



## ***Fred Garrison Oil Company***

### **Employee Handbook**

#### **401 Timekeeping**

Effective Date: 1/1/2013

Revision Date:

Nonexempt employees are responsible for accurately recording the hours they work. The law requires Fred Garrison Oil Company to keep accurate records of "time worked" in order to calculate employee pay and benefits. "Time worked" means all the time that the nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

Nonexempt employees must sign their time records to say they are accurate. Each supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must initial the changes on the time record.



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#### **403 Paydays**

Effective Date: 1/1/2013

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

If a payday falls on a banking holiday, you may be paid on the first business banking day before that payday.

Fred Garrison Oil Company has a direct deposit program. Direct deposit means we will deposit your pay directly into your bank accounts. You will be asked to provide advance written authorization to Fred Garrison Oil Company to direct where you want your pay to be deposited. Employees will receive an itemized statement of wages when Fred Garrison Oil Company makes direct deposits.



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#### **405 Employment Termination**

Effective Date: 1/1/2013

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There can be many reasons why employment may be terminated. The following are some of the most common reasons for termination of employment:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of outstanding debts to Fred Garrison Oil Company, or return of Fred Garrison Oil Company-owned property. You may make suggestions or complaints and ask questions at the exit interview.

Since your employment with Fred Garrison Oil Company is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Fred Garrison Oil Company may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.





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### **408 Pay Advances**

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Fred Garrison Oil Company does not provide pay advances on unearned wages to employees.



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#### **409 Administrative Pay Corrections**

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Fred Garrison Oil Company tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Controller immediately so that the error can be corrected as quickly as possible.



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## **410 Pay Deductions**

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Laws require Fred Garrison Oil Company to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security and Medicare taxes from your pay. We must deduct up to a certain amount called the Social Security and Medicare "wage base." We also contribute to your Social Security and Medicare. We pay the amount of Social Security and Medicare tax to the government as required by law. We may be required by law to deduct money from your pay for such things as court ordered child support, alimony, garnishment, fines, etc.

Fred Garrison Oil Company also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment of these programs.

If you want to know why money was deducted from your paycheck or how your pay was calculated, see your supervisor.