

4 Point 0 School Services, Inc.



Surpassing Your Greatest Expectations

school services

Reference Guide

APPLICABLE TO ALL MANAGERS, MECHANICS AND FULL TIME STAFF OF 4 POINT 0 SCHOOL SERVICES, INC.

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WELCOME!

Dear Manager, Mechanic or Full Time Staff of 4 Point 0 School Services, Inc.:

Welcome to 4 Point 0 School Services, Inc. We are happy to have you here.

This Guide sets forth the policies and practices for all Manager, Mechanic and Full Time Staff of 4 Point 0 School Services, Inc. Notice that each page of the Guide is dated and is current as of that date. The current pages will supersede any prior or earlier dated pages of prior Guides. When there is a change in a policy or practice, we will update this Guide as soon as we can. Feel free to consult us whenever you have questions.

The material in this Guide is not exhaustive. Although we have attempted to cover matters of general applicability to Managers, Mechanics and Full Time Staff, we know that it doesn't cover every situation which may arise from day to day. We reserve the right to make changes at any time; with or without notice, and to interpret these policies and procedures at the discretion of the company.

This Guide is to be read and observed in conjunction with the Employee Handbook.

Should any part of this Guide conflict with any district policy as approved by the School Board, the approved district policy will prevail.

NO PROVISION IN THIS GUIDE IS INTENDED TO CREATE A CONTRACT BETWEEN 4 POINT 0 SCHOOL SERVICES, INC. AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE COMPANY AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY LAWFUL REASON. THIS GUIDE IS A GENERAL STATEMENT OF POLICY AND PRACTICES, TO BE MODIFIED AND APPLIED BY THE COMPANY AT ITS DISCRETION. THE EMPLOYER'S AT-WILL POLICY CAN BE OVERRIDDEN ONLY BY A WRITTEN CONTRACT SIGNED BY THE PRESIDENT.

We wish you a successful career at 4 Point 0 School Services, Inc.

Michael M. Hennek, President

INTRODUCTION

4 Point 0 School Services, Inc. is committed to finding solutions in a complicated financial environment through creative strategies that result in safe, clean and efficient transportation, supporting the well-being of its passengers, employees and organizations they represent. The traits of a 4 Point 0 School Services, Inc. leader include the following:

**Accountability
Servant Leadership
Community Minded
Integrity and Honesty
Commitment to Safety
Professionalism & Excellence**

The Core Values of 4 Point 0 School Services, Inc. includes the following:

**Teamwork
Empowering Employees to Excel
Customer and Internal Relationship Building
Leaving the People, Places and Things We Encounter Better Than We Found Them**

HEALTH INSURANCE BENEFITS

4 Point 0 School Services Inc. offers health, dental and vision insurance policies to full time employees that meet the statutory requirements. Further, for these Employees, the Company pays a portion of the premium of the health benefits. Employees are eligible for the policies after sixty (60) days of employment with the Company. Policies are effective on the first (1st) of the month following sixty (60) days of full-time employment. Policies are also available to include eligible dependents (including your spouse and dependent children under the age of 26). For more information regarding the health plans offered by the Company, contact the Company Human Resource manager.

PARENTAL LEAVE

Minnesota law allows for up to twelve (12) weeks of unpaid parental leave to a mother or father upon the birth or adoption of a child. The employee wishing to take parental leave must have worked for the Company for the twelve (12) months prior to the start of the leave for the law to apply.

Requests for leave must be made at least four (4) months prior to the anticipated leave start date to give the Company notice for coverage during the employee's absence.

The Company will provide the employee with ten (10) days of paid leave. After the paid leave is used, employees may use any available Personal Time Off for paid leave.

TIME-OFF REQUESTS

4 Point 0 School Services, Inc. uses the term "Personal Time Off". Personal Time Off "PTO" includes all vacation days, sick days and personal days that allow employees to use as the need or desire arises. Time-off requests must be submitted to the General Manager by email at least two weeks in advance of the requested dates. Personal Time Off is based upon the current

employment compensation agreement of each individual employee. Personal Time Off is granted annually beginning November 1st and must be used by October 31st of the following year. Unused Personal Time Off cannot be carried past November 1 and will not be paid out unless prior arrangements have been made. During the first 12 months of employment, Personal Time Off is accumulated at one day per month to a maximum of 10 days. You must let anyone know of your time off who will be affected by your time away.

If you are feeling ill, and cannot report to work, email the General Manager as soon as possible. Also contact anyone who will be affected by your time away (ie: Mechanic, Superintendent).

Funeral leave for an immediate family member: Immediate family members are defined as the following: employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or grandchild. When there is a death in an employee's immediate family, the employee may take up to three (3) days off with pay. These days will not count as vacation days. Additional paid or non-paid time off may be granted if an employee feels they need more time. Any additional paid time off will be used as Personal Time Off days.

Funeral leave for non-family: Employees may take one (1) day paid leave to attend the funeral of a close, non-family member. This will need to be approved by Mike, Bob or the General Manager.

HOLIDAY PAY

4 Point 0 School Services, Inc. observes the following paid holidays throughout the year:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Day before or after Independence Day	Either July 3 rd or July 5 th
Labor Day	1 st Monday in September
MEA Friday	October
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

RETURN TO WORK PROGRAM

4 Point 0 School Services, Inc. supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.

SHOP AND OFFICE CLEANLINESS

Organization and cleanliness are an integral part of being efficient and safe. Mechanics must sweep the shop out completely on the last day before the weekend or before leaving for a holiday. This item is subject to critique during each employee's review process.

SPECIAL POLICIES & PRACTICES FOR HIRING EMPLOYEES

- Any employee or potential employee who is in a Company-owned vehicle must complete a Company employment application, whether or not the individual is being compensated by the Company while in the vehicle. Further, the sex-offender registration check must also be completed and noted in the file.
- All applicants must be screened (sex offender registration check and criminal background check) before they begin employment.
- All managers must review applications before offering an individual employment. Review the following:
 - All statements made – pay attention to any gaps in time and irregular employment patterns or unexplained absences. Pursue gaps in employment history with the employers listed and discuss with the applicant in subsequent interviews
 - Call or contact in writing all references – find out why the person left
 - Discuss any discrepancies with the applicant
 - Conduct the interview
 - Conduct the background check – both the sex offender registration check and the criminal background check

ACKNOWLEDGMENT

By signing below I acknowledge that it is my responsibility to have read and understood the procedures and policies outlined in this Guide. I understand that the Guide is intended only as a general reference, and not as a full statement of company procedure or a legal contract. Further, I understand and agree that my employment with 4 Point 0 School Services, Inc. is "at-will." I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so.

I further understand that each Guide is the property of 4 Point 0 School Services, Inc. and that copying any section of the book is against company regulations. I agree to return the book upon terminating my employment with the company.

Date: _____

Employee Signature

Employee Printed Name