



Staff Handbook

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WELCOME

Congratulations on becoming a Corporate Management Group employee! We take pride in the high quality of our employees and are pleased to have you as a member of the CMG team.

EMPLOYMENT-AT-WILL

Either you or CMG may terminate your employment relationship at any time for any reason. No one at CMG may make, unless specifically authorized in writing, any promise, express or implied, that employment is for any minimum or fixed term or that cause is required for termination of the employment relationship. This particular policy is NOT subject to change.

CMG CULTURE

Setting the bar high

CMG employees typically set extremely high goals for themselves and then seek to exceed those goals. Our corporate history of achievement is a tribute to each CMG employee's willingness to do so.

Teamwork and meeting commitments

Working together as a team with a common purpose and depending upon our teammates is essential to our continued success. Consequently, we make and take our commitments seriously. As a new CMG employee, you need to consider each commitment you make carefully and, once made, focus all your energies on meeting that commitment. Your management and peers are teammates who can often help you if you ask. Only by working together can we achieve our greatest potential.

Respecting one another

Personal growth and rewards are your goals and our goals for you. But accomplishments and rewards are the sweetest when earned in a positive, friendly and supportive environment. We encourage you to thank those who help you and to respect the needs of your teammates and applaud their successes.

OUR TREATMENT OF YOU

For all employees, we encourage fair and equitable treatment, leadership and guidance, feedback on performance, career counseling and formal training.

OUR OBJECTIVES

Fair and equitable treatment

We encourage fair and equitable treatment in conformance with Equal Employment Opportunity policies. Additionally, you should be treated cheerfully, respectfully, and courteously.

If at any time you feel that you have been treated in an unfair manner please contact your immediate supervisor. If your supervisor is involved in your situation please go up-line to the next person that is not involved.

Leadership and guidance

We encourage you to have a pre-scheduled, regular one-on-one meeting with your manager. If you are not having regular one-on-one meetings, contact your manager and arrange a one-on-one meeting.

Feedback on your performance

We encourage you to solicit regular feedback on your performance. You and your manager should discuss your work methods, progress, and results so that you can receive guidance on improving your productivity.

Career counseling

We encourage you to seek career counseling. During your one-on-one meetings or as a part of your performance evaluation, you and your manager should discuss your career objectives.

Training

We encourage you to obtain a minimum of one week of training each fiscal year. You and your manager should agree upon a schedule and the type of training best suited to helping you attain your career objectives.

OUR BUSINESS ETHICS

We want to maintain and work in an environment of mutual respect according to the highest ethical standards. Consequently, we have set standards that we expect you to live up to in your relationships with other CMG employees and the clients of CMG.

PRACTICE

Treating others respectfully

We expect you to treat CMG employees, clients of CMG and everyone else with whom you interact in your work with courtesy and respect.

Abiding by the law

The policy of the Company is to abide by all applicable laws and government regulations, and we expect you to do the same.

If you have been asked to engage in conduct which you believe violates any law or regulation (or is otherwise improper), or if you observe other employees engaged in such conduct, you should immediately notify the corporate office. Disclosures will be treated with confidentiality to the extent possible, and appropriate corrective action shall be taken to ensure compliance with the applicable law or government regulation. No adverse action shall be taken against you as a result of any such disclosure.

Protecting confidential information

As a byproduct of serving our customers, you may become aware of confidential customer and employee information and have access to databases with such information. Additionally, you may know non-public CMG information; disclosure of such information may harm the company.

When you joined CMG, you agreed not to disclose confidential information and signed a confidentiality agreement. The obligations contained in your confidentiality agreement continue throughout your employment and after you leave CMG.

While employed at CMG you may gain special technical knowledge or be entrusted with limited access to certain internal or external computer systems or accounts. We expect you to exercise good judgment and to use your technical skills and the access you have been granted only to the extent necessary for your job. You should not access accounts or systems which you are not authorized to enter nor should you aid others in doing so. Using any special access you have been granted for malicious or capricious access to business or employee personal information is expressly prohibited.

We expect that you will not disclose confidential information.

EQUAL EMPLOYMENT OPPORTUNITY

CMG is an equal opportunity employer. We believe in treating each employee and applicant for employment fairly and with dignity. We take personnel action on the basis of merit, experience, and potential, without regard to race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

Our policy applies to all phases of the employment relationship. Managers are responsible for implementing this policy within their areas of responsibility.

PRACTICE

CMG's philosophy

We base our Equal Employment Opportunity policy on our philosophy that our employees and applicants for employment must be treated equitably. We do not believe in discriminating based on personal preference or physical characteristics. Experience continues to confirm our belief that it is a good business practice to have personnel policies and practices with a strong commitment to equal employment opportunity.

Reporting incidents

Report any incidents of possible discrimination to Human Resources. Human Resources keeps such reports as confidential as possible and investigates them.

HARASSMENT

CMG does not allow harassment of any kind of any employee or applicant for employment. Our policy applies to all phases of the employment relationship. Managers are responsible for implementing this policy within their areas of responsibility.

PRACTICE

What is harassment?

Unlawful harassment may take many forms, including verbal, visual, or physical conduct that creates an unreasonable, hostile, or intimidating work environment. Harassment also includes any threats or demands to an employee or applicant that such individual submit to sexual requests in order to obtain or keep a job, or to avoid any negative effect or obtain a positive effect on an individual's employment with CMG.

Reporting incidents

Report any incident of possible harassment to Human Resources whether you are subjected to or witness such behavior. Human Resources maintain the confidentiality of such reports to the extent possible.

Investigation and appropriate action

CMG acts promptly to investigate any allegations of harassment and where the Company determines that harassment has occurred, takes appropriate remedial action to correct the problem and to prevent any recurrence. Remedial action may include discipline, up to termination, of any individual who engages in harassment.

QUESTIONS

Contact your manager or Human Resources for more information.

EMPLOYMENT ELIGIBILITY

We are required by law to hire only United States citizens and those non-citizens authorized to work in the U.S. By law we must verify the identity and employment eligibility of each new employee and retain a completed federal government Form I-9 verifying this on file.

PRACTICE

Obtaining your I-9 Form

You receive your I-9 Form in your new hire packet.

Completing Form I-9

Accurately complete your I-9 Form and submit it to either Human Resources or your manager within three working days of your start of employment or you are ineligible to continue working for CMG.

Verifying your identity and employment eligibility

Ask your CMG manager, Administrative Assistant or Human Resource manager to physically review your identity and work eligibility documents and sign your form. The documents you provide will be photocopied and maintain in a secure file with your I-9 Form.

FULL TIME EMPLOYMENT

You are a full time regular employee if you regularly work at least 30 hours per week, although the average full time regular CMG employee works far in excess of this.

PRACTICE

These procedures apply to CMG employees who regularly work at any Company location. Vendors, independent contractors, agency temporaries, and contract service employees are not considered CMG employees.

Payroll

We pay you a standard payroll check every Friday less applicable deductions including federal, state (where applicable), and local income and payroll tax withholdings.

Benefits

Full time regular employees are eligible for the complete CMG benefits program.

Documentation

As a condition of full time regular employment, you sign the following documents:

- Mutual “at will” offer letter and employment agreement
- Confidentiality Agreement
- Employment Eligibility Verification (I-9 Form)
- Employee’s Withholding Allowance Certificate (W-4 Form)
- Personal information sheets
- Background check

Human Resources provides you these documents

QUESTIONS

Contact your manager or Human Resources for more information.

PART TIME EMPLOYMENT

You are a part time regular employee if you are scheduled to regularly work fewer than 30 hours per week.

PRACTICE

If you are hired as a part time regular employee, you may not regularly work 30 or more hours a week. You must obtain approval from your manager to convert to a full time regular employee status.

Payroll

We pay you a standard payroll check every Friday less applicable deductions including federal, state (where applicable), and local income and payroll tax withholdings.

Benefits

Part time regular employees are eligible for the complete CMG benefits program.

Documentation

As a condition of part time regular employment, you sign the following documents:

- Mutual “at will” offer letter and employment agreement
- Confidentiality Agreement
- Employment Eligibility Verification (I-9 Form)
- Employee’s Withholding Allowance Certificate (W-4 Form)
- Personal information sheets
- Background check

Human Resources provides you these documents

QUESTIONS

Contact your manager or Human Resources for more information.

PRACTICE

Ordering office supplies

CMG has a corporate account with **Quill** Office Supply Company that allows us to receive a discount on most products. If you don't have a Quill catalog, you can request one by notifying the CMG corporate office administrative assistant. Once you have your office supply order ready, email the list to the CMG corporate office administrative assistant. When you ordering office supplies please make sure you include the item number.

PRACTICE

Internet, e-mail and computer usage

The use of Corporate Management Group (Company) or any Corporate Management Group's client's automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the Company.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company or any of Corporate Management Group's client's computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Company anti-harassment policies and is subject to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Company's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company. The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

The Company prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of the Company and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by the Company to do otherwise. This provision does not apply to designated Company personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Company electronic systems unless expressly permitted to do so by the Company. Any employee bringing a personal computing device or image recording device onto Company premises thereby gives permission to the Company to inspect the personal computer or image recording device at any time with personnel of the Company's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question. Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the Company or from individuals whose rights are harmed by the violation.

TRAVEL AND ENTERTAINMENT

We will reimburse you for reasonable, pre-approved travel and entertainment expenses you incur while conducting Company business.

PRACTICE

Controlling travel costs

At a minimum we expect you to purchase the lowest coach fare on all flights. You may keep frequent flyer awards for your personal use. You may not make air carrier decisions based on accumulating mileage awards.

Air

We expect you to take the lowest available air fares applicable to your planned itinerary and consistent with our Travel and Entertainment policy. At a minimum we expect you to accept the lowest unrestricted coach fare on all domestic and international flights. We do not reimburse you for upgrades to business or first class on any flight.

Hotel and hotel services

We will reimburse you for the use of a single occupancy room. We expect you to exercise sound fiscal judgment when choosing a hotel. We do not reimburse you for “no show” charges, so be sure to cancel your reservations well in advance if your plans change. Remember to get a cancellation number for you records.

Meals and entertainment

Be conservative in choosing a restaurant. If you entertain customers and pick up the tab, explain a clear benefit to the Company on your Expense Report form. When one or more CMG employee attends the business meal, the most senior CMG employee should pay the bill.

The Company does not condone the excessive consumption of alcohol. We expect you to exercise good judgment at all times; we reimburse you for taxi fares incurred while on Company business.

Meal reimbursement is typically reserved for out-of-town travel or meetings with customers. We will not reimburse for lunch in the normal course of your business day unless you have pre-approval. Conducting job fairs in the general area of your on-site office is not considered out-of-town travel.

Rental cars

Please consider ground transportation before renting a car. In many cases public transportation, airport or hotel shuttles or taxi cabs offer opportunities for savings. We expect you to rent the smallest car type (compact or economy) that meets your needs.

You are required to accept the insurance offered by the car rental agency.

Lost, stolen, or destroyed personal property

You are responsible for your personal property while traveling on company business. We do not reimburse you in the event of loss, theft, or destruction of your personal property.

Paying for travel services

Unless other arrangements with the corporate office have been made in advance, you are responsible for payment of travel services. You may obtain reimbursement from CMG by submitting your Expense Report after you have traveled.

EXPENSE REPORTS

We reimburse you for approved expenses weekly. Submit your expense report as soon as possible, but within 30 days of incurring your expense.

Obtaining Expense Report forms

Expense report forms are available on CMG Time in the Document Center section.

Completing Expense Report forms

Fill out your CMG Expense Report form in detail. List the names of persons attending and describe the business discussed for all business meal and entertainment expenses. Describe the purpose of all travel expenses.

Payment of Expense Reports

Expense reimbursement checks are mailed to your home.

BUSINESS DRIVING INSURANCE

Every employee that drives their personal vehicle for business purposes is required to provide a Certificate of Insurance to the CMG corporate office.

HEALTH AND WELL-BEING BENEFITS

We currently do not offer a major medical and dental group plan. We do offer a sickness and accident plan through Cigna called Starbridge Select. We also offer Aflac for supplemental coverage.

You have 31 days from your first day of employment to elect or deny coverage on both plans.

The details of coverage and enrollment forms for both plans are provided to you in your new hire packet or are available in the document center on CMG Time.

RETIREMENT PLAN

CMG does not offer a 401 (k). Instead, we offer a Group IRA. It is very similar to a 401 (k), but doesn't require you to roll your investment account anywhere if you were to leave the company. It is a personal IRA account you contribute to through pre-tax payroll deduction. You are not restricted by an "open enrollment" calendar and may start, stop, or make adjustments to your account anytime.

The information and enrollment forms are available in the document center on CMG Time.

Contact information for our Group IRA Plan representative is:

Scott Heck
Associate Vice President - Financial Consultant
RBC Dain Rauscher
1544 Greenview Dr SW
Rochester, MN 55902
Direct: 507-536-2013
Toll-free: 800-825-3246
scott.heck@rbcdain.com

Visit the RBC Dain Rauscher web site, <http://www.rbcfc.com/thejmsgroup/>. You'll find daily, weekly, monthly and quarterly market commentary, newsletters and reports, as well as information on our team. An easy way to contact me is by clicking on the "Contact Us" link on the site. You can also access your account from there.

VACATION & PERSONAL TIME OFF

If you are a full time regular employee, your vacation accrual rate is as follows:

<u>Years</u>	<u>Hours (per year)</u>
1 and 2	40 hours
3 and 4	80 hours
5 & more	120 hours

Vacation is accrued weekly and based on a 40 hour work week. If an employee works less than 40 hours, vacation is accrued at a prorated amount respectively.

Vacation accrual cap is 120 hours. Once you reach 120 hours you will forfeit vacation accrual until you use some vacation time.

Vacation accrual begins from the first day of employment, but cannot be used until after 90 days.

Part-time employees will accrue vacation at the prorated amount dependent on the amount of hours worked during the work week.

Borrowing against vacation that has not yet been accrued is not permitted.

In addition to vacation hours, employees are entitled to Personal Time OFF (**PTO**) as follows: PTO is not available to employees until they have been employed with CMG for 90 days.

Year 1	1 PTO day (1 PTO day=8.00 hours)
Year 2	2 PTO days
Year 3	3 PTO days
Year 4 and more	4 PTO days

Unused PTO cannot be rolled over from year to year and is based on the employee's anniversary date (not a calendar year). PTO must be taken in full or ½ day increments ONLY. Any unused PTO will be forfeited at termination.

PRACTICE

Scheduling vacation

Schedule your vacation any time during the year, with your manager's approval by filling out a time off request form. You should report vacation hours taken on your timesheet in CMG Time.

Should your employment with CMG terminate, compensation for your accrued vacation is included in your final paycheck. (Note that accrued vacation does not extend your termination date.)

Reporting Vacation

You should report vacation hours taken on your timesheet in CMG Time.

HOLIDAYS

We offer full time regular employees six paid holidays a year.

PRACTICE

Scheduled paid holidays

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

CMG employees are not eligible for paid holidays until they have been employed with CMG for 90 days.

COMPENSATION

We pay you compensation based on your productivity and CMG's performance in the marketplace. We evaluate both the quality and quantity of your work.

Your compensation is dependent only upon your position and productivity, and not upon your race, color, national origin, sex, marital status, age religion, disability, sexual orientation or Vietnam Era veteran status.

PRACTICE

Types of compensation

Salary: We pay you a base salary for the work you perform. Your weekly pay is equal to 1/52nd of your annual salary. This salary may be adjusted annually.

Hourly wage: If you are paid on an hourly basis, we pay you for the hours worked based on approved time submitted through CMG Time.

Bonus: You are eligible for a merit bonus if you are not on a commission plan. Your bonus is discretionary and becomes payable upon approval by senior management.

Commission: You are eligible for a commission and/or sales bonus if you are on a sales compensation plan. Your manager informs you if you are on a sales compensation plan.

Pay schedule

We pay you weekly on Friday of each week. If you have elected direct deposit, your deposit should post the morning of payday.

Paychecks and/or pay stubs will be mailed to your home address.

QUESTIONS

Contact payroll at e-mail user id: pay@corpmgmtgroup.com for more information.

We pay you overtime compensation if you work over 40 hours in a week (8 hours a day if you reside in California) and you work in a “non-exempt” position. You work in a non-exempt position if your job is covered by the Fair Labor Standards Act of 1938.

If you are in a non-exempt position, follow the procedure below to report hours you work.

PRACTICE

Determining your status

Ask your manager if you are in a non-exempt position.

Reporting your hours

Record the number of hours you work each day. Our work day begins at 12:01 am and ends at 12:00 midnight. Our work week begins Monday and ends Sunday.

Obtaining advance approval to work overtime

Obtain advance approval from your manager before working overtime.

Submitting your hours

Your timesheet is on CMG Time under ‘CMG Employee Timesheet’s.

Overtime hours and rates

We pay you for overtime hours as follows:

- We pay you time-and-a-half for hours worked in excess of 40 hours per week (8 hours/day for California residents)
- We pay you time-and-a half for your first eight hours of work on your seventh day of work in a work week if you have worked 40 hours in the preceding week.
- We pay you double-time for hours worked in excess of 12 hours on each of the first six days of your work week, and hours worked in excess of eight hours on your seventh consecutive day of work.
- We do not pay overtime for weekend or holiday work unless you exceed 40 hours in that work week.

QUESTIONS

Contact payroll at e-mail userid: pay@corpmgmtgroup.com for more information.

ONE-ON-ONE MEETINGS

We encourage open, honest communication between you and your manager. At CMG, a one-on-one meeting is a regular, pre-scheduled meeting with your manager. It is one of our primary communication tools for mutual teaching, exchange of information, and creative exploration of issues.

PRACTICE

Plan for your one-on-one meetings

We encourage you to lead half the meeting focusing the discussion on opportunities and problems in your work or on how to leverage your time better. You may want to focus on your career development, training, and other aspects of your personal and professional growth.

Schedule regular one-on-ones

We recommend you have a weekly, pre-scheduled one-on-one with your manager. While travel and vacation may interfere with these meetings, missing your regular one-on-one should be an exception, not the norm. If you and your manager are not located in the same office, arrange one-on-one meeting to be conducted over the phone.

QUESTIONS

Contact your manager or Human Resources for more information.

We encourage you to take a minimum of one week of job related formal training each fiscal year. Work with your manager to establish the appropriate type of training for you.

PRACTICE

Obtaining training

You and your manager establish quarterly and yearly training plans. You set objectives together, identify the courses you need, plan your schedule and review the results.

Training can be obtained from any approved local class or seminar.

Work with you manager to make sure your job duties are covered if necessary.

Reporting

A copy of the certificate you receive upon completion of the class or verification of attending the class will need to be submitted to the corporate office for your employee file. Managers use this information to assist them in career planning and making job assignments and other managerial decisions.

QUESTIONS

Contact your manager or Human Resources for more information.

CONTACTS

CMG Corporate Office

12000 N. Washington Street
Suite 290
Thornton, CO 80241

Tel: (866) 920-1425
Fax: (303) 736-7767

Payroll, Accounts Payable or Accounts Receivable
pay@corpmgmtgroup.com

Matt Forss – Operations & Finance
matt@corpmgmtgroup.com

Cell: (303) 748-4651

CMG Field Offices

Justin Knutson - Sales
justin@corpmgmtgroup.com

Cell: (763) 232-6156
Fax: (612) 395-5574

Curt Olson – Director of Sales
curt@corpmgmtgroup.com

Cell: (507) 951-0407
Fax: (612) 395-5574

ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** CMG Human Resources **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to CMG Human Resources.

Date: _____

Associate's Signature: _____

Associate's Printed Name: _____

Social Security #: _____

Orientation provided by: _____