



## Williams Construction & Services, LLC Personnel Guidelines

1. Please **don't use profanity on the job site**. It's very disrespectful and unprofessional.
2. Keep the worksite clean.
  - Clean before you get started.
  - Do your work.
  - Clean when you get done.
3. The nature of this job requires you to have a **sense of urgency to complete projects**. You should work to complete projects and then start on a new project.
4. No smoking inside any building. Throw your butts and other trash in the garbage.
5. Drug use will not be tolerated! You'll be asked to leave the work area for any unusual behavior and asked not to come back.
6. Leave your drama at home. This isn't to say I don't care about what's going on in your life, but try to not let it affect your work or your job.
7. You will be fired and prosecuted for stealing tools or supplies. Don't even consider doing it.
8. Cell Phone Use - Cell phones are a very useful tool through-out the day, however, they can be a nuisance and a time-waster as well. Please limit your use of cell phones to your break and lunch time. Excessive use of cell phones during work hours should be avoided.
9. Workers should make efficient use of their time. They should refrain from sitting around and not working, riding the clock or wasting time. If a worker is on the clock, they should be working at a steady pace to get the job done. A few examples of Employee Time Theft are:
  - **Inaccurate time recording and reporting.**
  - Not working while clocked-in, lollygagging or sleeping on the job.
  - Extended breaks and lunch breaks.
  - Mobile phone usage.
  - Excessive smoke breaks.
10. A normal workday is 8:00 am to 4:30 pm with a 30 minute lunch and a 15 minute break before lunch and a 15 minute break after lunch. An employee can work through lunch and leave at 4:00. If a worker is going to take excessive breaks for smoking, phone calls, etc., then they should start earlier or work later. It's best to bring drinks, lunch and snacks to work with you so you don't have to leave to get something. The company cannot pay overtime (time and a half for over 40 hours) unless there is an emergency situation that demands it, so keep your hours to 40 or less.
11. Workers should **notify their supervisor** as soon as possible when they know they will **not be able to work**. This will help the supervisor to plan for your absence and still move forward with projects.

12. A normal work week is Friday through Thursday. Regular Payday for Automatic Bank Deposit to your checking or savings account is Friday morning.
13. Workers should **use the Workforce app to accurately keep up your time**. Workforce makes it easy to track your time by clocking -in and -out on your cell phone.
14. Preferred payment for payday is Automatic Bank Deposit to your checking or savings account.
15. The company or the owner cannot lend money or give an advance for work to be done in the future.
16. Sunday is the Lord's day. We don't work on Sunday and you're encouraged to attend church.
17. For W9/NEC 1099 Contract Laborers, Fill out the following forms to get paid:
  - [IRS W-9 Request for Taxpayer Identification Number](#)
  - Bank Transfer Authorization Form
  - **This shall be completed online through the Quickbook Application.**
18. For W4/W2 Employees\*, Fill out the following forms to get paid:
  - [IRS W-4. Employee Withholding Certificate](#)
  - [State of Alabama Form A4 Employee's Withholding Tax Exemption Certificate](#)
  - Bank Transfer Authorization Form
  - **This shall be completed online through the Quickbook Application**
19. \*A worker will be [considered an Employee](#) if they meet the criteria of an employee [in the following link](#).
20. Benefit of Employee Status
  - 10 Paid Sick Days accumulated one day a month up to 10 days for the year.
  - 6 Paid Holidays, New Years, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day
  - 5 Paid Vacation Days for the year - After six months of regular employment, you shall be entitled to 5 vacation days that can be taken within the 7 through 12 months of employment. Thereafter,

<b><u>After</u></b>	<b><u>You shall earn</u></b>	<b><u>To be taken during the</u></b>
12 months of employment	5 days	2nd year of employment
2 years of employment	5 days	3rd year of employment
3 years of employment	5 days	4th year of employment
4 years of employment	5 days	5th year of employment
5 years of employment	10 days	6th year of employment
Each additional year	10 days	Next year of employment