

SECTION: Human Resources

SUBJECT: Employees/Salaries/Terminations

Approved By: Harvey L. Massey

Effective Date: September 10, 1990

Last Reviewed Date:

Policy Owner:

SCOPE: ALL EMPLOYEES

POLICY

1. All new hires or contract labor personnel must have the approval of the Operations Department before a job offer is made to an applicant. Procedure is as follows:

- Interview applicant, complete reference check and have applicant complete field ride, when appropriate.
- Call Operations Department with information regarding applicant before MVR or preemployment physical are completed.
- Make job offer and finish employment procedures after approval is received from Operations Department.
- Name of new employee, starting date and position are called to the Operations Department on the day of hire.

2. All new employees' starting salaries, and all salary changes must be approved by the following or their designates:

- Service Center Operations (excluding General Managers)
- Approval Required:
- a. General Manager All Personnel

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- b. President All Personnel
- Corporate Office and General Managers
- Approval Required:
 - a. Department Head Subordinate Personnel
 - b. Dr. of Operations Operations Personnel, Manager Trainees
 - c. President Officers, Directors, General Managers, all Corporate Personnel

3. TERMINATION

All terminations require the same approval as specified in the above procedure for new hires and salary increases. All terminations must be called to the Corporate Operations Department at the time of discharge.

ADDITIONALLY, TERMINATIONS OF ALL EMPLOYEES MUST HAVE THE PRIOR WRITTEN APPROVAL OF THE PRESIDENT

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