



Office Employee Handbook

## Section 7 Work Practices

### **Reporting Absence**

Your work schedule has been developed to provide the coverage necessary to meet production requirements and to provide the quality of service our customers expect. We depend on you to be ready to start work at your appointed time and to work your entire scheduled shift.

In the event of illness or other emergency, you are required to notify the Company **personally** on each day of an unscheduled absence. Office employees are responsible for reporting their absence to their immediate supervisor or by calling the **Attendance Hot Line at (630) 477-3300**.

You should always keep your supervisor advised of your planned return-to-work date. If a physician's written statement is required before returning to work, you will be notified.

### **Attendance Control**

The Company recognizes that there may be an occasional absence from work. Some absences are permissible by the Company as allowed by law, provided proper approval from the Human Resources Department is received. Absences allowed by Company policy may require written proof as well as approval from the Human Resources Department.

(continued)

## Work Practices

### Attendance Control (continued)

The following is a list of permissible absences: \*

- Annual Military Reserve Training
- Approved Personal Holidays
- Approved Personal Leave
- Bereavement Leave
- Blood Donation Leave
- Civil Air Patrol Leave
- Company Observed Holidays
- Disability Leave
- Election Judge Leave
- Family & Medical Leave
- Family Military Leave
- Immigration Appearances
- Jury Service
- Military Leave
- Personal Time Off (PTO)
- Pregnancy and Parental Leave
- Religious Accommodation Leave
- School Conference and Activity Leave
- Victims' Economic Security and Safety Leave
- Volunteer Emergency Worker Leave
- Voting Leave
- Witness Duty Leave

\*Each listed permissible absence is subject to the terms, conditions, and limitations of Tempco's leave policy applicable to each type of permissible absence and such leave granted shall be consistent, and provided in accordance, with any applicable federal or state law that may cover or grant the right to such leave.

An employee's absence will be considered an **"excused absence"** when the absence is within the limits defined by policy and the employee has provided a timely request, or when a manager has granted prior approval for an absence. Excused absences that exceed the limit of allowable occurrences will be considered **"excessive,"** hence subject to disciplinary action. In the event of a need for extended absences, see policies on leave of absence.

An absence will be considered **"unexcused"** or excessive when the absence is not defined as permissible; when it exceeds the limits defined by policy; if the employee fails to provide timely notification, or if the employee fails to request and receive prior approval for any absence not defined by policies. Unexcused and excessive absences will result in disciplinary action, which may lead to dismissal.

You should also know that leaving work early before the end of your scheduled shift or work day will be considered an absence. Employees are required to arrange and deal with their personal affairs with minimal interruption to their work schedule. **An absence of three (3) consecutive workdays during which no notification is given to the employee's immediate supervisor or to the Human Resources Department will be considered job abandonment and constitute voluntary resignation.**

### Company Information Monitors

Tempco has information monitors located in the employee lunchrooms that often displays important information for employees about the employee benefits, upcoming events, new employee announcements, and other important information. Please make sure that you check these monitors periodically for important Company updates.

### Bulletin Boards

Bulletin boards are the official business communication centers to keep employees informed about important Company news announcements and information regarding Company policy changes. Only Company authorized announcements may be posted on any Company bulletin board or area where announcements are generally posted.

It is your responsibility to check the bulletin boards daily and to read all newly posted information. The Human Resources Department is responsible for keeping the bulletin boards current and will provide you with assistance if you have questions regarding any posted information.

## **Handling Complaints and Employee Problems**

Problems or misunderstandings arise occasionally in every organization. These may relate to work assignments, advancements, wages or any other work-related issues. No matter what the nature of a particular problem, if it is important to you, then it is important to management, and you will have a full opportunity to voice your concerns.

It is our intent to sincerely attempt to resolve problems and complaints in a manner that is fair and equitable to all concerned. We have established the following procedure so that issues not resolved informally can be given prompt and respectful attention.

**Step A** – The first step toward resolving a problem is to discuss it with your supervisor.

**Step B** – If the problem is not resolved satisfactorily through Step A, you have the right to request a meeting with the responsible department manager. Your supervisor will arrange this meeting at a time convenient to both you and the department manager along with a representative of the Human Resources Department.

If the problem involves the supervisor, or bringing it to the supervisor would bring on embarrassment or fear of reprisal, immediately contact the Human Resources Department or any other member of management with whom you feel comfortable.

**Tempco will not retaliate against any employee who makes a report of discrimination, harassment, or inappropriate conduct or assists in or cooperates with an ensuing investigation, nor will Tempco permit any employee to retaliate against another employee for these reasons. If an employee believes that he or she has been retaliated against in any way, he or she should report such retaliation in the same manner as described above.**

## **Employee Meetings**

Employees are required to attend employee meetings that take place during their regularly scheduled work hours. Employees may be requested to attend meetings that are scheduled at other times and will be paid for their attendance in accordance with applicable law.

## **Employee Suggestion System**

Tempco encourages employees to submit ideas and suggestions to improve operations, reduce costs, and increase sales. Ideas and suggestions should be submitted verbally to your immediate supervisor or to a representative of top management, or in writing to Human Resources.

Employees who submit suggestions are considered to be highly conscientious and are appreciated by management. All suggestions will be carefully reviewed. Implementation of any employee suggestion will be posted. A copy of each submission will be put in your personnel file.

## **Work Performed Off Premises**

It is Tempco's policy that all work necessary to perform your job is to be performed on Company premises.

## **Company Property**

The Company will furnish all necessary tools, uniforms, and equipment to complete job assignments. You are reminded that all items purchased by the Company remain the property of the Company and represent a very valuable asset of the Company. It is the responsibility of each employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were their own personal property. It is the policy of Tempco to hold employees responsible for tools and equipment lost, stolen or damaged through negligence. A periodic inventory of tools and equipment will be made.

All tools, uniforms, and equipment must be returned to the Company upon separation of employment.