



FIELD SALES / HUMAN RESOURCES PROCEDURES

JOB OFFERS (only if applicable)

Email Tex Prows (tprows@altmanplants.com) with the following information:

- Person's name to whom the job is being offered
- Proposed start date
- Title of the position being offered
- Compensation – salary, commission, auto allowance
- Supervisor – the name of the direct supervisor for the new employee
- Special instructions (if applicable)

NEW HIRES

- Fill out all forms in the New Hire Packet provided by HR (complete and initial checklist) and ensure that they are signed and dated by the employee and hiring manager.
- Email scanned copies of all new hire forms to:
 - Email group – “HR New Hire Field Sales” - hrnewhirefieldsales@altmanplants.com
 - Copy your local WHSE Office Manager.
- Include offer letter if one was provided to the new employee.
- Send the scanned copies as soon as possible and always send PRIOR TO the employee's first day of work.
- Request the following items via email to Debbie Saxon (dsaxon@altmanplants.com)
 - Company phone
 - Sales ID assignment (for all Sales Reps and Sales Managers)
 - Business cards / ID badges
 - Email account set up
 - RepConnect setup / Availability bucket access (for Sales Reps and Sales Managers only)
 - Company apparel (provide size)
 - ADP access if employee is hourly
- During the second month of employment (managers within the first month), an email will be sent by Judith Jimenez in HR with benefit information, including the webinar and all pertinent enrollment forms, to start the new employee in the process of benefit offering. At the end of the process you will oversee that the employee either enrolls or declines benefits via a waiver. The signed waiver form is to be emailed to Judith Jimenez (jjimenez@altmanplants.com), copy your local WHSE Office Manager.
- All employees - Regular, Part-time, or Seasonal will be eligible for the company benefits in 2016. New employees are eligible on the first of the month following a 60 day wait period. Unless the newly hired employee is a manager, in which case all managers are eligible on the first of the month following their date of hire.



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- Mail the *original* signed copies of all new hire forms and benefit documentation to Human Resources Attn. Esther De La Torre @ 3742 Blue Bird Canyon Rd Vista, CA 92084. Please mail the originals within the week in which the employee was hired.
- Email Vickie Spurlock (vspurlock@altmanplants.com) to have each newly hired sales rep or sales manager added to all applicable company email distribution lists.
- Add newly hired sales reps and sales managers to any applicable conference calls or meetings.

ON THE JOB INJURIES

- Report all injuries (whether medical attention is needed or not) to your local Office Manager and Judith Jimenez [(760) 744-8191 ext. 134] immediately.
- If medical attention is needed – coordinate with your local WHSE Office Manager to provide the injured employee with access to the nearest care facility.
- Once the Employee is stabilized, ensure that the Injury Illness forms are completed, signed, and emailed to Judith Jimenez (copy your local Office Manager).
- If medical attention is not needed – have the injured employee fill out and sign the Doctor Refusal form in the Injury Illness file and send to Judith Jimenez and copy your local WHSE Office Manager.
- Fill out, sign, and email the Supervisor's Injury/Illness Investigation Report within 48 hours of the injury. Whenever possible, it is important to take pictures of the physical location as is, and send the pictures as part of the process of documenting the investigation.

VACATION/SICK DAYS/LOA

- Fill out a Personnel Action form for all vacations, sick time, or leave of absence prior to the effective date of the employee's time off.
- Email the signed PA form to Debbie Saxon prior to the effective date, copying email group "Payroll Field Sales" payrollfieldsales@altmanplants.com, and your local WHSE Office Manager.
- If any time off of leave of absence is to exceed two weeks in length, contact Esther De la Torre (edelatorre@altmanplants.com) to make arrangements for benefits deductions.

PROMOTIONS / JOB TITLE CHANGES

- Fill out a Personnel Action for all job title changes. List the *current* job title and the *new* job title as indicated on the PA form. Email the signed Personnel Action form to hrnewhirefieldsales@altmanplants.com. Make sure that any pay change information is clearly entered on the PA form as well. Fill out a new Commission Agreement if there are any changes to commission rate and send with the PA form.



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STORE ASSIGNMENT REQUEST

- For all store assignment changes – email Debbie Saxon with a list of all stores which will be assigned to the employee’s sales ID. Send the email on or before the effective date of assigning the stores to the new sales ID. Copy your local WHSE Office Manager

TERMINATION

- Fill out a Personnel Action form marked for termination (have employee sign if possible) and email to:
 - “HR New Hire Field Sales” email group – hrnewhirefieldsales@altmanplants.com
 - Copy your local WHSE Office Manager.
- Ensure that all company equipment (cell phone or other) is returned to your local WHSE location.
- Email Veronica Mallari in payroll and copy Debbie Saxon to request the terminated employee’s final paycheck. Provide instructions as to where the check is to be sent, what day the check is needed, and if there are commissions due. Copy your local WHSE Office Manager.

FINAL PAYCHECK PROTOCOL

- **Arizona**
 - If an employee voluntarily quits, their final paycheck is due on the next payday.
 - If employee is fired, their final paycheck is due within seven working days or the next payday, whichever is sooner.
- **California**
 - If an employee voluntarily quits, and provides at least 72 hours’ (3 days) notice, their final paycheck is due on their last day of work. If the employee voluntarily quits and provides less than 72 hours’ notice, the final paycheck is due not later than 72 hours after notice is provided. Additionally, the employee can request that their final paycheck be mailed to them, and the mailing must occur within the 72 hour period.
 - If the employment relationship ends because we terminate the employee, lay them off, or otherwise lets them go, the employee's final paycheck must be provided to them on their last day of work.
- **Florida**
 - No statute – contact Raquel Warner in payroll at (760) 744-8191 ext. 241
- **Texas**
 - If an employee voluntarily quits, their final paycheck is due on the next payday



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- If the employment relationship ends because we terminate the employee, lay them off, or otherwise lets them go, the employee's final paycheck must be provided to them within six days.