319: Employment Agreement

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Section: Human Resources
Subject: Employment Agreement
Approved by: Harvey L. Massey
Effective Date: 21 May 1991
Last Reviewed Date: 21 May 1991
Policy Owner: Director of Human Resources

Policy

All employees that are involved in selling and/or servicing Massey customers must sign a fully executed MASSEY EMPLOYMENT AGREEMENT. The MASSEY EMPLOYMENT AGREEMENT is designed and intended to protect our Employees, Customers and all other assets of the Company. It is imperative that all General Managers comply with the following guidelines:

- All Sales Personnel, Service Technicians, Service Managers, Sales Managers, Supervisors, and General Managers must sign an Employment Agreement. Because of special job duties and responsibilities, other employees may be required to sign an Employment Agreement (Administrative Supervisors, Bookkeepers, etc.)
- An Employment Agreement must be executed and signed on all new hires at the time of employment. Employment with Massey is contingent on signing an Employment Agreement with,...."NO EXCEPTIONS".
- A new Employment Agreement must be executed and signed on all employees that are transferred from one Service Center to another. This will be done prior to the transfer and executed by the Service Center that is receiving the transferred employee.
- Employment Agreements must be typed in triplicate and all copies must be individually signed, pages initialed, dated and witnessed. Any attachments (list of counties) must also be typed, signed, dated and witnessed (not initialed),distribute as follows:

    - Original copy - Corporate Office
    - 1 copy - Service Center
    - 1 copy - Employee

- The Service Center should maintain all Employment Agreements in a secure, locked file.
- The original should be sent to the Corporate Office with the Employee's personnel papers.

Note: These Agreements are extremely important to the future security of our Company. The General Manager must take steps to assure that all Employment Agreements are accurately typed, correctly prepared, signed, dated, initiated and properly witnessed.

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