

# Globe Bank International

# EMPLOYEE MANUAL

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Authored and approved by:

Robert Otis Bott, Founder

Cheri Karla Mann, Chief Operating Officer

Naomi Ballard, Head of Human Resources

# The Story Behind Globe Bank International

Founded in 1950 by brothers Otis and Isaac Bott, Globe Bank launched as a community financial institution with a fervent mission to help small businesses get their footing in the new economy of Postwar England. While the promise of prosperity was rampant, it was unfortunate that those willing to help with financial backing were understandably cautious and scarce.

## [About Us]

Thank you for your interest in Globe Bank International. We hope you enjoy our products and invite you to send us your comments and suggestions by email to feedback@globebank.com.

Sincerely,

Jeffry Delaney & the Entire Globe Bank family

# SECTION 1: INTRODUCTION

This Manual is designed to acquaint you with Globe Bank International and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Globe Bank International. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee’s status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

## 1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

\*\*\*We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## 1.2 EMPLOYMENT APPLICATIONS

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## 1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Globe Bank International is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

# SECTION 2: DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Globe Bank International is a person who regularly works for Globe Bank International on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Globe Bank International in the performance of their duties.

### EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

### NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

### REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

### REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week.

### TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

### PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Globe Bank International is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Globe Bank International.

# SECTION 3: STANDARDS OF CONDUCT

The work rules and standards of conduct for Globe Bank International 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 (see Section 3.12, Corrective Action).

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);

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.

# 4.1 ATTENDANCE/PUNCTUALITY

The Company 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. All efforts should be made to contact your supervisor directly to inform him/her of your absence. In the case of leaving a message, a follow-up call must be made later that day. The company phone number is (123) 456-7890.

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. Each request for special work hours will be considered separately, in light of the employee’s needs and the needs of the Company. Such requests may or may not be granted.

# 4.2 ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Company 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 for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

# 4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Globe Bank International 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. 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.

# 4.5 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 Globe Bank International:

Open-toed sandals

Spaghetti-strapped tops

Tank tops or revealing shirts

Short mini skirts

T-shirts with inappropriate or offensive gestures or advertising

When meeting with a client, the dress code is more business-oriented, including attire such as:

Slacks and dress shirt or blouse

Dress or skirt and blouse

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.

# 4.6 INTERNET USE

Globe Bank International employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company’s business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Globe Bank International reserves the right to access and monitor all files and messages on its systems.

# SECTION 5: WAGE AND SALARY POLICIES

## 5.1 WAGE OR SALARY INCREASES

Each employee’s hourly wage or annual salary will be reviewed at least once each year. The employee’s review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review.

Wage increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description, and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company’s salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Globe Bank International does not grant “cost of living” increases. Performance is the key to wage increases in the Company.

## 5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent performing assigned duties. Employees are responsible for accurately documenting their time.

Globe Bank International does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member’s time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee’s time record must be approved by his/her supervisor or appropriate person. Questions regarding the timekeeping system or time cards should be directed to the employee’s supervisor or the Payroll Manager.

## 5.3 OVERTIME

Globe Bank International is open for business 40 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor’s prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor’s signature on a timesheet authorizes pay for overtime hours worked.

## 5.4 PAYDAYS

All employees are paid biweekly on Fridays. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of operation before the payday.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee’s address or deposited directly into an employee's bank account upon request.

# SECTION 6: BENEFITS AND SERVICES

Globe Bank International offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

## 6.1 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Globe Bank International and is provided based on the following calculations:[[1]](#footnote-1)

|  |  |  |
| --- | --- | --- |
| Years of employment | Vacation time earned | Can be used: |
| 0-2 years | .0192 hrs per hr worked | After 1 yr of employment |
| 3-5 years | .0384 hrs per hr worked | Anytime (with approval) |
| More than 5 years | .0586 hrs per hr worked | Anytime (with approval) |

Paid vacation time of regular part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the average number of hours worked during the preceding year.

Upon termination, unused earned vacation will be paid in a lump sum in the employee’s final paycheck. A maximum of one week paid vacation may be carried over from one calendar year to the next

Globe Bank International encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive.

## 6.2 HOLIDAYS

Globe Bank International observes the following non-paid holidays per year for all non-exempt employees:

New Year’s Day

Martin Luther King, Jr. Day

Presidents’ Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans’ Day

Thanksgiving Day

Christmas Day

1. The vacation policy applies to all regular full-time and part-time employees. [↑](#footnote-ref-1)