence or threats against other employees.

Each Probationary Offense will result in probation for the span of 1 pay period. This will be the next pay period that begins after the offense. If a probationary offense occurs while on probation the probation period will be extended by an additional pay period for each offense.

Probationary Effects

- Overtime will not be available to you.
- PTO will not be available for use and will not accrue.
- Paid Holidays will be suspended.
- Tools cannot be added to tool account.