

Welcome to

Your Assignment at

SPEEDWAY SUPERAMERICA LLC
d/b/a SuperMom's



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 **Speedway SuperAmerica LLC d/b/a SuperMom's (hereinafter SuperMom's)**.

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 **SuperMom's**.

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 **SuperMom's** 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 **SuperMom's**:

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

Name: _____ Number: _____

2. **SuperMom's Manager's** Name: _____ Tel. _____

3. **SuperMom's** address and telephone number:

625 2nd Street

St. Paul, MN 55071

Phone Number: 651.459.2253

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 **SUPERMOM'S** are **employees of ESSG** and NOT of **SUPERMOM'S**.

If you have any questions regarding your employment, contact your ESSG Account Manager (tel. 952.406.2941). 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 **SUPERMOM'S**, please report all on-the-job injuries to your ESSG Account Manager, as well as your **SUPERMOM'S MANAGER**.



SUPERMOM'S MANAGERS

Your **SUPERMOM'S 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 **SUPERMOM'S 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 **SuperMom's** (You must tell the **ESSG** office that you want it delivered)

If in the event you are not present or **SuperMom's** 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, **SuperMom's** 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 **SUPERMOM'S 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 (Thursday-Wednesday).



ATTENDANCE

ESSG and **SUPERMOM'S** 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/**SUPERMOM'S TEAM MEMBERS** and could reduce the quality of the finished product or service at **SUPERMOM'S**.

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. If you wish to leave the premises for any reason (other than lunch), you must receive permission from your **SUPERMOM'S MANAGER**. Your attendance record is part of your total work record, and could affect your future with ESSG and **SUPERMOM'S**.



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. 952.452.4277 and your **SUPERMOM'S 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 SuperMom's. 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 **SUPERMOM'S**. As a ESSG Associate, you will be given an orientation of general safety policies. Your **SUPERMOM'S MANAGER** will also explain any job-specific safety policies.

The following are basic **SuperMom's** 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 **SuperMom's** 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 **SUPERMOM'S MANAGER** immediately.

In the event of an injury that requires immediate medical attention, ESSG or **SUPERMOM'S** 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 **SUPERMOM'S** 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 appropriate workers' compensation carrier.

If an on-the-job injury should occur, you must contact your on-site ESSG Consultant at SuperMom's 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)

***SuperMom's*— Good Manufacturing Practices**

It is the goal ***SuperMom's*** to produce products that are wholesome, nutritious, pure and safe to eat. To accomplish this ***SuperMom's*** 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.

All temporary employees must adhere to the following GMP's when working at SuperMom's Bakery:

EMPLOYEE HEALTH

- 1) Any open cuts, sores or infections of the skin must be reported to the plant management. Small open cuts or sores must be covered with a blue metal detectable band-aid provided by SuperMom's. Larger cuts, sores or infections of the skin must be covered with bandages, gauze, etc. to prevent the possibility of spreading infections to other employees or onto exposed products. A glove is then required to be worn.
- 2) If an employee has any symptoms of vomiting or diarrhea, this must be reported to the SuperMom's Q.A. Manager immediately.

UNIFORMS/PERSONAL HYGIENE

- 1) All employees must maintain a high standard of personal hygiene that includes showering or bathing every day before you come to work.
- 2) All employees are responsible to wash, dry and sanitize their hands at these specific times or as needed:
 - a) At the start of the work shifts.
 - b) After any break period.
 - c) After eating or smoking
 - d) After using toilets facilities and also hands must be washed in the processing room before returning to work.
 - e) After coughing or sneezing or when your hand comes in contact with your mouth.
 - f) After any contact with the nose, mouth, ears, eyes, or hair.
 - g) After handling anything that may contaminate the hands other than the product itself.
- 3) Gloves must be clean. Whenever an employee deviates from food handling by touching a nonfood contact surface, the employee must change disposable gloves, wash their hands and

put on a new pair of gloves before returning to work with product. (Examples – after moving a garbage can, a pallet, a food waste container or picking something up off the floor).

4) All temporary employees working in the bakery must wear a SuperMom's Shirt and this shirt must be tucked into their pants when working in the bakery. When working in the commissary, temporary employees must put on a smock provided by SuperMom's before entering the commissary production area.

5) Smocks are to be hung in designated areas only (Hooks in the hallways). Do not wear a smock outside, in the lunchroom or the locker rooms.

6) If your shirt or smock becomes excessively dirty during the shift, it should be replaced with a clean one.

7) Company approved and supplied hair nets must be worn by temporary employees and others entering the production areas. Hair nets must be worn in a way where all the hair is covered.

8) All temporary employees with beards must wear a beard net.

9) Mustaches must be neat and trim.

10) All employees working in production and the warehouse must wear socks.

11) Sideburns must be neat and trim. A beard net is required if the sideburns extend below the bottom of the ear.

12) Jewelry is forbidden in the processing areas and the only acceptable jewelry is medical alert bracelet or necklace and a plain band (No stone).

13) False eyelashes, false fingernails, fingernail polish or other cosmetic treatments that flake or fall off are forbidden.

14) Company provided gloves must be worn as required by the job.

15) Safety glasses must be worn if required in the employees' work area.

16) Clothing must be in good condition – no holes, frayed edges. Do not wear clothing that has beadwork sewn into the clothing. No Shorts or Capri's (Pants must not be shorter than 5 inches from the person's ankle bone and also must not be so long that they drag onto the floor). No sweatpants or leggings are allowed. (Pants must have a zipper).

17) The use of tobacco of any kind, spitting, or gum chewing is not permitted in the processing area.

18) Shoes must be closed toe, preferably with a non slip sole. No Clogs are allowed. Shoes must be in good condition and clean.

19) When entering the Commissary Production Area, all employees must enter through the main production door and exit production going through the door going into the Commissary Production Office.

20) When entering the Commissary Production Area, all employees must walk through entrances which have a sanitizer threshold foamer in the door way.

OPERATIONS

1) The following are definitions for labeling and identifying containers:

FOOD WASTE – These containers are for product that is unfit for use.

EDIBLE PRODUCT – These containers are identified for product that is fit for use. (a white container, stainless steel pot, Aluminum pan or large white bin).

TRASH – These containers are for garbage only. No edible or food waste should be placed in these containers.

2) Edible Product containers should never be placed directly on the floor.

3) Pallets must not be set up on their side when not in use.

4) Water must not be allowed to splash off the floor onto clean equipment or product.

5) Clean portable equipment and utensils should be stored in a manner that protects the food contact surfaces from becoming contaminated.

6) Keep packaging supplies off the floor and cover them when not in use.

7) Edible product containers should not be stored next to containers for trash or inedible product. Trash containers should not be stored next to exposed product lines.

SuperMom's Emergency Evacuation Procedures

Emergency Evacuation/Exit Doors

- What is an Emergency Evacuation plan?
Emergency Evacuation Plans are to assist with the evacuation of employees in the event of an emergency. The plan also indicates the placement of fire extinguishers within the building. The plan identifies the following areas:
- Entrances and exits
- Fire extinguishers
- Escape routes
- In the event of a fire all employees are to meet in the employee parking lot and organize by department. (See attached emergency evacuation floor plan)

Doors marked "EXIT" - or doors used for emergency exit purposes - are NOT to be locked or obstructed in any manner that would hinder an emergency exit. Merchandise, empty boxes, trash bags, or other items are not to be stacked in front of exit doors, as doing so may be a violation of federal and state safety regulations.

Severe Weather/Natural Disasters

- Severe weather conditions can cause personal injury and property damage. The following guidelines below should be followed in preparation for severe weather:
- Emergency phone numbers are to be posted on the Emergency Contact Chart in the Bakery & Commissary production offices and the receptionists area. If necessary, law enforcement and fire departments should be contacted for assistance.
- All employees should know the meeting location in the event of severe weather. All employees will be instructed to meet or go to an area with no windows, such as the restrooms or conference rooms, in the event of threatening weather.
- All employees are to know the location of the facilities fire extinguishers and the fire suppressant system. Fire extinguishers are to be inspected monthly by the Production Supervisor, and the Maintenance Supervisor is to inspect the fire suppressant system.
- The first aid kit is to be fully stocked at all times and is only available for self-use when treating minor injuries. Replacement medical supplies can be obtained through the receptionist.

Tornadoes

- Remain calm.
- Move away from windows and seek shelter in the meeting location designated on the EMERGENCY EVACUATION PLAN (an interior,

- protected area - i.e., restroom, storage area, or office).
- Remain in sheltered area until weather conditions improve and threat subsides.
- If the facility suffered damage, use caution when leaving sheltered area. Be aware of electrical wires, broken glass, and other debris which could cause injury.

Flash Floods and Floods

- Remain calm.
- Be alert for changing weather conditions
- Contact the local weather service, weather line or fire department as often as necessary to determine current conditions.
- Monitor conditions until weather watch/warning has passed.
- Be prepared to evacuate at a moment's notice.
- Evacuate while there is still time to do so in a safe manner.



DRESS CODE

Your **SUPERMOM'S 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 **SuperMom's**. Plant rest breaks are scheduled according to production needs. Please see your **SuperMom's 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 **SuperMom's** are encouraged to accurately observe rest and lunch break times.

Lunch breaks will be discussed when you meet your **SUPERMOM'S 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 **SuperMom's** facilities, including company vehicles.



COMPUTER USAGE

The unauthorized possession, use or removal of property belonging to co-workers, ESSG or/and **SUPERMOM'S** 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 **SuperMom's** in the parking area located on the South side of the building. The parking areas in the front of the building are reserved for 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 **SUPERMOM'S** is responsible for damage or loss of your property while you are on the premises.



PHONE CALLS

SuperMom's 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.

Please turn off all cell phones 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

SUPERMOM'S 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 **SUPERMOM'S** 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 **SUPERMOM'S** 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 abuseon 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 **SuperMom's** are allowed beyond the parking lot. Employees working at **SuperMom's** 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, **SuperMom's** 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 **SuperMom's** employees and their close relatives.



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER STATEMENT OF POLICY

ANTI-HARASSMENT POLICY

It is ESSG's policy that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. As such, ESSG and Employer Solutions Group (ESSG) are committed to vigorously enforcing their Antiharassment Policy. This policy applies to all employees of the organization (without regard to position) and individuals not directly connected to ESSG (e.g., an outside vendor, consultant, customer or guest). Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act (MHRA) prohibit employment discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or veteran status. Harassment is considered a form of discrimination and is specifically included among the prohibitions under Title VII of the Civil Rights Act of 1964. In addition, retaliation or reprisal taken against anyone who has expressed concern about harassment or discrimination against the individual raising the concern is illegal.

The Equal Employment Opportunity Commission (EEOC) and the Minnesota Department of Human Rights have defined sexual harassment as "unwelcome sexual advances, requests for sexual favors, sexual comments, or other verbal or physical acts of a sexual or sex-based nature including, but not limited to drawings, pictures, jokes, and/or teasing where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

The Antiharassment Policy prohibits harassment and/or retaliation by any individual employed by, doing business with or for, or visiting ESSG. Employees who believe they have been the subject of harassment and/or retaliation or an employee who may have been witness to harassment and/or retaliation must report the incident immediately. Information and/or allegations must be reported to a manager of ESSG and/or ESSG (**by telephoning 866.496.7573 or 952.835.1288**). Only those who have an immediate need to know, including the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses may find out the identity of the complainant. All individuals contacted in the course of an investigation will be advised that all persons involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of ESSG's policy. All information will be disclosed only on a need-to-know basis to allow ESSG to investigate and resolve the incident. ESSG and ESSG recognize the serious nature of harassment and therefore will endeavor to protect the employee who may have been subjected to harassment, any witnesses and the party against whom allegations have been filed to every possible extent.

Harassment is unlawful and has a negative impact on employees. Violation of the Antiharassment Policy will not be tolerated by ESSG and may result in discipline up to and 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 **SUPERMOM'S** with quality performance measurement tools. These tools help **SUPERMOM'S** 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 SUPERMOM'S

ESSG Associates currently on assignment at **SUPERMOM'S** are not eligible to apply for *externally posted openings*.



HOLIDAYS

ESSG and SuperMom's 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 SuperMom's will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances. There is no holiday pay for those who do not work on the holiday. Those employees who work on a holiday will be paid at twice 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.



SUMMARY

This associate handbook is intended to facilitate communication between you, ESSG, and **SUPERMOM'S**. It is not to be considered an employment contract obligating you, ESSG or **SUPERMOM'S** 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.



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: _____