

**Welcome to  
Your Assignment at  
REICHEL FOODS**



**As an employee of**



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## INTRODUCTION

**WELCOME** to CMG. We are glad you have chosen CMG as your employer, and we hope you will enjoy your assignment at **Reichel Foods**.

### **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 together believe 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 needs will 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 CMG.

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

CMG and ***Reichel Foods*** are both committed to comply with relevant federal, state and local laws with regard to equal opportunity.

## **WORK ASSIGNMENTS**

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

1. CMG Consultant's name and number:

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

2. ***Reichel Foods Managers*** name: \_\_\_\_\_ Phone # \_\_\_\_\_

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 \_\_\_\_\_ Shift premium \_\_\_\_\_

## **YOUR CMG STAFF CONSULTANT**

All CMG Associates at Reichel Foods are employees of CMG and NOT **REICHEL FOODS**.

If you have any questions regarding your employment, call your CMG Consultant. You must contact this person should you become ill or unable to report to work. It is recommended that you notify CMG 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 **CMG** Consultant, as well as your **REICHEL FOODS** Manager.

## **YOUR 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:

- Direct deposit
- Mailed
- Delivered to Reichel Foods (You must tell the CMG 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, INC. 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 the Job Classification 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 workweek. Once you have become eligible for paid time off (PTO) and you take time off, this can be used towards a 40-hour workweek when figuring overtime.

## **ATTENDANCE**

CMG needs 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 associates, work scheduling, etc., and could reduce the quality of the finished product or service at the client location.

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, you must receive permission from your **REICHEL FOODS** Manager, who will record your time accordingly. Your attendance record is part of your total work record, and will definitely affect your future with CMG 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 first call your Manager at *Reichel Foods and CMG Consultant*. If you reach the voice mail, leave your name, SS #, the reason why you will not be reporting for work, and a telephone number where you can be reached.**

**Absentees and tardiness are the most common reason for removal from assignments at Reichel Foods. Make it a priority to be at work on time every day that you are assigned. That applies to weekend and overtime work as well as regularly scheduled hours.**

## **SAFETY**

Safety is everyone's job at Reichel Foods, INC. It is important for you to learn and follow all safety procedures for your job. Any injury, regardless of its severity must be reported to your supervisor. 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 CMG associates and Reichel Foods employees are asked to keep our facilities neat and orderly.

More on Reichel Foods safety program can be obtained by contacting your supervisor

## ON-THE-JOB INJURIES

CMG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your CMG Consultant and **REICHEL FOODS** Manager immediately. In the event of an accident requiring medical treatment, **Olmsted Medical Center** is the preferred provider for care of all Workers' Compensation injuries incurred by CMG associates.

CMG or **REICHEL FOODS** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to the CMG office. CMG 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 CMG Consultant.

**If an on-the-job injury should occur, you must contact your on-site CMG 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!**

## MEDICAL EMERGENCIES

In the event of a medical emergency while at work, associates should report to their **REICHEL FOODS** Manager for assistance. Reichel Foods employees on the Emergency Response Team are also trained to help in those situations.

## 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.
- No baseball caps allowed in the production areas

## **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

## **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 can be worn without a beard 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 gloves, 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 footbaths 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 orange 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 apron in room. It must be rinsed and sanitized before returning for work.
  - 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.

## **REST AND LUNCH BREAKS**

Rest breaks are provided for all Reichel Foods, INC.. personnel. Plant rest breaks are scheduled according to production needs.

- \*Production:**
  - Two 10 minute paid rest breaks during the shift
  - One 30 minute unpaid lunch break
  
- \*Office:**
  - One morning 10 minute paid rest break
  - One 60 minute unpaid lunch break
  - One afternoon 10 minute paid rest break

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

## **TOBACCO USE**

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

## **COMPUTER USAGE**

The unauthorized possession, use, or removal of property belonging to co-workers, CMG, or and client of CMG (in this case 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 Reichel Foods employees. Certain areas have been reserved for USDA personnel, visitor, vendors and the handicapped and we ask that you not park in spaces so designated. Also, we ask that you limit your speed to 5 mph or less.

## **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.

**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. Use your cell phone only during your scheduled break/lunch times.

## 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. 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

CMG has 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 given to you during your orientation with CMG.) Agreement to abide by these policies and procedures is a condition of your employment with CMG. 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 CMG Consultant.

## 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

## **REICHEL FOODS, INC Policy/Practice**

- Carelessness in protecting company information, assets, badges

### **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

### **Gambling**

- Pools, raffles games are prohibited

### **Firearms/Explosives**

- Not allowed on Company property

### **Personal Conduct**

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others
- Looks for trouble
- Gives other a bad time

### **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 Reichel Foods, INC.. Employees are allowed beyond the parking lot. Reichel Foods employees 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, INC.. 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.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER STATEMENT OF POLICY**

CMG is committed to providing work environments that are free of discrimination. In keeping with this commitment, we will not tolerate any form of unlawful discrimination or harassment against our employees by anyone, including supervisors, other employees, vendors or clients. There will be no retaliation against anyone for reporting discrimination or harassment, or for cooperating with an investigation of a complaint of discrimination or harassment.

In compliance with federal statutes, we prohibit any form of unlawful employee harassment based on race, color, religion, sex, national origin, citizenship, age, disability, status as a veteran, or status in any group protected by state or local law where we operate. All employees are expected to avoid any behavior or conduct that could be interpreted as harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual. Harassment includes conduct that shows a lack of respect, hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends or associates.

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 CMG 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**

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

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

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

## WAGE EVALUATIONS

CMG 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

CMG associates currently on assignment at Reichel Foods are eligible to apply for ***External posted openings Only!*** (these openings will be posted in the On-Site CMG office at both North and South Reichel Foods for your convenience) To qualify, you must be on your current assignment for at least 90 days and meet the qualifications for the position. Please check with your CMG Consultant to confirm your assignment status **BEFORE** applying for any opportunities.

## HOLIDAYS

CMG and ***REICHEL FOODS*** observe the following holidays:

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

In order to receive holiday pay, it is necessary to be at work your last scheduled workday prior to and your first scheduled workday following the holiday. An approved paid day off is considered a day worked for the purpose of holiday pay eligibility. It is your responsibility to contact your CMG supervisor for approval and eligibility for paid holidays.

***All associates working at Reichel Foods through CMG are eligible for holiday pay.***

## VACATION PAY

As a regular full-time employee of CMG, you are eligible for vacation after you have completed one year of service from your anniversary date. This date will account for any time employed at Reichel Foods, Inc. with another service. The plan is structured as follows:

<u>Length of Service As of Anniversary Date</u>	<u>Vacation Benefits As of Anniversary Date</u>
1 year – 2 years	5 days per year
2 years – 7 years	10 days per year
7 years +	15 days per year

Vacation, in no less than one-day increments, must be used from anniversary date to anniversary date. No employee may continue to accrue additional vacation time if he or she has already accumulated accrued but unused vacation time equal to the maximum amount of vacation time which the employee is permitted to accrue during that year under the schedule above. Management reserves the right to negotiate vacation policies with potential management candidates. Unused vacation will not be carried over from one year to the next.

As vacations are meant to be taken, we encourage you to use your vacation time as time to become refreshed and renewed. You will not be able to “cash in” accrued but vacation time for pay at anytime, excluding upon termination. Please contact your supervisor to discuss your vacation plans. There may be times when vacation requests must be denied due to the fulfillment of customer orders.

## Benefits

CMG offers a variety of benefits to CMG employees. During first month of conversion all employees will receive information on benefits offered with instructions on how to enroll. CMG's on-site coordinator will be able to assist any employee with benefit questions.



## Request for Time off

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

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

Requesting Day(s) off: \_\_\_\_\_ through \_\_\_\_\_

Return to work date: \_\_\_\_\_

Paid \_\_\_\_\_ or Unpaid \_\_\_\_\_

\_\_\_\_\_  
*Reichel Foods Manager Signature/Date*       Approved       Not Approved

\_\_\_\_\_  
*CMG Consultant Signature/Date*      PTO Available: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

### PTO EARNED THROUGH CMG CORPORATE (EPTO)

1 <sup>st</sup> year – 2 <sup>nd</sup> year	Earn 40 hours
2 <sup>nd</sup> year – 7 <sup>th</sup> year	Earn 80 hours
7 <sup>th</sup> year +	Earn 120 hours

## ***Job Classifications***

**Reichel Foods Core Staff** = Long-term staff key to operation of essential business functions.

**CMG Long Term Associates** = Long term staff hired to maintain production growth.

**CMG Flex Associates** = Long or short term staff hired for peak and/or seasonal production.

## **Reichel Food's Mission and Vision**

### **Our Mission Statement:**

#### **Reichel Foods Mission Statement**

Our mission is to produce innovative and convenient food products of the highest quality. We strive to become the employer of choice by fostering a positive work environment and developing employees to their greatest potential. Ultimately, we strive to become the business of choice by developing and maintaining valued and trusted relationships with our customers.

### **SUMMARY**

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

# 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 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 CMG 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 CMG Consultant.

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

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

Social Security #: \_\_\_\_\_

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