



SELECTIVE
HR Solutions

Jimco Maintenance
710 Commerce Drive #107
Venice, FL 34292
Tel: 1-800-392-8678
Fax: 1-877-392-8678
www.jimcos.com/jobs

Welcome!

Selective HR Solutions, a Professional Employer Organization (PEO), has been selected by your worksite employer to provide Human Resource Management Services. Your worksite employer and SHRS will share employment responsibilities. SHRS provides services to thousands of employees throughout the country. As your co-employer, SHRS will provide Human Resources Support, Payroll Processing, Workers' Compensation Benefits, Workplace Safety Programs, and the opportunity for you to participate in numerous employee benefits. Your paycheck will be issued through SHRS. Hours worked and rate of pay will be reported to SHRS by your worksite employer.

Please take a few minutes to read this Employee Information Packet and complete relevant tax and employment forms. If you have any questions, please contact a member of SHRS' HR Services Department at 800 741 1136.

We are pleased to be your co-employer. Enjoy the *Freedom to Succeed* as a SHRS employee.

Jim Coleman
President/CEO

Workers' Compensation

SHRS is committed to providing you with a safe work environment and prompt, effective care should you incur a work related injury. You are covered under your state's workers' compensation laws. Become familiar with the procedures to observe in the event of an injury

Your Responsibilities:

1. Notify your supervisor immediately.
2. Report the injury to a Workers' Compensation Coordinator at 800 741 1136.
3. Follow instructions and obtain treatment from an approved facility.
4. Keep your supervisor informed as to your status.
5. If you lost time from work, provide your supervisor with a return to work authorization form from your medical provider.

You may be required to accept restricted duty or other accommodated work should you be unable to resume your normal work activities.

Safety Rules

SHRS is committed to safety, and has taken steps to protect you from injury on the job. Your help is vital for your own protection. Please observe the following safety rules at all times:

1. No alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident occurs.
3. All non-emergency treatment for accidents must be authorized by your supervisor prior to treatment.
4. Wear seat belts at all times in company vehicles.
5. Keep the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on machinery at any time.
7. If you need additional equipment or instruction to get the job done safely, notify your supervisor.
8. Lift with your legs, not your back, and get assistance with loads over 50 lbs.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, SHRS and your worksite employer expect you to follow these policies and standards of conduct. This will protect everyone's interests and safety.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace; however, the following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of company property
- Falsification of time keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, and while operating company vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Excessive absenteeism and tardiness or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information
- Weapons, or any article which could be construed as a weapon, of any kind, on company premises or work-site locations

Policies and Procedures

Equal Employment Opportunity Commission (EEOC)

Title VII of the Civil Rights Act of 1964 is probably the best known of the various federal anti-discrimination statutes. It governs the employment practices of most public and private employers, prohibiting employment discrimination based upon race, color, religion, sex or national origin. SHRS supports Title VII and will not tolerate discrimination in the workplace.

Sexual Harassment

The EEOC has issued guidelines stating that sexual harassment in the workplace violates Title VII. Sexual harassment is broadly defined in the guidelines as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” The guidelines establish two types of sexual harassment, quid pro quo and hostile work environment.

1. Quid Pro Quo

Quid Pro Quo means literally “this for that”. This type of harassment occurs when a superior makes employment and/or benefits contingent upon sexual cooperation.

2. Hostile Work Environment

Hostile work environment is offensive conduct severe or pervasive enough to alter an individual’s conditions of employment.

It is a violation of company policy for any employee to engage in any of the acts of behavior defined under the law as sexual harassment. Misconduct will subject an employee to corrective action up to and including immediate discharge.

Your workplace has an Equal Employment Opportunity and Sexual Harassment Policy, including the definition, purpose and procedures.

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons. Employees are eligible for the FMLA if they have worked for at least one year and for 1,250 hours over the previous twelve (12) months. SHRS recognizes your rights under the FMLA.

Occupational Health and Safety Administration (OSHA)

OSHA, a division of the U.S. Department of Labor, was established to “assure so far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources.” SHRS is concerned about your workplace and will assist in establishing employee training programs, safety guidelines and compliance with OSHA standards.

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancements, compensation, training and other terms, conditions and privileges of employment. SHRS recognizes and supports the Americans with Disabilities Act.

If you are involved in an employment dispute or subjected to any type of discrimination or harassment, including sexual harassment, you should immediately contact your SHRS representative for assistance. Corporate office: 800-741-1136, ask for Human Resources.

Alternative Dispute Resolution Procedure

SHRS is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open atmosphere in which problems, complaints or questions receive a timely response. SHRS encourages all levels of supervisors and managers to be available for discussions with employees about work-related problems, questions, and complaints.

Most problems can be resolved by discussing them with your immediate supervisor or manager. However, if this is not the case and you feel that you have been discriminated against, harassed or treated unfairly, you may express your concern through the **Alternative Dispute Resolution Procedure**. When you signed the SHRS EMPLOYEE PROFILE & EMPLOYMENT INFORMATION form you committed to resolving your employment disputes by utilizing this procedure. The steps of the Procedure are as follows:

1. Present the problem to your immediate supervisor/manager within twenty-four hours of the incident. If the Supervisor/Manager is not available, or if you believe it would be inappropriate to contact that person because of their involvement in the incident, present the problem to your supervisor's manager, or a higher level of management.
2. Following the presentation of the problem to management, the manager consulted will investigate the facts surrounding the incident. Within twenty-four hours of your presenting the problem to management the appropriate member of management will discuss their findings with you in order to resolve the problem.
3. If the problem is not satisfactorily resolved, you may elect to present the problem to SHRS' Human Resources Department at 800-741-1136. Our professional Human Resources staff will attempt to assist you in resolving the problem.
4. This Human Resources Representative will counsel and advise you, assist in putting the problem in writing and consult with your manager and/or supervisor. At the conclusion of this process, the SHRS representative will inform you of the decision and forward a copy of the decision to you and your personnel file.
5. If the problem has not been satisfactorily resolved following SHRS' intervention, a face-to-face conference will be held in an attempt to mediate differences.
6. Should the mediation step not resolve the problem, the parties will enter into a binding arbitration where a neutral third-party arbitrator will hear the facts of the case and, following a formal hearing and presentation of fact, will provide a written resolution of the problem that will be final and binding on all parties.

Not every problem can be resolved to everyone's total satisfaction, but through understanding and discussion of problems in a reasonable, business-like manner, employees and management can develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps ensure everyone's productivity in the workplace.



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941-485-5985

INITIAL NOTICE OF RIGHTS

CONTINUATION OF GROUP HEALTH COVERAGE NOTICE

VERY IMPORTANT NOTICE

To: Employee, Spouse, and Dependent Children

A federal law (Public Law 99-272, Title X) known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985 as amended) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. This summary of rights should be reviewed by both you and your spouse (if applicable), retained with other benefits documents, and referred to in the event that any action is required on your part.

If you are an employee of **Jimco Maintenance Inc.** covered by its group health plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the covered spouse of an employee, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following four reasons:

- 1) The death of the employee
- 2) The termination of the employee's employment (for reasons other than gross misconduct) or a reduction in the employee's hours of employment
- 3) Divorce or legal separation from the employee
- 4) The employee becomes entitled to Medicare.

In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage is lost for any of the following five reasons:

- 1) The death of the employee
- 2) The termination of the employee's employment (for reasons other than gross misconduct) or a reduction in the employee's hours of employment
- 3) Parents' divorce or legal separation
- 4) Employee becomes entitled to Medicare
- 5) The dependent ceases to be a "dependent child" under the terms of the group health plan.

You also have a right to elect continuation coverage if you are covered under the plan as a retiree or spouse or child of a retiree, and lose coverage within one year before or after the commencement of proceedings under Title 11 (bankruptcy), United States Code. Under the law, the employee or a family member has the responsibility to inform **Jimco Maintenance** of a divorce, legal separation or a child losing dependent status under the plan. This notification must be made within 60 days of the date of the qualifying event which would cause a loss of coverage.

The notice must be in writing, and should be sent to:

Jimco Maintenance Inc.
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When the employee is notified that one of these events has happened, it will in turn notify you that you have the right to choose continuation coverage. Under the law, you have 60 days from the later of the date you would lose coverage or from the date of the notice to elect continuation coverage. If and when you make this election, coverage will become effective on the day after coverage would otherwise be terminated.

If you do not choose continuation coverage, your group health insurance coverage will terminate in accordance with the provisions outlined in your benefits handbook or other applicable plan documents.

If you choose continuation coverage, your coverage will be identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of a termination of employment or a reduction in hours. In that case, the required continuation coverage period is 18 months (an extension to 29 months is available under certain circumstances to disabled persons.). However, the law also provides that your continuation coverage may be terminated for any of the following reasons:

- 1) The employer/former employer no longer provides group health coverage to any of its employees
- 2) The premium for your continuation coverage is not paid in a timely manner
- 3) You first become, after electing COBRA continuation coverage, covered under any other group health plan (as an employee or otherwise) which does not contain any exclusion or limitation with respect to any pre-existing condition
- 4) You first become, after electing COBRA continuation coverage, entitled to Medicare.

**Note: A Qualified Beneficiary who is determined under Title II or XVI of the Social Security Act, to have been disabled as of the date of termination of employment or reduction in hours, or within 60 days of COBRA coverage, may be eligible to continue coverage for an additional 11 months (29 months total). You must notify the employer within 60 days of the determination of disability by the Social Security Administration and prior to the end of the 18-month continuation period. The employer can charge up to 150% of the applicable premium during the 11-month extension. The disabled Individual must notify the employer within 30 days of any final determination that he or she is no longer disabled. If the coverage is extended to a total of 29 months, extended coverage will cease upon a final determination that the Qualified Beneficiary is no longer disabled.*

You do not have to Show that you are insurable to choose continuation coverage. However, you will have to pay the group rate premium plus a 2% administrative fee for your continuation coverage. The law also requires that, at the end of the 18-month, 29-month, or 36-month continuation coverage period, you must be allowed to enroll in an Individual conversion health plan provided under the current group health plan, if the plan provides a conversion privilege.

If you have any questions about this, please contact the office shown below. Also, if you have changed marital status, or you, your spouse, or any eligible covered dependent have changed your address, please notify in writing, the person or office shown below:

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If any covered child is at a different address, please notify in writing, so that a separate notice may be sent.

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INTEROFFICE MEMORANDUM

To: All Jimco Employees

From: Alex Moseley

Re: Identification Cards


For security purposes, our customers have requested that all Jimco Employees have proper photo identification tags while on the job site.

In order to process your photo ID, we need you to have your picture taken and sent back to our office. Please find a Passport Photo outlet to have your picture taken.

Please wear your ID cards at all times. If you have any questions, please contact our office at 1-800-392-8678.

Thanks,

Alex Moseley
Human Resources

Jimco Maintenance 1-800-392-8678

First
Last
Start Date:
Venice, FL Cart Division: Region A

Receipt Statement

I have received a copy of the Selective HR Solutions' Employee Information folder. I have read the information contained and understand the material includes work rules, standards of conduct, sexual harassment policy, federal and state notification and other information important to my employment. This information supercedes any other like materials I have been given and I understand the information provided may be amended or revised at any time by the Company without prior notice or approval.

I further understand that this Employee Information material does not guarantee me any specific policies, procedures, rules, or length of employment. All references to policies and procedures are references only to discretionary guidelines.

Date

Employee's Signature

Worksite Employer

Print Name