



Yerbey Concrete Construction Inc., New Employee Handbook

Introduction To The Job

- Normal working hours are 7:00 AM – 3:30 PM
 - Arrive early to avoid missing your truck
- Because most of the work is outdoors, we generally do not work when it is raining.
 - We try to get as much inside work as possible
 - Employees should be prepared to work 40 hours/week, but circumstances outside of our control can reduce those hours such as rain and temperature.
- We will work in all types of weather such as heat above 90° and below 30°. Proper attire must be worn at all times.
 - Required Attire
 - Sleeved Shirt with sleeves at least 4”
 - Work Pants/Jeans (No Tears)
 - Steel Toed Boots
 - Yellow safety vests
 - Hardhats
 - Safety Glasses
 - Ear Protection
- We will often ask you to carry items in excess of 30 lbs and you will have to work on your feet, bent over, or on your knees throughout the day on scaffolding, in footings, and in holes
- Employees must have a valid drivers license in order to operate any company vehicle.
 - They must possess a valid CDL in order to operate any company vehicle which exceeds 26,001 lbs.

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Job Positions

- Pay and possible promotions will be reviewed annually
- Jobs:
 - Laborer
 - Skilled Laborer
 - Skill Positions
 - Carpenter
 - Rodbuster
 - Cement Mason
 - Foreman
 - Carpenter Foreman
 - Cement Mason Foreman
- All new employees with no construction background will enter the company as a Laborer and be promoted to Skilled Laborer when they meet the criteria described in the Career Pathway and are approved by Seth Williams or Blake McDade
 - New employees will note which skill position they would like to learn. However they will receive training in all areas.
 - If a skilled laborer is promoted to a skill position, it will be at the discretion of Seth Williams or Blake McDade.
- Overtime is any time spent working over 8 hours in the course of a normal working day & any work done on a Saturday
 - Overtime pay is time and a half – ex. \$14/hr normal wage means \$21/hr overtime
 - Any work done on a Sunday is considered double time – ex. \$14/hr normal wage means \$28/hr double time
- **Base pay starts at \$14/hour as a general laborer**

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Yerbey Concrete Mandated

Personal Protective Equipment (PPE)

Eye and Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during cutting, grinding, nailing, sawing (or when working with concrete and/or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.

Foot Protection

- All employees must wear steel toed boots at all times with slip-resistant and puncture-resistant soles.

Hand Protection

- Gloves should fit snugly.
- Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; leather gloves for tying steel & handling lumber).

Head Protection

- Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, and any site specific jobs where required.
- Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow; maintain in good condition.
- No ball caps are to be worn under the hard hat.
- Hard hats must be worn at all times on any commercial and industrial job or jobs that require hard hats.

Hearing Protection

- Use earplugs/earmuffs in high noise work areas where jack hammers, concrete saws, or heavy equipment are used; clean or replace earplugs regularly.

Shirts & Vests

- All shirts should have a minimum of a 4" sleeve. High visibility shirts or safety vests are to be worn when working around traffic, in industrial plants, & any site specific jobs where required.
- High visibility shirts or safety vests are recommended – though not required – on all jobs.

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Dress Code will be strictly enforced. If you do not have these items for work each day you are subject to be sent home with no pay.

<p>Yerbey Concrete Employee Furnishes:</p> <ul style="list-style-type: none"> • Steel Toe Boots • Shirts with Sleeves 4" in length • No frayed, torn, or baggy pants. • State Issued I.D. 	<p>Yerbey Concrete Furnishes:</p> <ul style="list-style-type: none"> • Safety Glasses • Dust Masks • Ear Plugs • Face Shields 	<p>Never Wear:</p> <ul style="list-style-type: none"> • Shorts • Sleeveless shirt or shirt with sleeves less than 4" • T-shirts with vulgar or offensive slogans • Suggestive clothing • Running shoes, sandals, or open-toed shoes • Jeans or pants with tears or holes
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Items that can be purchased from Yerbey Concrete:

- Rubber Boots \$16.00/pair
- Jersey Gloves \$1.00/pair
- Rubber Coated Gloves \$1.00/pair
- Gray Leather Gloves \$2.25/pair
- Tan Leather Gloves \$4.00/pair

Tools are required to perform work for each job every day. Each employee is required to furnish tools for their particular trade. The required tools per trade are as follows:

<p>General/Skilled Laborers:</p> <ul style="list-style-type: none"> • Pliers • Measuring Tape • Tool Belt with Hammer 	<p>Concrete Finishers:</p> <ul style="list-style-type: none"> • Hand Float, Wood Float, Rubber Float • Edger • Steel Trowel • Concrete Brush • Knee Boards • Concrete Boots • Hammer • Measuring Tape 	<p>Carpenters:</p> <ul style="list-style-type: none"> • Tool Belt with Hammer • Square • Plumb Bob • Pencils • Measuring Tape • Level • Wire Reel & Pliers • Chalk Box 	<p>Iron Workers:</p> <ul style="list-style-type: none"> • Wire Reel & Pliers • Measuring Tape • Tool Belt with Hammer • Speed Square • Level
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Benefits

- Safety bonus
 - If, as a team, Yerbey Concrete makes it 90 days without a work or lost time incident, all employees receive a \$75 bonus
 - Bonuses will be paid quarterly for a possible total of \$300 every year
- After 1 year of work you will be eligible to the following:
 - 401K Retirement plan
 - \$1 - \$1 match up to 3%
 - \$1 - \$0.50 from 4% - 5%
 - For every \$1 you invest from your paycheck, we will also put an additional \$1 in up to 3% of your paycheck. After that for every \$1 you put in we will put an additional \$.50 up to 5% of your paycheck
 - Not eligible for unpenalized redemption until retirement
- After 30 days of work you will be eligible to join the company health insurance plan:
 - Coverage Prices:
 - Individual - \$17.00 weekly
 - Couple - \$80.00 weekly
 - Family - \$137.00 weekly
 - Benefits can be found on the next page
- All hourly employees with one or more years of continuous service, are eligible for one week of paid personal time per calendar year with the following stipulations:
 - Seth Williams or Blake McDade must have a 30 day notice prior to taking off.
 - Personal time will be a “use it or lose it” and not carried over to the following year.
 - Personal time must be taken as paid time off. No working through for double pay.
 - Every unexcused absence is subject to be taken as personal time.
 - Unless approved in advance, only one person will be allowed off at a time.
 - **NO PERSONAL TIME PAY WILL BE PAID IN ADVANCE.**

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Benefit Description	BCBST
Plan Name	Silver 41 (HSA Qualified)
Metalic Level with HRA	Silver
Provider Network	network S
HRA Allocation	
Member Pays First	NA
Employer Pays Second	NA
Eligible HRA Expenses	
Annual Deductible	
Single	\$3,000
Family	\$6,000
Coinsurance	60/40%
Annual Out-of-Pocket	
Single	\$4,500
Family	\$9,000
Office Visits	
Primary Care	60/40% after deductible
Specialist	60/40% after deductible
Pharmacy	
Rx Deductible	Medical Deductible Above
Tier 1	60/40% after deductible
Tier 2	60/40% after deductible
Tier 3	60/40% after deductible
Tier 4/Preventive/Specialty	Preventive: \$10/\$35/\$60 Specialty: 60/40% after deductible
Hospital Facility Charge	
In-Patient	60/40% after deductible
Out-Patient	60/40% after deductible
Major Diagnostics (MRI, MRA, CAT, PET scans)	60/40% after deductible
Emergency Room	60/40% after deductible
Urgent Care	60/40% after deductible