

11/17/2023

Brandon Hart
Upland, CA 91786
United States

Dear Brandon:

It is with great pleasure to confirm our offer of Full-Time employment for the position of IT Support Specialist with the 110 Information Technology team. The terms and conditions of employment are outlined below which are contingent upon the completion of an acceptable drug screen within 72 hours of acceptance, a background check, and a DMV check. The Company reserves the right to alter or rescind this offer at any time during the employment process. The following outlines the details of this offer.

Start Date

12/04/2023, upon completion of pre-employment checks.

Compensation

You will be classified as a non-exempt employee and with an hourly rate of \$24.00 per hour paid on a weekly basis in accordance with Company payroll practices. Therefore, any overtime hours must be pre-approved by your supervisor.

Benefits

Econolite offers a competitive benefit plan which includes the following:

- Paid Time Off (PTO)– You will be eligible to accrue PTO hours on a weekly basis of 2.31 hours during your period of employment.
- 11 Paid Holidays
- Medical, Dental, and Vision Plan
- Flexible Spending Accounts
- Direct Deposit
- Basic Life Insurance
- Long Term Disability
- 401(k) discretionary match

Voluntary Benefits

- Pet insurance
- LifeLock Identity Theft Protection Program

Your benefits will be effective the first of the month following employment. Other benefits and eligibility requirements are highlighted in our Employee Handbook.

Meal Periods

- Meal periods are important to your health and safety and company productivity. If you work at least five (5) hours in a workday, you must be relieved of your work duties and provided with a minimum continuous, uninterrupted thirty (30) minutes for a meal period and are authorized to take a meal period not to exceed sixty (60) minutes. The meal period should begin no later than the end of the fifth hour of work. There is a second meal period for any workday over ten (10) hours.
- You are to be completely relieved of all job duties during the meal period and should take your meal period away from your work area.
- The meal period is not included in the total hours of work per day and is not compensable.
- Should an extenuating circumstance arise where you are not relieved of all duty during the meal period, or you do not take a full thirty (30) minute uninterrupted meal period, or you are not provided with a timely meal period, it must be noted on your time record to determine any applicable premium pay up to one hour at the regular rate of pay.

Rest Breaks

- You are authorized and permitted a fifteen (15)-minute rest break for each four (4) hours of work or a major fraction thereof.
- You are not required to record the in and out time because rest breaks are considered “time worked” and are compensable.
- Rest breaks should be taken as close to the middle of each four-hour work period as practicable.
- Should an extenuating circumstance arise where you are not authorized and permitted to take your rest breaks, it must be noted on your time record to determine any applicable premium pay up to one hour at the regular rate of pay.

Driving Requirements

Part of the job requirement is that you will be able to operate company vehicle, as such we include the following stipulations:

- DMV checks of your driver record will be conducted in various increments
- Econolite driver safety training classes will be conducted on your first day.
- When driving the company vehicle, it should only be used for business purposes.

In addition, the following will also apply:

- Any employee who has a driver’s license revoked or suspended shall immediately notify their supervisor by the next business day.
- All accidents, regardless of severity, must be reported to the police and your supervisor/human resources. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- Drivers must report all traffic violations received in a company vehicle, or while driving a personal vehicle on company business, within 72 hours to your direct supervisor and human resources.

- Failure to follow any of these stipulations may result in disciplinary action, including termination of employment.
- A driving record that fails to meet Econolite driving criteria or is considered to be in violation will result in a loss of the privilege of driving. If driving a vehicle is an essential part of the employee's job function, loss of ability to drive may result in termination.

Employees may be allowed to take a company vehicle home, but this is not guaranteed, and employees must have the ability to provide their own transportation to and from the designated work site. In this case, any intraday travel that is required by the company will be reimbursed via a mileage reimbursement. Employee is responsible for documenting and submitting the required information for reimbursement. With the exception of on-call, time starts at the first location and ends at the last location of the day. Travel to and from work will not be paid.

Duties

The duties and responsibilities of your position will continue and as listed in the job description. The company may require you to perform the duties of other positions and may add to or alter the present duties and reporting relationship at any time. You shall perform your duties and responsibilities faithfully and devote your full time and attention during your working hours to the business of the company.

Absenteeism and Illness

Punctual attendance is necessary. It is the responsibility of the employee to inform Econolite 60 minutes prior to your start of any absenteeism and illness. The company has the right to require you to supply proof of illness and fitness to return to work in the form of a doctor's certificate or other form satisfactory to the company.

Outside Activities

During the term of this Agreement you may not, without the prior written consent of the company, directly or indirectly as principal, agent, shareholder, partner, employee or otherwise engage in or be interested in any other business which will require your attendance or attention during the company's business hours or which is or may be contrary to the interest of, or in competition with, the company or which may require the use of confidential information of the company.

Confidentiality

You shall not disclose or use either during or after your employment with the company any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential relating to the company, its employees or its customers without the prior written consent of the company. Included in such confidential information are customer lists, supplier lists and lists of employees and contractors and information about the company's finances, business plans, proposals, technologies and developments.

At-Will Statement

This letter constitutes the full commitments that have been extended to you. However, Econolite does not guarantee employment for a specified length of time. Employment is at the mutual consent of each employee and Econolite. Accordingly, both parties retain the right to terminate the employment relationship at-will with or without cause. Other employment eligibility requirements are highlighted in our Employee Handbook.

Upon employment you will be asked to provide identification documents in accordance with the provisions of the Immigration Reform Act of 1986 and complete the I-9 form within three days of employment. You will also be given additional paperwork necessary to complete your file.

In accordance with established company policy, all employment offers are predicated upon the satisfactory completion of an initial ninety (90) day and six (6) month evaluation period. A formal written Performance Evaluation Review will be conducted on or before the expiration of the aforementioned date.

If the terms and conditions stated above are acceptable to you, please indicate by signing this offer. Please respond on or before 11/21/2023. If you have any questions, please do not hesitate to contact me at +17144092624. We look forward to a favorable reply!

Sincerely,

Erica Hoff

Human Resources | Econolite

Saving Lives Through Improved Mobility

1250 N. Tustin Avenue, Anaheim, CA 92807

www.econolite.com

Candidate Response	
Signature	
Offer Status:	
Signer Name/Initials:	
Login Id:	
Date Electronically Signed:	
Electronic Signature captured and verified by 	