J.M. Grove – Construction & Supply

3502 Scotts Ln

East Falls Pa 19129

LBL Date

Lbl Full name

Lbl hiring location

**Subject:** Job acceptance letter

Dear (LBL name) On behalf of JM Grove Construction & Supply LLC, I am pleased to offer you the position of (LBL position). This offer is contingent upon successful completion of a background check, reference check, and any other preconditions of employment which will be conducted in accordance with applicable federal, state and local laws. Our Human Resources Manager will be providing you with the necessary forms and instructions.

This is a (lbl fulltime) position beginning (lbl: start date) and is EXEMPT. We are prepared to offer you an ANNUAL SALARY of ($ rate) to be paid semi- monthly. This includes 2168 hours of clocked in timer per year, or 44 hours a week with 15 days of personal days. The position includes a 1st year bonus of $5,000 for successful completion of required above hours. Your first paycheck would cover your wages from (lbl: start date) through (lbl: next pay period). This paycheck will be received on (lbl: paycheck date)

Our normal operating hours are Monday through Friday 7am through 6 pm. However, we are often called upon to work outside normal business hours. It is our policy to work the hours that best suits our clients. Due to the exempt status of this position you will not be eligible to receive overtime pay, but will be eligible for company bonuses & benefits.

You will also be eligible to receive benefits, please see the employee benefits sheet provided by the human resource manager for complete list of benefits, eligibility and wait periods, You will also accrue Paid Time Off (PTO). These benefits, eligibility requirements, and/or contributions are subject to change at any time at management discretion.

JM Grove Construction & Supply is an equal opportunity employer. All opportunities for employment and advancement are based on merit, qualifications, and abilities.

**Foreman Job Duties:** Manage& train in-house installers, fire and assist in hiring. Manage your division sub- contractors, materials and customer subbed jobs. Assist in customer service, minor repair work and new sales.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Attendance Policy** | | | | |
| first 90 days Employment | Occurrences= x 2;  After 30 days 3 personal days | |  | |
| 61-365 days employment | Probation period Ends – refer position package | |  | |
| Employment > 1 year | Additional bonus & benefits are active | |  | |
|  |  | |  | |
| **Violation** | **Occurrence** | | **Disciplinary Action** | |
| 1 unexcused Absence | 2 occurrence | | 1.) 5 occurrences =Verbal Warning 2.) 8 occurrences =Written Warning (4 hours non- productive time)  3.) 10 occurrences =3 day suspension (8 hours non- productive time)  4.)12 occurrences =5 day suspension(12 hours non- productive time)  5.) 13 occurrences=Termination | |
| 2 Tardies | 1 occurrence | |
| Tardy greater than 2 hours | 1 occurrence | |
| 3 missed clock ins | 1 occurrence | |
| miss, show, miss | 3 occurrences | |
| no call no show | 2 occurrences | |
| Insubordination | 1 occurrence | |
|  |  | |  | |
| **Attendance Rewards-**  (All occurrences clear at 365 days) | | | | |
| 90 days no late or unexcused absences | | less 1.5 occurrence | |  |
| Cash in personal days | | previous fiscal years remaining personal days | | After 2 years; %66 of salary |
| Earn additional personal days | | Clock in above positions hourly quota from previous month. Earn additional personal days | | 8 hours = 1 day;  %50 x additional hours |
| Make up hours | | 6 hours = less 1.5 occurrence | |  |

**Installers/Operations Bonus**

Attendance Bonus: (after 3 months) **$100/ month bonus**

Less than 2 occurrences per month (reference attendance policy)

Sales Bonus:(sign off sales after 6 months; Referrals day 1 OK)

**1%** - New Customer Work Referrals

**3%** - Sign Off Sales (Time & Material less than $500 only)

Safety Bonus: (Annually) - **$400/ year bonus**

No reportable safety violations. Lost, stolen, or poorly maintained/broken equipment/vehicles

No vehicle/property/self accidents or insurance claims

Production Bonus: (Quarterly)

After 1st year

Management Bonus:(monthly)

After 1st year

Customer Service & Quality Score Bonus:

After 1st year \*$15,000 budget

**Bonus, Raise and Advancement Criteria**

Attitude, Production, Following instructions, Dependability – Responsibility, Attendance/Tardiness

Cost savings, Longevity, Appearance –self/equipment, Job Knowledge, Cooperation, Overall Performance

company vehicle

JM Grove Company Benefits - (for full time employees) 5-6-2015

Gas, cellphone, equipment allowance: (After 3 months –Middle/Sr sales & lead installers only)

$100/month

Paid holidays, personal/sick & Vacation Days: (after 1 year) –

(6 Holiday) per year New Year’s day, Memorial day, July 4th, Labor day, Thanksgiving, Christmas.

(5 personal/sick days)

After 1 year employment receive 5 days vacation.

After 5 years employment receive 10 days vacation

After 10 years employment receive 15 days vacation

After 15 years employment receive 20 days vacation

*\*All paid holiday, personals & vacations are at PTO time rate.*

Medical Coverage – 50% of premium paid for (after 1 year)

Family and dependent coverage available at employees expense.

401K - employee matching contribution up to 4%- (after 2 years employment)

\*All monthly & quarterly bonuses are at company discretion. Cooperation, attitude, integrity, manager reviews, customer satisfaction score, attendance, progress reports, “file progress” & OVERALL production value. All Draws must be met. & be present to receive bonus. You do not earn any other pay scale than your title, PTO days are paid %66 of salary.

If you accept this offer, please date and sign this document in the space below:

**Employee Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ J.M. Grove Rep:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rep Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**