

# Memorandum

**To:** All Employees  
**From:** Jasmine Burns, PR Accountant  
**Date:** 09/18/2013  
**Subject:** Early Payroll Check Cashing Fees

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In 2006, our payroll company, ADP, established policies for payroll check cashing in order to limit the exposure for check fraud. Effective October 1<sup>st</sup>, 2013, the fee for early check cashing will increase from \$25.00 to \$50.00.

ADP had established a policy that stated that payroll checks cannot be cashed prior to the pay date. Banks have been instructed to turn people away if they are trying to cash a payroll check prior to the pay-date. ADP had created this policy in order to fall into line with the IRS's Constructive Receipt Laws. By allowing employees to cash payroll checks prior to payday, it is creating an opportunity for check fraud to occur. As part of this policy, and in order to help avoid the exposure to fraud, ADP charges Hart Mechanical **\$50.00** (increase from \$25.00) for every payroll check cashed prior to the check date.

Payroll checks are dated with Friday dates because Friday is payday. Payroll checks should be cashed either on or after payday. Hart will charge those employees who violate the check cashing policy by cashing payroll checks prior to the specified pay-date the **\$50.00** (increase from \$25.00) fee that has been billed to us by ADP.

A copy of this memo will be kept in you personnel folder.

Contact me in the office at (860) 633-3353 with any questions.

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Employee Signature

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Date



**HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

## MEMO

**To:** All Field Employees  
**From:** Robert Gibbons, President  
**Date:** July 19, 2007  
**Subject:** **Job Site Dress Codes**

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It is Hart Mechanical's company policy that shorts and sneakers are not allowed on any of the jobsites. In order to prevent injuries all employees should wear long pants and work boots while at work. Failure to follow this policy may result in disciplinary action.

Please contact me in the office at (860) 633-3353 with any questions.

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*Please sign below stating that you have read the above statement and understand the dress code policies set forth.*

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Employee Signature

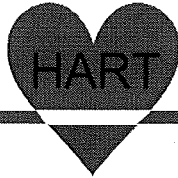
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Date

*\*This memo will be kept in all employee personnel files.*

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Confidential Internal Document



**HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

## MEMO

**To:** All Employees  
**From:** Jasmine Burns, PR Accountant  
**Date:** January 11, 2008  
**Subject:** **E-mail Addresses for Company Correspondence**

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With the steady growth of Hart Mechanical, Inc., it is important that management find new ways to effectively correspond with its numerous and wide spread employees. Management is using this opportunity to develop the use of e-mail services to send its correspondence to all employees.

Having access to e-mail addresses will allow management to send out important company information without having to send paper memos out with payroll checks when required.

Please provide Hart with your e-mail address below:

**Employee Name** (Please print clearly): \_\_\_\_\_

**E-mail Address** (Please print clearly): \_\_\_\_\_@\_\_\_\_\_

\_\_\_\_\_ I do not have an e-mail address because I do not have access to the Internet.



**Hart Mechanical, Inc.**

Plumbing, Fire Protection, and  
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### Consent for Discussion of Employment/Benefits Information

I, \_\_\_\_\_, give permission for Hart Mechanical,  
(Employee Name)  
Inc.'s Human Resources and Payroll departments to speak with

\_\_\_\_\_, my \_\_\_\_\_  
(Full Name) (Relationship to Employee)  
on my behalf.

I give Hart permission to share the following information with the person listed above:

\_\_\_\_\_ Health Insurance Benefits

\_\_\_\_\_ 401(k) Benefits

\_\_\_\_\_ Occupational Licensing/Apprenticeship

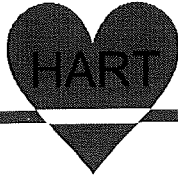
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

*\*This document will be kept in the employee file.*



## **HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

**To:** Personnel  
**From:** Robert C. Gibbons  
**Date:** January 4, 2010  
**Subject:** **Travel Time Policy**

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Hart Mechanical Inc. is revising their Travel Policy to cover all hourly employees in their travels for the Company. This policy does not apply to salaried employees.

Employees are responsible for traveling to projects within their home state. **Travel Time** is defined as a commuting time to a project located outside of their home state greater than a normal commute of 90 miles which we have calculated to be equal to approximately 1-1/2 hours one way or 180 miles which we have calculated to be equal to approximately 3 hours round trip. Paid travel time excludes time spent in traffic. (Time is calculated on map programs.)

Employee commuting is the distance from the employee's home base to a Hart project. Travel time is always straight time and is not used in the 40 hour work week straight time versus overtime calculation. The employee time card will identify what project the employee is working on so the payroll department can calculate the reimbursement amount.

Traveling from one project to another during the normal course of the work day is not considered travel time. This is considered "normal work hours" and will be paid as a part of the regular work day.

All travel time must be approved by your manager before it may be added to your time card.

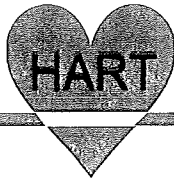
Please sign and return this memo to the Payroll Department. This policy will be kept in your personnel file. If you have any questions please call the office.

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Employee Signature

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Date



## Mechanical, Inc.

Plumbing, Fire Protection, and  
HVAC Services

**To:** Personnel  
**From:** Robert C. Gibbons  
**Date:** July 7, 2010  
**Subject:** Mileage Reimbursement Policy

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Hart Mechanical Inc. is implementing a mileage reimbursement policy to cover hourly employees in their travels for the Company. Mileage reimbursement does not apply to employees driving company vehicles. Employees that have a company gas card are not eligible for mileage reimbursement.

Employees are responsible for mileage within their home state to any job site. If an employee is asked to travel outside of their home state the employee will be responsible for mileage for the first 90 miles one way or 180 miles round trip to a project location; any additional mileage driven to get to the site will be reimbursed by Hart. Mileage will be paid at a rate assigned by the Internal Revenue Service (IRS). The current rate is fifty cents per mile. This rate will change if the IRS changes their reimbursement rates.

The employee will be required to fill out a mileage reimbursement form (see attached sample), have it signed by a manager and returned to the office with their time card on a weekly basis for reimbursement the following week. The calculation for the mileage reimbursement will be completed by the payroll department. Please see attached calculation example. No mileage will be reimbursed until this form is returned to the office.

This form will be kept in your personnel file. If you have any questions please call the office.

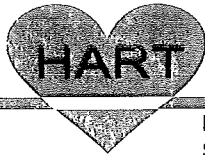
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Employee Signature

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Date



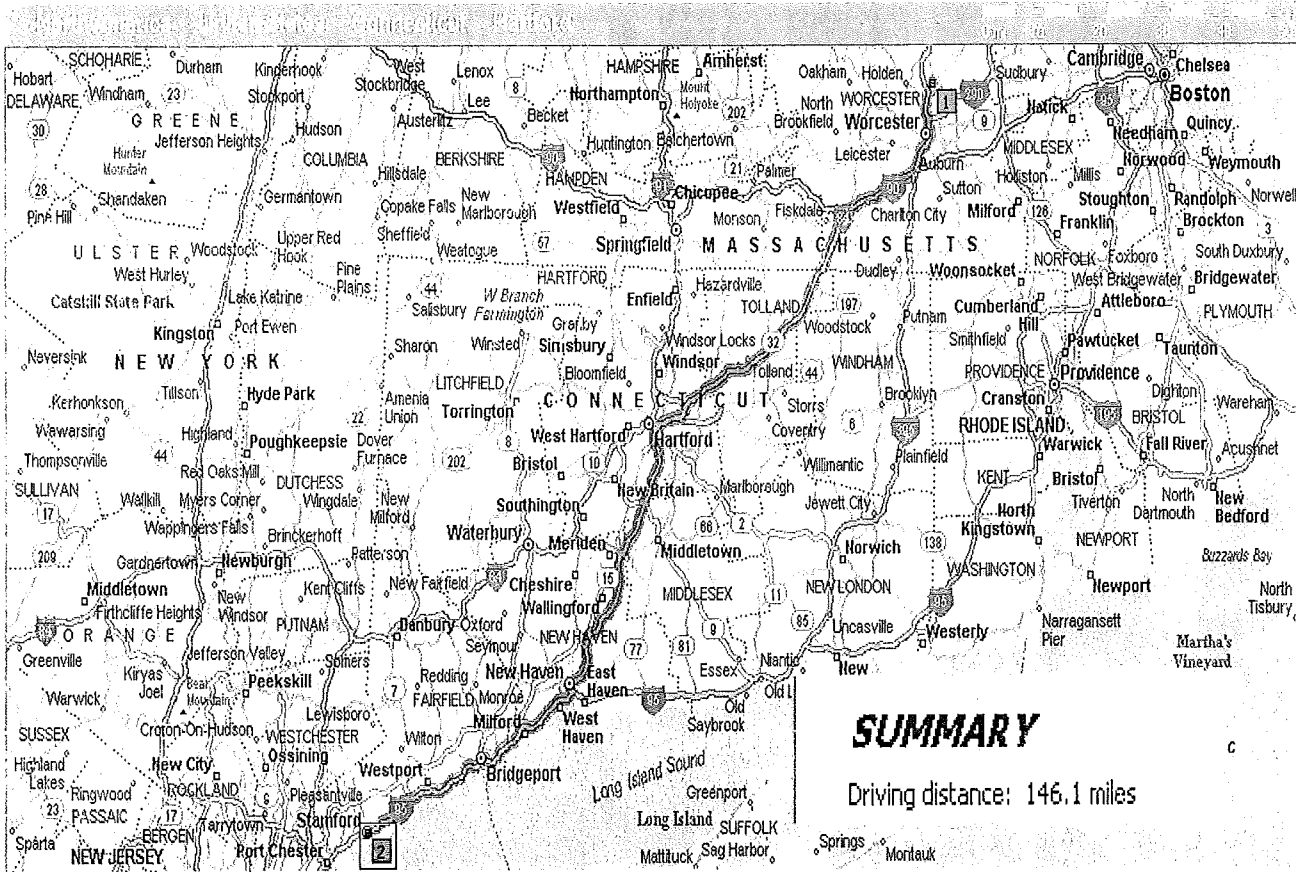


**HART Mechanical, Inc.**

Plumbing, Fire Protection, and HVAC Services

### Example of Mileage Reimbursement Calculation

**West Boylston, MA to Stamford, CT - 146.1 Miles One Way, 292.2 Miles Round Trip**



EE Total Mileage	EE Mileage	EE Mileage for Reimb.	IRS Reimb. Amount Per Mile	Total Reimb. To EE
292.2	180	112.2	0.50	\$ 56.10

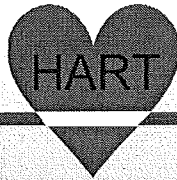
Employee (EE) Total Mileage Driven round trip to an out of state project.

Total Mileage the employee is responsible to drive.

Total mileage minus the mileage employee is responsible to drive. (292.2 - 180 = 112.20)

Total Reimbursement due to employee. (112.2 miles X .50 = \$56.10)





## **HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

**To:** Personnel  
**From:** Robert C. Gibbons, Pres.  
**Date:** November 16, 2010  
**Subject:** **Vacation Policy** - Effective Date: 1/01/2010

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Employee vacation days are earned on an annual calendar basis (Jan 1<sup>st</sup> to Dec 31<sup>st</sup>) and redeemed in the next calendar year. Employees are eligible to earn vacation time after the successful completion of their 90 day probation period. Employees are eligible to redeem vacation days earned after one year's service.

A vacation day is earned every 73 days (365/5). For new employees in year one vacation days accrue as per the accrual calendar listed below. If the employee starts before a date listed in the calendar they are eligible for the specified days associated with that calendar.

On an annual basis each employee has the ability to accrue up to 5 paid vacation days depending upon their hire date. The accrual calendar starts on January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of each year.

Earned vacation days from the previous year are paid out in the current year. At the end of the current year, any unused vacation days from the prior year will be paid out to the employee. Only current year accrued vacation days can be carried into the next calendar year.

### **Vacation Accrual Calendar:**

#### **Start**

<b><u>Date</u></b>	<b><u># of Days</u></b>	<b><u>Vacation Accrued</u></b>
1/01/XX	5	73 days accrual starts here.
3/14/XX	4	Employee receives one day of vacation time.
5/26/XX	3	Employee receives one day of vacation time.
8/07/XX	2	Employee receives one day of vacation time.
10/19/XX	1	Employee receives one day of vacation time.
12/31/XX	0	Employee receives one day of vacation time.

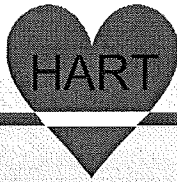
#### **Examples:**

If an employee is hired on 5/14/09 between the periods 5/14/09 to 12/31/09 they will accrue 3 paid vacation days. The first accrual will start from 5/14/09 through 5/26/09.

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CT License #P1 204872, F1 40359 & S1 396368  
MA License #2819C & SC103876  
NJ License #36B100557900, 154176

P.O. Box 803  
Glastonbury, CT. 06033  
Phone 860-633-3353 Fax 860-633-3375



## **HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

If an employee is hired 8/08/09 between the periods of 8/08/09 to 12/31/09 they will accrue 1 days of paid vacation time. The first accrual will start from 8/08/09 through 10/19/09.

If an employee is hired 11/01/09 between the periods of 10/19/09 and 12/31/09 they will accrue No paid vacation day.

### **Employee Terminations**

Employees that leave the company either on their own decision, are laid off, or terminated shall be paid out any earned and unredeemed vacation days. Employees with service greater than 90 days are eligible to accrue vacation days.

A vacation day is earned every 73 days. The payroll department will calculate and payout any eligible vacation days to terminated employees. They will provide employees with an explanation of how the vacation pay out calculation was made.

### **Examples:**

An employee started work with Hart June 1<sup>st</sup> and was terminated August 20<sup>th</sup> (81 days of service). The employee would not be eligible for any vacation time because they had not completed the 90 day probationary period.

An employee was laid off March 31<sup>st</sup> of their 2<sup>nd</sup> year of employment. In year 1 they earned 3 vacation days but were not taken yet because they had not reached a year of service. They will be paid out 4 days of vacation pay; 3 for the prior year and 1 in the current year.

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Employee Signature

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Print Name

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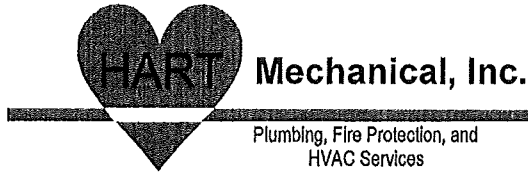
Date

*\*A copy of this memo will be kept in your personnel folder.*

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P.O. Box 803  
Glastonbury, CT. 06033  
Phone 860-633-3353 Fax 860-633-3375



**To:** All Foremen  
**From:** Robert C. Gibbons  
**Date:** June 15, 2011  
**Subject:** **Personal Protective Equipment**

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The purpose of this Personal Protective Equipment Policy is to protect the employees of Hart Mechanical Inc. from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE).

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required by Hart and OSHA. (Such as hard hats, safety glasses, work boots and additional PPE that may be required on projects.)
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Hart Mechanical Inc. PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Hart Mechanical Inc. believes that a Safety and Health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required.

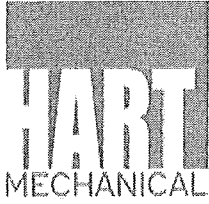
All Hart employees must follow Hart's safety rules. All Foremen are responsible for enforcing Hart's PPE policy. For example, if a Plumbing Foreman sees a Sprinkler employee who is not wearing his hard hat, he is to notify the Sprinkler employee's foreman immediately. For a first time offense the offending employee will receive a written warning. If the employee has a second offense he could be sent home for the day. The employee will be allowed to return to

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P.O. Box 803  
Glastonbury, CT. 06033  
Phone 860-633-3353 Fax 860-633-3375





**Bullying Policy**

10/27/11

Hart Mechanical Inc. defines bullying as *"repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates Hart Mechanical's Code of Ethics which clearly states that all employees will be treated with dignity and respect."*

The purpose of this policy is to communicate to all employees, that Hart Mechanical will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when applying discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. Hart Mechanical considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

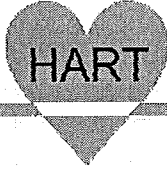
- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

By signing your name below you acknowledge that you have read Hart Mechanical's Bullying Policy and promise to abide by company rules regarding bullying and harassment in the workplace.

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

\_\_\_\_\_

\_\_\_\_\_



**HART Mechanical, Inc.**

Plumbing, Fire Protection, and  
HVAC Services

## Photo Release Form

Location: Hart Mechanical, Inc Website

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

I give permission for photographs of the persons listed below to be published on the website of Hart Mechanical, Inc. I understand that these photos can be viewed by anyone in the world, but no identifying information will be displayed.

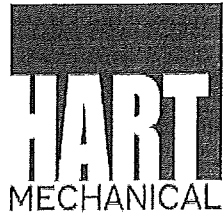
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I am over 18, and I give permission for my image to be published.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

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# Memorandum

**To:** All Employees  
**From:** Robert Gibbons  
**Date:** February 20, 2014  
**Subject:** Cell Phone Use during Work Hours

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This document sets forth Hart Mechanical's policy regarding cell phone use and applies to all Company employees. For the purpose of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text or data messages without a cable connection (including but not limited to cellular telephones, digital wireless phones, radio-phones, walkie-talkies, telephone pagers, PDA's and wireless communication capabilities.) The company reserves the right to modify or update this policy at any time.

While working on the jobsite employees are only allowed to use their personal cell phones while on break or during their half hour lunch break. At no time is an employee allowed to use the phone during normal working hours. The use of cell phones on a construction site could create an unsafe work environment. It is also a distraction to the employee and employees working around them. If an employee uses their cell phone while at work it could result in a verbal or written warning or the employee could face termination of their employment.

In case of an emergency please have family members call the main office at 860-633-3353 and the message will immediately be relayed to the field.

Please contact Beth Bonetti in the HR Department at 860-633-3353 if you have any questions.

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Employee Signature

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Date