



Rheinschmidt Tile and Marble
1100 Agency Street
PO Box 668
Burlington IA 52601
RE: YEAR 2016

To All Employees:

Employee Orientation

Review of Company policies:

- Per Diem: For Traveling Employees only
 - If you work 5 hours or more you will receive \$15.00 per day, If you work 8 hours or more you will receive \$ 20.00 per day
 - Due to Overtime pay, we will only be paying per diem for 5 days worked.
- Travel Pay: Is paid out to all employees at the beginning and the end of the job. The availability of funds during the job is based on individual qualifications. Travel pay is given under three separate categories:
 - Per Diem: is figured @ \$25.00 per day. A day is considered 10 hours or less
 - Wage: is figured @ \$.17 per mile. This is a taxable amount, and will only be written on a payroll check.
 - Vehicle pay: is figured @ \$.35 per mile, and is given to those who drive their own vehicle to the jobsite. This is to cover gas, and oil changes etc.
- Employee Start up sheets: At the beginning of each job, the office project manager will review with you the travel budget, and time frame that trips are calculated. This will be used to figure out the money that you will have available to you from the company for trips home. If you do not use all your travel money at the end of the job, it will be paid out at 50%. Typical for a new employee, this would be 8 weeks. You will only get this is you are a TRAVELING EMPLOYEE. Travel is based on the address that you have given the office as your home location.
- Health Insurance is a 50/50 split between you and us if you are a FULL TIME employee. During layoffs, we will give a 1 month grace period, keeping the cost 50/50 to good standing employees. If the layoff continues for more than one month, the entire cost will be passed on to you. This is only available to **full time employees**, after 60 days of completed work. In addition to this, we will continue to take out \$ 10.00 each week you have a paycheck to put into your Health insurance fund, to be used during time off periods.
- You are responsible for the condition of your Hotel room and Apartment. After the final walk through by the Housing, charges for any damages accrued will be charged back to you! PLEASE TAKE CARE OF YOUR ROOM. YOU ARE A REPRESENTATIVE OF US, anything you do or say, is directly related to us. REMEMBER THIS.
- Cigarette burns and stains are deducted from the deposit and will be charged back to the individuals in the supplied housing. Since we are unable to say who is responsible all charges will be split between the residents. Please be responsible and remind other to do the same.
- It is important that you take photos of your apartment when you move in. It is your responsibility to document the conditions, as we have no recourse without your information.

Rheinschmidt Tile & Marble