

# Welcome to

Your Assignment at

## REICHEL FOODS, LLC



with



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## INTRODUCTION

**WELCOME** to Employer Solutions Staffing Group LLC (ESSG). We are glad you have chosen ESSG as your employer and we hope you will enjoy your assignment at **Reichel Foods, LLC**.

### ***A Letter from Reichel Foods—***

*I would like to welcome you as a member of our team. I am very excited about the company I have created and I hope you will soon share that same excitement.*

**Reichel Foods** is a food processor and packaging company. This company can only reach its goals with committed and positive employees. In other words, the success of this company depends on you.

As a partner in the success of **Reichel Foods**, we need to believe together in:

- Taking full responsibility for our better future;
- Maintaining an unwavering commitment to a worthy cause;
- Developing our full capacity for success and happiness through continual self-development;
- Applying ourselves consistently to the task at hand;
- Mastering new disciplines in all areas of our lives; and,
- Providing the necessary leadership to future generations.

*To possess knowledge is one thing. To apply it intelligently is another thing altogether. In the final analysis, success is not based on what we know but on what we do with what we know.*

*In the weeks and months ahead, there will be many opportunities for you to apply that knowledge. There will be opportunities for building our business, opportunities for establishing new relationships, and opportunities for developing a new understanding of where we can go together.*

*The greatest challenge for each of us is the ever-present need for expanding the value of who and what we are. Our greatest responsibility is to become the best that we can possibly be as husbands and wives, as mothers and fathers, and as friends and neighbors. I want to encourage you to continue this important process throughout your entire life.*

*The best investment anyone can make is an investment in another human being.*

*Craig A. Reichel*

## ***ABOUT THIS HANDBOOK***

This associate handbook is designed to provide basic information about the working conditions, philosophies and some of the policies affecting you in your assignment at ***Reichel Foods***.

Obviously, no handbook can anticipate every circumstance or question about policy. As we continue to grow, business conditions and need may arise that may change some of the policies described in this handbook.

In order to retain the necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The only valid exceptions to these stated policies are those authorized in writing by ESSG.

This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration.

ESSG and ***Reichel Foods*** are both committed to comply with applicable federal, state and local laws with regard to equal employment opportunity.

***PLEASE KEEP***

**THIS HANDBOOK  
FOR FUTURE  
REFERENCE**

## WORK ASSIGNMENTS

You will need the following information in order to the start your assignment at **Reichel Foods**:

1. **ESSG** Consultant's name and number:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

2. **Reichel Foods Manager's** Name: \_\_\_\_\_ Tel. \_\_\_\_\_

3. **Reichel Foods** address and telephone number:

3706 Enterprise Drive SW

Rochester, MN 55902

**Phone Number:** (507) 289-7264

4. Job title and Job #: \_\_\_\_\_

5. Reporting time and location for first day of assignment: To be decided at the end of orientation.

Reporting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

6. Pay rate: By shift, per area and experience

Base pay \_\_\_\_\_



### YOUR ESSG ACCOUNT MANAGER

All ESSG Associates at **REICHEL FOODS** are **employees of ESSG** and NOT of **REICHEL FOODS**.

If you have any questions regarding your employment, contact your ESSG Account Manager (tel. 507.289.7264, Ext. 213). You must contact your ESSG Account Manager should you become unable to report to work. ***In the event of an illness or emergency that causes you not to be able to complete this or any job assignment, immediately notify your ESSG Account Manager.*** It is recommended that you notify ESSG within a reasonable amount of time to allow us to adequately obtain a replacement. In the event you are injured while working at **REICHEL FOODS**, please report all on-the-job injuries to your ESSG Account Manager, as well as your **REICHEL FOODS MANAGER**.



### REICHEL FOODS MANAGERS

Your **REICHEL FOODS MANAGER** will explain the details of your job, introduce you to your co-workers, assign your work area and answer questions you may have.

Your **REICHEL FOODS MANAGER** will see that you are trained to do your work and will advise

you about your hours of work, rules of attendance and workplace practices. Ask questions when you are not certain about what you are to do or how you are to do it. Then perform your duties efficiently, safely and with initiative.



## **PAYCHECKS**

Your paycheck is available weekly by:

- Mailed
- Delivered to **Reichel Foods** (You must tell the **ESSG** office that you want it delivered)

If in the event you are not present or **Reichel Foods** is closed for the regularly-scheduled check distribution, you need to make arrangements for pick-up.



## **OVERTIME**

From time to time increased customer orders may indicate a need for you to work overtime to meet these peak demands. Although we may generally honor individual requests concerning overtime, **Reichel Foods** reserves the right to schedule mandatory overtime when necessary. Your availability to work overtime as required is a condition of continued employment.

Overtime hours generally will be distributed to those who regularly work with the equipment or process in need of extra time. You will be given as much advance notice as possible when overtime is scheduled. Overtime pay is covered in another section of this Handbook.

Your **REICHEL FOODS MANAGER** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Sunday-Saturday).



## **ATTENDANCE**

ESSG and **REICHEL FOODS** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**REICHEL FOODS TEAM MEMBERS** and could reduce the quality of the finished product or service at **REICHEL FOODS**.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. **Under no circumstances are employees allowed to leave the building once they have started their shift based on USDA policy.** Your attendance record is part of your total work record, and could affect your future with ESSG and **REICHEL FOODS**.



## TARDINESS AND ABSENCE REPORTING

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must call both your ESSG Account Manager at tel. 507.289.7264, Ext. 213 and your **REICHEL FOODS MANAGER**. If you reach the voice mail, leave your name, the reason why you will not be reporting for work and a telephone number where you can be reached.

**Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods. Make it a priority to be on time and at work every day that you are assigned.**



## SAFETY

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **REICHEL FOODS**. As a ESSG Associate, you will be given an orientation of general safety policies. Your **REICHEL FOODS MANAGER** will also explain any job-specific safety policies.

The following are basic **Reichel Foods** safety rules:

1. No open-toed shoes should be worn in production areas
2. Use proper lifting techniques or ask for help when lifting or carrying cartons, boxes or other bulky items
3. Know the location of first aid kits and fire extinguishers
4. Good housekeeping is necessary to maintain a safe environment. All **ESSG** associates and **Reichel Foods** employees are asked to keep our facilities neat and orderly.



## ON-THE-JOB INJURIES & MEDICAL EMERGENCIES

ESSG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your ESSG Account Manager and **REICHEL FOODS MANAGER** immediately.

In the event of an injury that requires immediate medical attention, ESSG or **REICHEL FOODS** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your ESSG Account Manager who will then forward it to the ESSG corporate office. ESSG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular

contact with your ESSG Account Manager.

In the event of an injury that requires immediate medical attention, ESSG or **REICHEL FOODS** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your ESSG Account Manager who will then forward it to the

**If an on-the-job injury should occur, you must contact your on-site ESSG Consultant at Reichel Foods and file a first-report-of-injury. This must be done in order for your medical bills to be covered. IF YOU DO NOT FILE A FIRST-REPORT-OF-INJURY, NO BILLS WILL BE PAID!**

## Good Manufacturing Practices (GMPs)

### ***Reichel Foods—*** **Good Manufacturing Practices**

It is the goal ***Reichel Foods*** to produce products that are wholesome, nutritious, pure and safe to eat. To accomplish this ***Reichel Foods*** operates under various Federal pure food laws, especially the rules required by the US Department of Agriculture and the US Food and Drug Administration. These rules are known as **Good Manufacturing Practices (GMPs)**. Here are some of those GMPs that apply to all production workers.

#### **A) Dress Policy for *Reichel Foods***

**Dress for office:** Personal attire should be professional, tasteful, clean and in good repair.

**Dress for production workers:**

**1) Clean uniforms (smocks) are provided for all employees.**

-Put on a clean smock whenever your old smock becomes dirty.

-Uniforms, smocks and other company issued clothing are not to be taken home or worn outside.

-Production workers should not wear their white or blue smock out of the production areas. Before leaving the production rooms for a break period, remove your smock and hang it on the pegs or hangers located just inside the doors to the production area.

-Do not eat with your smock on.

-Do not carry pens, pencils, watches, eyeglasses, combs or other small personal items in the top pockets (above the waist) of your smock. If possible, avoid bringing such items into the production areas even in your bottom pockets. Such items can fall out of your pockets and end up in our products.

-Loose clothing such as neckties, scarves, etc., should not be worn. This clothing can become caught in production machinery or can fall into our products.

**2) Aprons – wear to protect your frock from getting wet**

- Remove when leaving the production area

**3) Arm guards (sleeve guards)**

- Must be worn when working directly with food products

**4) Gloves (disposable)**

-Plastic gloves must be worn whenever you are handling products, ingredients or packaging material that comes in contact with our food products.

-You must change gloves when they become ripped or torn

- You must change gloves when you handle cartons or shippers and when you

pick up something up off of the floor

**5) Hairnets**

- Must be worn properly, all hair tucked in and over the ears
- Must be worn during breaks and non-production times
- Must be worn in all areas of the plant (except offices).

**6) Hooded sweatshirts, stocking caps and baseball caps**

- Hooded sweatshirts are allowed but you may not wear the hood up over your head.
- All personal clothing, hoods, etc. must be covered by either a white or blue smock or a hairnet.
- Baseball caps are allowed but the employee must wear a hairnet over it.

**7) Fingernails**

- No fingernail polish is permitted
- No false fingernails
- Fingernails must be clean and neatly trimmed

**8) Jewelry**

- Wedding bands must be covered with a glove when in the production areas and warehouse.
- No rings with gemstones are allowed.
- Earrings, nose rings (facial piercing), necklaces, bracelets, watches, etc., may not be worn in the production areas.
- Medical alert bracelets and/or necklaces are permitted.

**8) Shoes**

- You must wear sturdy, easy to clean shoes with non-slip soles.
- No high-heels, sandals, open-toed shoes or canvas sneakers

**9) Beards and facial hair**

- All employees with beard hair over 1/8 inch long (over 1 days growth) must wear beard nets. Short, well-trimmed mustaches also require a facial hair net.

**B) Personal Hygiene**

**1) Wash your hands after using the restroom facilities!**

- 2) Wash your gloves, or replace them with new gloves, whenever you contact “dirty” areas or equipment before you touch “clean” good products or packaging. After washing your hands, dip them briefly into the sanitizing solution in the tray near the hand/glove-washing sink.
- 3) Put on new rubber gloves after each rest break or lunch break.
- 4) If you cut yourself or need first aid, contact your supervisor. If you have an open wound, sore or lesion on your skin, please report this to your supervisor. Keep such wounds completely covered at all times and change bandages frequently.

- 5) Always wear a facemask (available from your supervisor) if you have a cold, sore throat or are coughing or sneezing. If you are noticeably sick, you may be asked to leave work.
- 6) Avoid touching your nose, eyes, ears, mouth, etc. with your hands even if your hands are covered with rubber gloves. If you touch these parts of your body with your rubber gloves, the gloves become “dirty” and must be replaced with new gloves before you can touch unpackaged products, ingredients, or unsealed packages.
- 7) Practice proper daily personal cleanliness.

## C) General

- 1) Foot Baths
  - Please step both feet into the foot foamers every time you enter a production room
- 2) Smoking:
  - The entire **Reichel Foods** facility is a non-smoking area. This includes the break room. Do not leave the plant to smoke outdoors during breaks. Smoking is not allowed in or on the premises.
- 3) No eating in the production area
  - Do not eat candy or other foods, chew gum, chew tobacco or drink pop in the production area. Food and candy can be eaten only in the break room. Do not take food, candy, pop, coffee or other food or drink into the production areas.
    - At no time will employees eat any of the food products or ingredients while working in production areas.
- 4) All cooked products moving through the plant will be covered.
- 5) Be aware of condensation. No exposed product should be in areas of condensation. If condensation does drip on product, the product is considered contaminated.
- 6) Unprotected glass containers are not allowed in the production areas.
- 7) At all times, workstations should be kept as clean and dry as possible.
- 8) Rubber gloves must be worn when handling product, which is not packaged.
- 9) Do not store anything in upper shirt pocket.
- 10)The hosing of equipment will not be permitted while exposed product is in the room. Product must be covered or removed to prevent contamination.
- 11)Machines that are covered with plastic must be cleaned and sanitized by the operator.
- 12)Ingredient containers, packaging film, shovels, and other utensils must not be stored or placed on the floor.
- 13)Product showing unusual odor, appearance, texture, etc must be brought to the attention

of your supervisor or the Quality Control department.

14) Product or areas which are “retained” (designated by a hold tag and/or yellow tape) by the Quality Control department, may only be released by personnel from Quality Control.

### C. Packaging Rooms

1. Trash from other areas must not be brought through the packaging rooms.
2. The following procedures must be followed when entering packaging rooms:
  - a. Wash and sanitize hands
  - b. Put on new gloves
3. The following procedures must be followed when exiting the room:
  - a. Leave smock in room.
  - b. Remove gloves, aprons and arm sleeves.
4. Be aware of what you are handling! Prior to returning to the line, gloves must be sanitized after touching:
  - a. Items on or near the floor
  - b. Pallets
  - c. Condensate
5. Cooked product that falls on the floor will be considered contaminated. If the product is bagged and then falls on the floor, the bag must be rinsed and sanitized.
6. All rework must be approved by Quality Control personnel prior to re-entering packaging rooms.

### D) PRODUCT HANDLING

#### 1. Floors

Floors are to be considered contaminated with harmful bacteria. Areas near the floor are also considered as contaminated because of splashing by trucks, personnel walking by, etc.

- Under no circumstances is product, which has fallen on the floor to be replaced on the line.
- Personnel who handle items near the floor (pallets, garbage bins, garbage on the floor, etc.) must wash and sanitize their hands/gloves before returning to work.

All production must stop if/when drain backs up.

 **DRESS CODE**

Your **REICHEL FOODS MANAGER** will address any special dress code requirements during your orientation to the company.

 **LUNCH/BREAKS**

Rest breaks are provided for all employees working at **Reichel Foods**. Plant rest breaks are scheduled according to production needs. Please see your **Reichel Foods Manager** about scheduled break and lunch times.

Changes in the break schedule to meet individual and customer needs should be discussed with your immediate manager or supervisor. All **ESSG** employees assigned at **Reichel Foods** are encouraged to accurately observe rest and lunch break times.

Lunch breaks will be discussed when you meet your **REICHEL FOODS MANAGERS**. If you need accommodations for personal needs or religious practices, it is **YOUR** responsibility to use your regularly scheduled lunch or break time for these special needs.

 **SMOKING POLICY**

Use of any tobacco products is not permitted inside or on the premises of **Reichel Foods** facilities, including company vehicles.

 **COMPUTER USAGE**

The unauthorized possession, use or removal of property belonging to co-workers, ESSG or/and **REICHEL FOODS** will be grounds for dismissal. This includes use of the Internet, installing programs or downloading information on computers, as well as use of such equipment like photocopiers, fax machines, etc.

 **PARKING**

Ample parking is provided for all employees working at **Reichel Foods** in the parking area located on the South side of the building. The parking areas in the front of the building are reserved for USDA personnel, visitors, vendors and the handicapped and we ask that you not park in these spaces. Also, we ask that you limit your speed to 5 mph or less.

Please note ESSG Associates are not permitted to park their vehicles in areas marked for visitors, reserved for disabled individuals or fire zones.

Lock your car when using the parking lot. Neither ESSG nor **REICHEL FOODS** is responsible for damage or loss of your property while you are on the premises.



## PHONE CALLS

**Reichel Foods** attempts to be as efficient as possible when conducting daily business. Personal phone calls and the distribution or collection of personal mail may have a disrupting effect on trying to maintain an efficient environment. We ask that you place personal phone calls during regularly scheduled break periods. Incoming telephone calls will be directed to you only in the event of an emergency. Please do not have personal mail sent to our facilities.

**Cell phones and/or I-Pods are not allowed in the production area during your regularly scheduled shift.** In the event you transmit or receive calls during your scheduled shift, you will be given a warning.



## HOSPITALITY RULES

**REICHEL FOODS** periodically has customers touring the manufacturing floor. It is your responsibility to keep the facilities as clean as possible. It is imperative that you be responsible for **YOUR** own workstation, restroom usage and break room usage.

**Workstations:** Please clean your workstation before you leave for the day, so the next shift employee can start their shift in a clean environment.

**Restrooms:** **Please keep the bathroom as clean as possible.**  
**Do not flush** anything down the toilets unless it is a paper product. If in the event you are practicing cleansing procedures, it is your responsibility to remove the containers from the toilet/sinks and clean up after yourself.

**Parking Lot:** Do not leave glass or pop bottles, or any type of litter in the parking lot.

### **Break rooms:**

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put **open containers** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

**Respect your coworkers and work areas.**  
**Every area should be left the way you would like to find it!**



## BEHAVIOR and STANDARDS OF CONDUCT

ESSG and **REICHEL FOODS** have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and

procedures is a condition of your employment with ESSG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your ESSG Account Manager.



## **CONDITIONS OF EMPLOYMENT**

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

### **Attendance /Punctuality**

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime
- Carelessness in protecting company information.

### **Company Property**

Improper use and care of physical assets e.g. equipment, facilities, copiers

### **Safety**

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

### **Liquor and Drugs**

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on **REICHEL FOODS** property or during work time is prohibited.

### **Solicitation**

- Sale of items on company time is prohibited
- No distribution of materials, flyers

### **Firearms/Explosives**

- Not allowed on Company property

### **Personal Conduct**

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others

### **Insubordination**

- Failure to follow management directions

### **Dishonesty**

- Stealing
- Lying
- Falsifying company records (e.g.. timecards, expense accounts, records)

### **Employee Abuse**

- Mistreatment of others
- Verbal/Physical abuse ....on or off the job
- Sexual or other harassment

### **Improper Behavior**

- Unprofessional conduct
- Derogatory Comments
- Harassment

### **Quality Workmanship/Quality Results**

- Failure to follow procedures
- Failure to document results when required

### **Productivity**

- Failure to make proper use of work time
- Failure to stay on task as assigned



### **VISITOR POLICY**

Absolutely no visitors allowed at any time during your shift. Only employees working at **Reichel Foods** are allowed beyond the parking lot. Employees working at **Reichel Foods** are not allowed to go outside during their shift. Violation of this policy is grounds for disciplinary action. Please inform your friends and family of this policy.



### **SOLICITATIONS**

As a general rule, **Reichel Foods** discourages soliciting or distributing literature of any kind on company property. Soliciting on anyone's part during working time is not allowed. Exceptions to the solicitation rule may be made for such things as the United Way or memorials for deceased **Reichel Foods** employees and their close relatives.



including termination. Offensive acts or conduct have no legitimate business purpose; accordingly, any employee, regardless of his/her position within ESSG, who it is determined has engaged in such conduct will be made to bear the full responsibility for such unlawful conduct.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually-oriented statements.

**If Harassment Occurs:**

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your ESSG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.



## PERFORMANCE REVIEW

**ESSG** provides **REICHEL FOODS** with quality performance measurement tools. These tools help **REICHEL FOODS** measure your individual performance. You will be evaluated after 90 days on the following performance factors:

- ❖ **Job Knowledge**
- ❖ **Production Quality**
- ❖ **Production Quantity**
- ❖ **Cooperation**
- ❖ **Initiative**
- ❖ **Attendance**
- ❖ **Dependability**

It is expected that, as an **ESSG** associate, you meet or exceed certain performance measurements. Associates will be considered for future assignments based on skills, availability and previous performance.



## WAGE EVALUATIONS

**ESSG** will separate your performance review and your wage evaluation to better evaluate performance and put together plans for future improvements, identify strengths and weakness and career pathing. We will evaluate each person's wage on a regular basis and increases will be done at those times. Your increase will be based on your performance but not directly tied to it.



## OPPORTUNITIES WITH REICHEL FOODS

**ESSG** Associates currently on assignment at **REICHEL FOODS** are not eligible to apply for **externally posted openings**.



## PERSONAL TIME OFF

Employees of **ESSG** working at Reichel Foods are eligible to earn Personal Time Off (PTO) hours upon date of hire. Hours are tiered according to how long an employee has been with **ESSG**. The following is the tier for PTO hours—

- Year 1 & 2 – 40 hours maximum of PTO earned at the rate of 0.0192 PTO hour per hour worked)  
Year 3 - 6 – 80 hours maximum of PTO earned at the rate of 0.0384 PTO hour per hour worked)  
Year 7 & up – 120 hours maximum of PTO earned at the rate of 0.0576 PTO hour per hour worked)
- Hours not used during each anniversary year are **FORFEITED**.

- All terminated employees will be paid out their accrued PTO hours.



## HOLIDAYS

ESSG and Reichel Foods observe the following holidays:

- \* **New Year's Day**
- \* **Memorial Day**
- \* **Independence Day (4th of July)**
- \* **Labor Day**
- \* **Thanksgiving Day**
- \* **Christmas Day**

In the event that one of these holidays falls on a weekend, ESSG and Reichel Foods will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances. The week before and the week after each holiday must be worked by the employee or have paid PTO off to receive holiday pay.

After you have been employed with ESSG working at Reichel Foods for three months, you will be eligible for Holiday pay. Holiday pay is paid at the employee's regular hourly rate for a basic eight (8) hour day.

**If an employee does not work the week before and the week after a holiday, the employee's wages for those two weeks will be paid at the applicable minimum wage rate, unless the employee has PTO off to cover days not worked during the week before and the week after a holiday.**



## SUMMARY

This associate handbook is intended to facilitate communication between you, ESSG, and **REICHEL FOODS**. It is not to be considered an employment contract obligating you, ESSG or **REICHEL FOODS** to any indefinite employment relationship.

Reading the entire handbook at least one time will give you a good idea of its general content. Then, you will be able to use it easily as a quick reference manual. Revisions and updates are made to this information from time to time and will be communicated to you. It is your responsibility to stay informed of all updates to this handbook.



**REQUEST A NEW ASSIGNMENT UPON COMPLETION OF AN ASSIGNMENT**

*Minnesota Statute Section 268.095, subd. 2 (d) states in part—“An applicant who, within 5 calendar days after completion of a suitable temporary job assignment from a staffing service employer, (1) fails without good cause to affirmatively request an additional job assignment, or (2) refuses without good cause an additional suitable job assignment offered, shall be considered to have quit employment.*

*”This paragraph shall apply only if, at the time of beginning of employment with the staffing service employer, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected.*

**”For purposes of this paragraph, "good cause" shall be a reason that is significant and would compel an average, reasonable worker, who would otherwise want an additional temporary job assignment with the staffing service employer, (1) to fail to contact the staffing service employer, or (2) to refuse an offered assignment.”**

You will be an employee of Employer Solutions Staffing Group while on probation at any client company assignment. Should an assignment end for any reason, you must phone Employer Solutions Staffing Group within five (5) calendar days and speak with a recruiter or leave a voicemail requesting an additional assignment. Merely emailing us does not fulfill your obligation to affirmatively phone us and request an additional assignment.

I furthermore understand that if I fail to request an additional assignment I will be considered to have quit my employment with Employer Solutions Staffing Group. I understand that unemployment benefits may be affected if I do not request an additional work assignment.

To request an additional assignment, I need to call (952) 835-1288 (1.866.496.7573) between the hours of 8:00 AM - 5:00 PM Monday through Thursday, 8:00 AM - 3:00 PM Friday.

**I have read and I understand the above policy.**

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

**Date** \_\_\_\_\_



# INJURY MANAGEMENT PROGRAM

## Injured Worker's Responsibilities

Employees are required to report all job-related injuries to your Manager or Human Resources immediately after the occurrence. *The Manager along with the Employee will conduct an accident investigation.* Human Resources or the Manager may provide first aid treatment. If your injury needs to be seen by a medical provider:

- 1. A medical referral form must be picked up from the Human Resources or the Manager to take along to the medical provider before each medical visit (except for emergencies).**
- 2. The completed medical referral form must be returned immediately to the Human Resources after the medical provider's visit along with the date and time of next appointment.**
3. Any change in attending medical providers must be approved by the Insurance Carrier or coordinated with the Human Resources.

If your job assignment aggravates an already existing physical condition, notify your immediate Manager and Human Resources. A review of your job assignment will be made.

As your employer, we are concerned about your full recovery. Reasonable and necessary medical care will be paid for any compensable work injury. Medically authorized time away from work will be reimbursed in accordance with the State of Minnesota workers' compensation laws. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

### **RESPONSIBILITIES OF THE INJURED WORKER:**

Minnesota Rule Sec. 5221.0430, Subp. 1 requires that you choose one primary health care provider. Subpart 2 places limitations on your right to change primary health care providers. Discuss with your employer any change in health care provider.

Attend all scheduled appointments. While on physical limitations, visits should be a minimum of once every two weeks. Failure to have current medical support for disability may result in termination of benefits. Schedule your next appointment immediately after your doctor visit, before you leave the clinic if possible.

Obtain a Report of Workability from your physician at every appointment, a minimum of once every two

weeks. M.R. 5221.0420 requires that your physician cooperate with return to work planning and that you be released to return to work at the earliest appropriate time.

Immediately following your appointment, provide a copy of the report to the designated employer representative. You should deliver this in person so that changes in work restrictions may be addressed and any questions answered.

Follow all physical restrictions at home and at work.

Report to work and perform physically suitable tasks as assigned. These may or may not be in your regular department. The work may or may not be on your usual shift.

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

**I have read my responsibilities and agree to abide by these guidelines.**

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



## **Acknowledgement of Receipt Antiharassment Policy**

I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on Antiharassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor, manager, director or ESSG's Human Resource Department at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

\_\_\_\_\_

Employee's Signature:

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

**RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT**

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

**I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.**

**I understand the foregoing agreement concerning my at-will employment status and the company’s right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.**

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE \_\_\_\_\_

EMPLOYEE  
NAME \_\_\_\_\_  
PLEASE PRINT

EMPLOYEE  
SIGNATURE \_\_\_\_\_

ESSG  
REPRESENTATIVE \_\_\_\_\_



## 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** my ESSG Consultant **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 my ESSG Consultant.

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

Associate's Signature: \_\_\_\_\_

Associate's Printed Name: \_\_\_\_\_

Orientation provided by: \_\_\_\_\_