Northwest Traffic Control, LLC

EMPLOYEE HANDBOOK

This handbook contains important Rules & Regulations that must be followed as a Flagger/Laborer of Northwest Traffic Control, LLC

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KEEP THIS HANDBOOK IN YOUR VEHICLE
AT ALL TIMES

INTRODUCTION



We would like to take this opportunity to welcome you to Northwest Traffic Control!!

Our objective is to provide our customers with the best traffic control in the industry.

We are a company with a reputation for dependability and professionalism.

We need people aboard our team who are safety conscious, dependable, responsible, and able to provide the best service possible in all situations.

Attitude is a major part of flagging and the best outlook is positive and cheerful.

We believe in treating our employees equally and respectfully. In return, we expect to be treated with honesty and respect as your employer.

Our goal is to build and dispatch the best crews possible.

Here at NWTC, we have an excellent reputation for providing reliable, qualified employees that work together as a team.

Our customers count on our employees to do their best to ensure the safety of everyone.

The better we do our jobs, the more projects we will be called upon to do. That means more work for our crews.

We are proud to be an Equal Opportunity Employer.

POLICIES & RULES

The following Policies & Rules will be strictly enforced and non-negotiable.

1. On the first day of any project that you are scheduled to work, you are required to arrive at least 30 minutes early to familiarize yourself with the project.
2. No animals brought to job, including left in vehicles
3. You must arrive to every job early enough that you can get set up, organized, and in your flagging spot by the time the job starts.
4. All employees must have own their transportation, current driver's license, and proof of insurance on their vehicle.
5. Insubordination towards , office staff, or company officials will not be tolerated.
6. No padding hours.
7. No fraternizing with fellow employees or clients.
8. No talking on cell phones while on the job.
9. No fellow workers or people, including officials, are to congregate at your flagging station.
10. No littering on jobsite or around your flagging station
11. No unexcused absence.
12. No leaving flagging position without permission.
13. No fighting or arguing.
14. No theft or trying to take cargo from a wrecked vehicle you are called upon to flag by our firm.
15. No alcohol or drugs.
16. No sleeping on the job.
17. No smoking in unauthorized areas.
18. No malicious or negligent destruction or abuse of company property (e.g., trucks, tools, radios, signs, generators, etc.)
19. No slandering of NWTC. This will result in automatic termination.
20. If an accident occurs on a project, all employees are automatically drug tested.

21. No admittance past front office area without approval.
22. No theft of equipment or any property belonging to Northwest Traffic Control LLC.
23. Twelve (12) hours prior notice must be given if you cannot work your scheduled shift.
24. Should you become ill before or during your shift, make every effort to take your position and we will send a replacement immediately. Do not leave until your replacement arrives.
25. Fuel cards must be checked in and out with receipts and signed off by office staff.
26. If you drive a NWTC vehicle, clean it out at the end of the day.
26. You are responsible for any equipment that is checked out to you whether it be vehicles, radios, signage, paddles, etc.
27. If problems occur on any project, do not attempt to resolve them yourself. Please contact your supervisor, or the office, immediately.
28. If problems occur involving contractors or potential clients, contact the NWTC office so we can resolve issues.
29. If you have any problems with a motorist, you are required to report their vehicle make, model, and color, their license plate number, and a description of the driver in your daily diary and to the office of NWTC.
30. Any employee must have prior approval before purchasing anything such as equipment, batteries, fuel, calling cards, etc. NWTC will not reimburse purchases without prior approval. Please keep this in mind when purchasing unauthorized equipment.
31. Limit your intake of fluids in the morning hours as breaks may be a few hours apart. If the weather is forecasted to be hot, start drinking water early in the day. You need to build up your fluids to remain hydrated during the day. Limit your intake of soft drinks, Gatorade, or energy drinks; they aren't the same as drinking water. They actually work against you.
32. *Job refusal*: When you apply for work at NWTC and are hired, you are agreeing to be put on a call-out list. When the project coordinator calls upon you to flag and you refuse, it is likely you will be suspended for up to a week and your position on the call out list will be moved to the bottom. A no-show is immediate termination.
33. It is the responsibility of the employees to keep all certifications and licenses current.

CLOTHING

1. Shirts must come down over the shoulder at least 2 inches. No tank tops or spaghetti straps.
2. Full length pants must be worn on all jobs.
3. All undergarments must be worn at all times.
4. Leather boots must come above the ankle.
5. Hard hats are required on all projects. This is an OSHA requirement. Employees will be personally responsible for any fines incurred for not wearing proper safety gear.
6. A neat appearance is required.
7. Facial piercings are NOT to be worn while flagging.
8. If you have false teeth, they must be worn at all times.
9. No ripped or torn clothing allowed.
10. Hard hat and vest color must match and meet ITD and NWTC on cleanliness.



Lodging Policy

UPDATED 11/3/2021

Any travel for Federal jobs, from place of residency to job site, that exceeds 1 ½ hours of travel time, will be reserved and paid for by Northwest Traffic Control (NWTC).

Employees will not be permitted to put any lodging cost on their personal credit cards for reimbursement unless they have received written permission in advance.

All lodging will have a room for male employees and a room for female employees. Cohabitation is against company policy, and may be grounds for termination. No animals are allowed in any of the lodging.

Rooms are provided for up to four employees per room. Beds, roll-aways and/or cots are utilized so that employees are not sharing beds.

In some instances, if AIRBNB's or VRBO homes are available, NWTC will lease these for long term jobs. These will have rooms so that male and fe-male employees are separated with shared space consisting of the living room, kitchen and in some cases, bathrooms.

If an employee refuses the room provided by NWTC, and secures their own room, they are only eligible for lodging reimbursement up to a Cap determined by NWTC. This Cap changes per job and is the cost paid by NWTC per night/per room for said job. Reimbursement for this cost will require a receipt from the Hotel/Motel and turned into the office within a timely manner. All attempts are made to process reimbursement within 10 business days.

Employees that are not satisfied with the lodging policy may opt out of jobs that require travel and overnight stays. NWTC will make every effort to find positions locally for these employees.

SAFETY RULES

Your safety and the safety of others is our main concern. Safety is the reason you are on the road.

1. Safety is first! If you feel unsafe at your station, contact your TCS /Supervisor on duty. If no-one is available, use your best judgment to make your station a safe area.
2. Safety is your responsibility and is the reason you are on the road. You are to make the work area safe for jobsite workers, motorists, fellow flaggers, and yourself.
3. Always stay alert. Keep your mind on your job at all times.
4. Leave personal problems at home. Day dreaming could endanger your life as well as the lives of motorists and co-workers.
5. Don't let distractions interfere with job safety. HEADS UP!!
6. Move traffic safely and quickly through the jobsite, allowing jobsite workers to do their job safely and efficiently.
7. Plan sufficient reaction time for drivers, based on the weather and road conditions. Do not expect a semi-truck to stop quickly!
8. ALWAYS PLAN AN ESCAPE ROUTE. If you do not know how to plan an escape route, ask your TCS/Supervisor.
9. BE ALERT!
10. Always stand where you are visible. Stand in a conspicuous place. Never step into the traffic lane.
11. NEVER STAND WITH YOUR BACK TO TRAFFIC!!!!! Stand with your back to the curb or side of the road.
12. Stay away from shady areas. If you need to cool down, ask for a break. Motorists cannot see you when you are standing in the shade.
13. DO NOT flag from any vehicles. Always stand alone. Always give clear signals to your traffic and to your flagging partner or partners.
14. Drugs and alcohol do not belong at work. Being under the influence endangers your life as well as the lives of job site workers, motorists, pedestrians, and fellow flaggers.

CONDUCT GUIDELINES

As an integral member of the NWTC team, you are expected to accept important responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

Our expectations are basic and simple to understand. We expect employees to be conscientious, reliable, honest, proficient in their work, and to get along with others (e.g., co-workers, supervisors or customers). This not only involves sincere respect for the rights and feelings of others but also demands that in both your personal and professional life, you refrain from any behavior that might be harmful to you, your co-workers, and Northwest Traffic Control LLC or that might be viewed unfavorably by current or potential clients as well as the public.



Whether you are on or off duty, your conduct reflects on NWTC. Types of behavior and conduct that NWTC deems inappropriate and which can lead to suspension or termination without prior warning are as follows but not limited to:

1. Falsifying information on NWTC paperwork (e.g., job application, timecards, field documentation, etc.).
2. Use of a cell-phone while on a paddle.
3. Violating nondiscrimination and/or sexual harassment policies.
4. Soliciting or accepting gratuities from clients.
5. Establishing a pattern of tardiness.
6. Failing to report to work without a valid excuse or prior notice. NWTC management reserves the right to evaluate individual cases.
7. Engaging in unnecessary, excessive, or unauthorized use of NWTC's equipment, vehicles, etc.
8. Reporting to work intoxicated or under the influence of non-prescription drugs.
9. Illegally manufacturing, possessing, using, selling, distributing and transporting drugs.
10. Bringing or using alcoholic beverages/drugs on NWTC property or jobsites.
11. Fraternizing with fellow employees or current and/or potential customers to the extent of interfering with NWTC relations.
12. Fighting or using obscene, abusive, or threatening language and gestures.
13. Having unauthorized firearms on NWTC premises or while performing NWTC business.
14. Disregarding safety or security regulations.
15. Engaging in insubordination.
16. Failing to maintain confidentiality of NWTC or client information.
17. Any in-house issues remain in-house. Anyone who chooses to slander NWTC or a fellow employee to contractors or government entities will be terminated. This is

DISCIPLINE POLICY

NWTC has adopted the following disciplinary and termination policy.

- We have a "**3 Strikes, You're Out**" policy. After your third write-up, termination will follow. ***Please note some violations result in automatic termination.***
- Failing to follow the rules, procedures, and policies in this handbook will result in suspension or termination.
- **Our process of discipline is as follows:**
    1. Verbal warning
    2. Written warning
    3. Suspension
    4. **Termination**

All warnings will be documented in your personnel file.

TERMINATION

- Termination is an undesirable outcome for both the employee and NWTC, but will be necessary if the employee is unable or unwilling to follow NWTC's policies and rules or meet performance standards.
- It is our goal to make a safe work environment which encourages and rewards long term employment. However, it should be understood that unless there is a written employment contract between the parties, there is no obligation on the part of NWTC or any employee to continue this relationship for a guaranteed or specified time.
- You are free to resign your position at any time you wish, with or without notice, and for any reason you deem appropriate. If you should decide to resign voluntarily, NWTC would appreciate as much advance notice as possible. This is a matter of courtesy but is not required by law.
- Likewise, NWTC has the right to terminate any employee at any time, with or without notice.
- No employee has the authority to make any promises or guarantees of permanent employment on behalf of NWTC .
- NWTC recognizes and understands the desire for job security at every level of employment. No business has the power to guarantee a lifetime job to anyone. NWTC believes the best way to achieve continued success and job security is through the joint efforts of management and all employees to continually offer superior products and service to our customers.
- Job security is not something any company can promise you. Your future is something you create for yourself through your own skills and dedication.
- You can be assured that it is our policy to avoid layoffs or terminations as much as possible. But we must reserve the right to take such actions as necessary for the survival and well being of this organization.

TERMINATION



1. Strictly enforce all safe practices as established by laws, regulations, and codes at the federal, state, county, and municipal levels.
2. Provide for efficient, effective, and accident-free operations.
3. Establish a respectful relationship between all supervisors and employees.
4. Continually contribute to the growth of the company.
5. Obtain more projects due to our professionalism in the field.
6. Have a positive working environment and work together as a team.
7. Total customer satisfaction in all areas.

SAFETY TRAINING

We at Northwest Traffic Control, LLC are concerned with all the rules and regulations of this industry; many of which are to promote safety. The safety of every NWTC employee is of vital importance. Our concern is preventing accidents and/or injuries whenever possible. Every employee shall accept their responsibility for safety and conduct themselves in a manner that will ensure their own safety and the safety of those working with them.

You are expected to observe the common sense rules of safety that are always necessary so that your safety and that of other employees are not at risk.

All employees are required, as a condition of their employment, to follow all established safety practices and follow the instructions of their supervisors with respect.

We cannot afford to be lenient regarding violations of safety rules.



- The following forms are included in your employee packet: W-4, eligibility verification (Form I9), employee handbook, drug policy, disciplinary chart, accident checklist, and EEOC policy.
- A negative drug test is mandatory before stepping onto any jobsite. You will be required to submit to a drug test administered by a drug testing lab approved by the NWTC office.
- All forms that require information from you and your signature need to be filled out as soon as possible in the presence of a representative or supervisor. Also, we require copies of your social security card, green card, flagging card, TCT card, TCS card, drivers license or state identification card, and valid insurance card for your personnel file .
- We are a No Drug and Alcohol Tolerance company. We do random drug testing. If we pull you or a team of employees in for a random drug test due to reasonable suspicion, it will be paid by NWTC.
- We enforce safe work zones for workers, motorists, and pedestrians.
- This handbook must be present in your vehicle at all times to refer back to if you have any questions.
- Due to security purposes, all phone calls and conversations may be monitored or recorded in our office.
- Flagging is a huge responsibility. You have to be willing to be on time, be responsible, capable of standing for long periods of time, withstand severe hot or cold weather, and have reliable transportation.
- NWTC may call early in the morning or late at night to notify you of assigned work.
- *****Employee agrees to reimburse employer for insurance deductible on damage to truck which is due to employee1s negligence. The reimbursement shall be in the form of deductions out of employee1s paycheck of $250.00 per month until paid in full.*****
- Flaggers/laborers working on projects where there is no TCS are expected to complete paperwork and have the contractor sign off. Blank forms are available in the office. If you need paperwork but cannot come to the office during office hours, call and request what you need and it will be placed in the white mailbox outside the office for you to pick up any time.

Benefits

We do not provide paid leave, Health and/or Dental Insurance or Stock

Payroll

- Workweek is Sunday through Saturday. Pay day is always the following Friday after the previous work week.
- NWTC mails out payroll on Wednesday. You **should** receive your paycheck by Friday, but that is dependent on USPS. Alternatively, employees may pick up their paychecks at the office on Friday. Notify the office before Wednesday if you want to change how your paycheck is distributed.
- **If you do not receive your paycheck by Saturday, please check with your local mail carrier or post office before calling our office.**
- Once your paycheck leaves our office it is no longer our responsibility.
- If we have to cancel a paycheck upon your request and issue you a new one, there is a $40.00 fee for cancellation and comes at your expense.
- If you do not receive your paycheck , NWTC reserves the right to wait at least 5 business days to see if it comes in the mail. Please be sure we have your correct address information and you have no issues with mail delivery.
- Cashing of a check that has be re-issued is grounds for immediate termination, and must be fully refunded to the company immediately or the company will pursue prosecution.
- Time off requests must be made in writing using the "Request for Time Off" form available in the office.

Change of address forms are available in the office. These forms are required to be filled out to change the address where your paycheck will be sent. If the address change for mailing your paycheck is temporary, please contact the office to make arrangements.

Attendance

Employees who fail to report to scheduled flagging positions are automatically fired/terminated.

***Please see disciplinary chart. If you cannot commit to a scheduled position or project 100%, do not accept the position.*

Work Performance

We expect you to do your best in whatever work is assigned to you. Always give 110% of effort to every job. Be the worker YOU want to work with.

Honesty

We expect you to be completely honest and truthful in all of your dealings with your co-workers, your supervisors, customers, and the company. Show honesty and integrity in all you do. Do the right thing even when no one is watching.



Recommended Items

SUMMERTIME

- Plenty of water (remember soda is **NOT** water)
- Sun block for skin & lips
- Lunch-**ALWAYS EXPECT A LONG DAY**
- Squirt bottle to cool yourself down
- Bandana or neck cooley tie to wet and put around your neck
- Toilet paper or Kleenex
- Bug spray
- Rain gear
- Sunflower seeds or something with salt in it
- Aspirins or non-aspirin or whatever suits you
- Small first-aid kit
- Bee sting kit if allergic–Benadryl
- Radios



WINTERTIME

- Items from summer list
- Warm clothes
- Warm boots
- Gloves & socks (warm ones) bring extras!!
- Hardhat liner or stocking cap
- Neck scarf or gaiter
- Something warm to drink

Additional Information

RADIO CHECKLIST

If your radio does not work, check the following:

- Channel
- Squelch
- Move around in your spot, sometimes this helps
- Try to avoid power lines, they cause static
- Check your volume
- Check your batteries
- If it still doesn't work, contact your TCS/Supervisor

The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons, or for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a "single 12–month period" to care for a covered service member with a serious injury or illness.

EMPLOYER COVERAGE

The FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must::

- Work for a covered employer;
- Have worked for the employer for a total of 12 months;
- Have worked at least 1,250 hours over the previous 12 months; and
- Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

While the 12 months of employment need not be consecutive, employment period prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service.

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of a newborn child of the employee;
- For the placement with the employee of a son or daughter for adoption or foster care;

- To care for a spouse, son, daughter, or parent with a serious health con-dition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is used). Leave for birth and care, or placement for adop-tion or foster care, must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently– taking leave in separate blocks of time for a single qualifying reason– or on a reduced leave schedule—reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

Under certain conditions, employees or employers may choose to "substitute" (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection

LEAVE ENTITLEMENT

- Treatment two or more times by or under the supervision of a health care provider (i.e., in person visits, the first within 7 days and both within 30 days of the first day of incapacity); or

- One treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy): or

(2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or

(3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

(4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care pro vider is required, rather than active treatment; or

(5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided be-fore the leave was taken and on the same terms as if the employee had con-tinued to work. If applicable, arrangements will need to be made for em-ployees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

NOTICE AND CERTIFICATION

Employee Notice-

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave, when the need is foreseeable and such notice is practicable. If the need is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case.

Employer Notice-

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA.

When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under the FMLA. When the employer has enough information to determine that leave is being taken for a FMLA-qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave.

Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. An employer may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work.



EEO Policy Statement

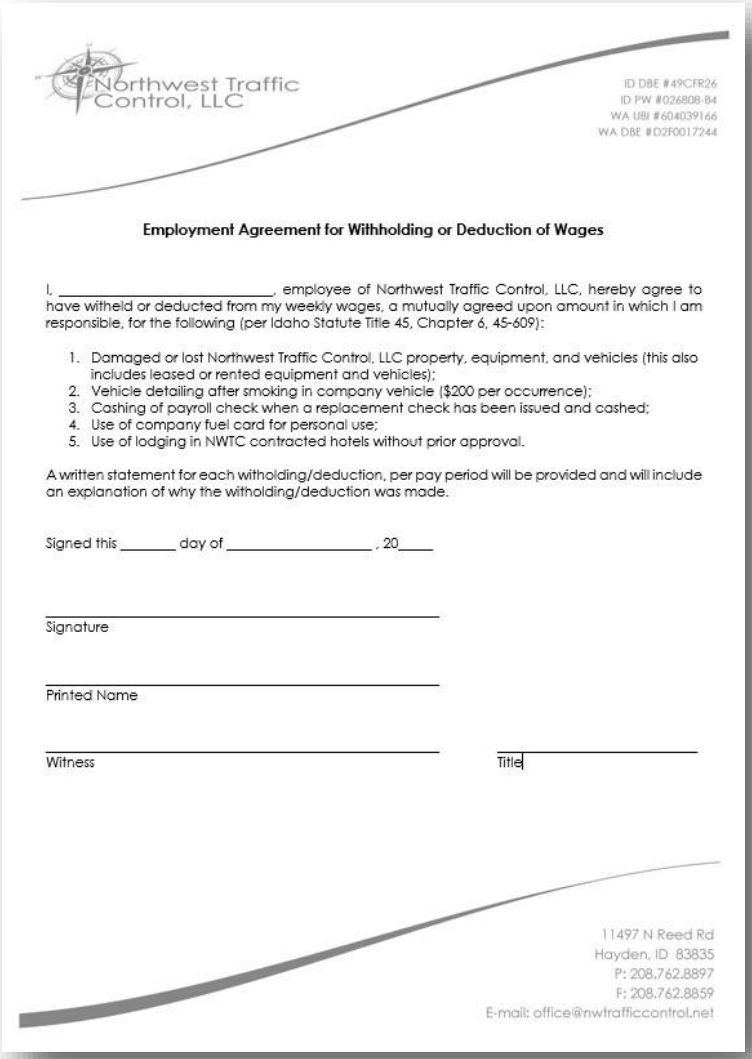
NORTHWEST TRAFFIC CONTROL LLC has been and will continue to be an equal opportunity employer. No employee or applicant for employment will be discriminated against because of race, color, religion, national origin, sex, age, disability, or veteran's status. We will take affirmative action to make sure applicants and employees are treated without regard to these characteristics. To carry out this policy, NORTHWEST TRAFFIC CONTROL LLC will make sure that:

- Persons are recruited, hired, trained and promoted for all jobs without regard to race, religion, color, national origin, sex, age, disability, or veteran's status.
- Placement decisions are based solely on individuals' qualifications in the positions being filled.
- Other personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, company-sponsored training, education, tuition assistance, and social and recreation programs, are administered without regard to race religion, color, national origin, sex, age disability, or veteran's status.
- Reasonable accommodation will be made for all physical and mental limitations of otherwise qualified employees and applicants with disabilities.

Our **EEO coordinator** is **Janette L. Jerauld**, (208) 762-8897. She is responsible for monitoring the facility's affirmative action program and submitting reports. She is also the person to contact for complaints or internal grievances concerning the actions of NORTHWEST TRAFFIC CONTROL LLC.

Withholding Agreement

As a requirement of employment with Northwest Traffic Control, LLC, you will be asked to sign the "Employment Agreement for Withhold-ing or Deduction of Wages" (sample below). This is to protect the company from damage to company property and rental/leased property, by our employees. Reimbursement will not exceed 25% of your net earnings, yet can be negotiated with NWTC as to payment amounts.



Northwest Traffic Control, LLC

ID DBE #49CFR26
ID PW #026808-84
WA UBI #604039166
WA DBE #D2F0017244

Employment Agreement for Withholding or Deduction of Wages

I, _____, employee of Northwest Traffic Control, LLC, hereby agree to have witheld or deducted from my weekly wages, a mutually agreed upon amount in which I am responsible, for the following (per Idaho Statute Title 45, Chapter 6, 45-609):

1. Damaged or lost Northwest Traffic Control, LLC property, equipment, and vehicles (this also includes leased or rented equipment and vehicles);
2. Vehicle detailing after smoking in company vehicle ($200 per occurrence);
3. Cashing of payroll check when a replacement check has been issued and cashed;
4. Use of company fuel card for personal use;
5. Use of lodging in NWTC contracted hotels without prior approval.

A written statement for each witholding/deduction, per pay period will be provided and will include an explanation of why the witholding/deduction was made.

Signed this _____ day of _____ , 20____

_____
Signature

_____
Printed Name

_____ _____
Witness Title

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