



Phoenix Rod & Gun Club, Inc. (PRGC)
915 W. Olney Dr.
Phoenix, AZ. 85041

Employee Handbook

02/18/2026

NOTICE TO EMPLOYEES

This handbook supersedes all previous handbooks and policies unless otherwise noted. In addition, this handbook supersedes all prior management memos to the extent that such memo contradicts a subject or policy covered herein, unless otherwise noted.

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INTRODUCTION

This employee handbook contains the key policies, benefits and expectations of the Phoenix Rod & Gun Club, Inc., (hereinafter PRGC), and as such includes information you will need as a part of our team. You must read this document thoroughly and sign and return the accompanying acknowledgement form. Please keep this handbook for future reference. Any questions regarding the policies contained herein should be directed to your supervisor or other member of management.

This handbook is not a contract guaranteeing employment for any specific duration. Both you and PRGC have the right to terminate your employment at any time. Other than the Board of Directors, no supervisor, manager or other representative of PRGC has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into shall not be enforceable unless it is in writing and signed by both parties.

CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of PRGC and notice of the changes will be made by appropriate means. Changes will be effective on dates specified by PRGC, and you may not rely on policies that have been superseded. No supervisor, manager or other representative of PRGC has the authority to alter the foregoing.

EQUAL EMPLOYMENT OPPORTUNITY

PRGC is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard to race, color, religion, sex, national origin, age, disability, handicap, or military status in accordance with applicable federal and state laws. In addition, PRGC complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. The policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PRGC expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or military status. Improper interference with the ability of PRGC employees to perform their expected job duties will not be tolerated.

With respect to harassment, PRGC expressly prohibits:

1. Unwelcomed sexual advance: requests for sexual favors; all other verbal or physical conduct of a sexual or other offensive nature, especially where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
 - c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually oriented statements.

GRIEVANCE PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If you experience any job-related harassment or believe you have been treated in an unlawful, discriminatory manner based on your sex, your race or other factor, promptly report the incident to your supervisor. Your supervisor will investigate the matter and take appropriate action, including reporting it to the President. If you believe it would be inappropriate to discuss the matter with your supervisor, report the incident directly to the President, who will undertake the investigation. If the results of the investigation indicate that an employee has harassed another employee, appropriate disciplinary action, up to and including termination, will be taken.

PRGC prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in a complaint investigation. However, if after investigating the complaint of harassment or unlawful discrimination, PRGC determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action, up to and including termination, may be taken against the individual who filed the complaint or who provided false information.

Open Door Policy: Employees should feel free to discuss any other work-related problems with their supervisor. If an employee believes it would be inappropriate to discuss the work-related problem with their supervisor, or if the problem is not addressed adequately by the supervisor, employees should feel free to discuss the problem with the President. Employees will not be penalized for using this open-door policy.

PERSONNEL RECORDS

PRGC maintains a personnel file on each employee. It is important that this information be accurate at all times. In order to avoid issues such as benefits eligibility or W2's returned, PRGC expects that employees will promptly notify appropriate personnel representatives of any change in name, address, telephone number, marital status, number of deductions, emergency contacts, or any other pertinent information that may change. You may review your personnel file upon request and in the presence of authorized personnel. If you are interested in reviewing your personnel file, contact your supervisor to make arrangements.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employment benefits, PRGC classifies employees as follows:

1. Full-Time Regular Salary Employees - Employees hired to work PRGC's normal, full-time work week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined by applicable State statute.
2. Full-Time Regular Hourly Employees - Employees hired to work PRGC's normal, 40 hour work week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined by applicable State statute.
3. Part-Time Regular Employees - Employees hired to work fewer than 40 hours per week on a regular basis.
4. Temporary Employees - Employees engaged to work full-time or part-time on PRGC's payroll with the understanding that their employment will be terminated no later than upon the completion of a specific assignment. [Note that a temporary employee may be offered, and may accept, a new temporary assignment with PRGC and thus still retain temporary status.] [Note the employees hired from temporary employment agencies for specific assignments are employees of the respective agencies and not of PRGC.

USE OF COMPANY PROPERTY

PRGC will provide you with the necessary tools and equipment to do your job. Tools may consist of electronics, laptops, phones, machinery, trailers, hand tools and all tooling associated to get your job done. Normal wear and tear will be repaired or replaced by PRGC. **Breakage due to negligence or loss will be charged to the responsible individual** None of this equipment should be used for personal use, nor removed from the physical confines of PRGC unless it is approved by a supervisor and your job specifically requires use of company equipment outside the physical facility of PRGC.

Employees must report all breakage and damage of tools and equipment to your supervisor immediately. Below is suggested corrective action for damage through negligence.

Property and Equipment damage			
Occurrence	Dollar amount	Corrective action	
1st	Less than \$500.00	Initial counseling	
1st	More than \$500.00	Written warning	
2nd	Less than \$500.00	split cost with the employer w/ write up	
2nd	More than \$500.00	split cost with the employer w/ write up	
3rd	Less than \$500.00	split cost with the employer w/ write up	
3rd	More than \$500.00	split cost with the employer w/ write up	
4th	Any dollar amount	Review for termination	

Employees are expected to use company equipment including but not limited to small tools, vehicles, and all machines, equipment, and tools for their intended use and with care. Employees are to operate all of the equipment safely following all OSHA rules.

Computer equipment, including laptops, may not be used for personal use. This includes word processing and computing functions. It is forbidden to install any other programs on a company computer without the written permission of a supervisor or other member of the Board of Directors. Forbidden programs include, but are not limited to, games, online services, screen savers, etc. The copying of programs installed on PRGC computers is not allowed unless you are specifically directed to do so in writing by a supervisor.

LEAVE OF ABSENCE POLICY

Family and Medical Leave:

PRGC grants family and medical leaves of absence to eligible employees for the following:

1. Birth of an employee's child or to care for the newborn child;
2. Placement of a child with the employee for adoption or state-approved foster care;
3. Care of an employee's spouse, child or parent (immediate family member) who has a serious health condition which prevents the employee from performing any one essential function of the employee's position.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

Eligible Employee:

An active full-time or part-time employee is eligible for family and medical leave under The Family and Medical Leave Act of 1993 [the Act] provided that the employee has been employed for at least 12 months on the date the employee requests leave.

Length of Leave:

An eligible employee is entitled to a total of 6 work weeks of unpaid leave within a 12 month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12 month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken as an uninterrupted, continuous leave of absence and must be taken within 12 months of the birth or placement of the child. Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling.

Substitution of Paid Leave:

An employee taking family and medical leave due to the employee's serious health condition must substitute unused paid vacation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation before continuing leave on an unpaid basis.

Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 6 week leave entitlement.

Employee Notification Requirements:

If an employee expects to take family and medical leave, the employee must notify PRGC of the intention to take leave at least 30 days in advance of the expected leave. Following proper notification, the employee must complete a leave of Absence Request form and provide any required medical certification. An employee’s failure to provide 30 days advance notification for foreseeable leave may result in a delay of leave.

If the need for leave is not foreseeable, the employee must provide notification of leave to PRGC as soon as is practicable under the circumstances.

Medical Certification:

An employee who takes leave for the employee’s serious health condition or to care for a family member with a serious health conditions must submit to PRGC written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in a delay of leave. PRGC may request a second or third medical opinion at PRGC’s expense for verifications of an employee’s serious health condition. The opinion of the third health care provider, who is approved jointly by PRGC and the employee, shall be final and binding. In addition, while the employee is on leave, PRGC may require the employee to provide periodic recertification of the employee’s medical condition (not to exceed once every 30 days) and PRGC may inquire as to the employee’s intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee’s own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Failure to provide this certification may result in the delay or denial of job restoration.

Benefits Continuation:

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained during the 12 week leave, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making periodic payment of the required contribution to PRGC at the following address:

Phoenix Rod & Gun Club
915 W. Olney Dr.
Phoenix, AZ. 85041

Upon completion of the 6 week leave, or if an employee fails to maintain his contribution for benefits or fails to return to work at the end of leave, a loss of coverage will occur, and

continuation of health care coverage would be offered through COBRA if applicable. An employee who does not return from leave may be required, under certain circumstances provided by the Act, to reimburse PRGC for any employee contributions pay by PRGC while the employee was on unpaid leave.

An employee must continue to pay the employee's premiums or loan payments for any applicable benefits which would otherwise be automatically deducted from the employee's wages while on leave.

Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave or personal days.

Job Restoration:

An employee will be returned to the same or an equivalent position when the employee returns from family and medical leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination. In the event an employee's position with PRGC is affected by a decision or event not related to the employee's leave of absence, such as job elimination due to a reduction in force, the employee will be affected to the same extent as if he/she was not on leave.

Certain "key employee" as defined under the Act may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the assigned company. PRGC will notify such employees of their key employee status and the conditions under which job restoration will be denied, if applicable.

Questions about Family and Medical Leave

If you have any question about your rights or responsibilities under this policy, contact PRGC's President.

PRGC will comply with all applicable federal, state and local laws in administering this policy. It is the policy of PRGC to provide the following health care benefits to employees who are away from work.

All active full-time employees covered by PRGC's Benefit Plan will be eligible to continue medical coverage for 6 weeks following the beginning of a leave for:

- Authorized, paid or unpaid leave of absence
- Temporary lay-off due to lack of work

An employee who is away from work for one of the above reasons must pay his share of employee coverage, including dependent coverage, if any, to maintain health care coverage during the time away from work. Upon the expiration of 12 weeks, or if any employee fails to pay his employee contribution for benefits within 30 days from the established due date communicated to the employee and no applicable state or federal law provides otherwise, the employee's health care coverage, including dependent coverage, will be terminated. If available, continuation of health care coverage will be offered through COBRA.

MILITARY LEAVE OF ABSENCE

Leaves of absence without pay for military or reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or the reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as possible. You will be granted military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. However, you may use any earned but unused vacation time available. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

JURY DUTY

If an employee is called to jury duty, PRGC will grant the required days off to the employee. You must provide your immediate supervisor with a copy of your jury summons as immediately as possible upon receiving the summons. The employee is not entitled to pay during time off. When you return to work, you should provide your immediate supervisor with verification from the court of the number of days you served on the jury. You will be returned to the same or an equivalent position when the employee returns from jury duty, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination. In the event an employee's position with PRGC is affected by a decision or event not related to the employee's leave of absence, such as job elimination due to a reduction in force, the employee will be affected to the same extent as if he/she was not on leave.

Should extraordinary circumstances exist at the time of your call to jury duty, which would make your absence severely detrimental to the operation of our company, we reserve the right to contact the court to request that your service be postponed.

FUNERAL LEAVE

PRGC allows five days off (**paid**), for a death in your immediate family. Immediate family includes parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, or grandchildren. Proof may be required to be furnished to your supervisor upon request.

You may request up to an additional two days, which must be approved by your immediate supervisor.

Funeral leave for death of other than immediate family must be approved by your supervisor. Absence for such a death is limited to two days and will be unpaid.

WORKERS' COMPENSATION INSURANCE

To provide for payment of your medical expenses and for partial salary continuation in the event of work-related accident or illness, you are covered by workers' compensation insurance.

The amount of benefits payable and the duration of payment depend upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If you are injured or become ill on the job, you must immediately report such injury or illness to the supervisor, and an Accident Report must be filled out. This ensures PRGC can help you obtain appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may delay your benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to the supervisor.

NURSHING PARENTS POLICY

For up to one year after a child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. If necessary, PRGC will provide a private, non-bathroom space for this purpose. These breaks may run concurrent with scheduled or other paid breaks and will be paid.

GROUP INSURANCE

Currently, PRGC does not offer any health insurance (major medical), dental insurance, life insurance and accidental death coverage (group benefits) to any employees

EMPLOYEE CONDUCT

Absents and Tardiness:

PRGC expects all employees to assume diligent responsibility for their attendance and promptness. Continued dependability, quality and pride of service are factors over which each individual employee has a great deal of influence. If you are absent and cannot perform your duties on time, or if you produce substandard work, then we all pay the price by losing the confidence of our members.

It is extremely important that you be punctual in your arrival for work at the beginning of the workday. If you know that you will be absent or late arriving for work, notify your supervisor within one hour of your schedule start time by phone verbally or by text message. If you are absent for more than **two** consecutive workdays, a statement from a physician will be required before you will be permitted to return to work. In such instances, PRGC also reserves the right to require you to submit to an examination by a physician designated by PRGC at its discretion.

One or more unexcused absences or tardy days are grounds for disciplinary action, up to and including termination. If you are absent for three or more days and fail to properly report your absence, this will be considered a resignation of your position and you will be terminated for job abandonment.

Guidelines for Appropriate Conduct

As an PRGC team member you are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and always exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your co-workers, PRGC, or that might be viewed unfavorably by current or potential members or by the public at large. Your conduct reflects on PRGC. You are, consequently, encouraged to always observe the highest standards of professionalism.

Types of behavior and conduct that PRGC considers inappropriate include, but are not limited to:

1. Falsifying employment or other company records
2. Violating PRGC's nondiscrimination and/or sexual harassment policy
3. Soliciting or accepting gratuities from members, vendors, or customers.
4. Excessive absenteeism or tardiness

5. Excessive, unnecessary, or unauthorized use of company property and supplies, particularly for personal purposes
6. Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution, or transportation of drugs
7. Using alcoholic beverages on PRGC property or using alcoholic beverages while engaged in company business off PRGC's premises, except where and when authorized
8. **Fighting physical and verbal** or using obscene, abusive, or threatening language or gestures
9. Theft of property from co-workers, members, or PRGC
10. Disregarding safety or security regulations
11. Insubordination
12. Unsafe and abusive operation of machinery and trucks

Should your performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violation either of the above or any other policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Where appropriate, a policy of progressive employee discipline will be followed by all supervisors. Major elements of this policy include.

1. **Oral Reprimand:** The first step is an oral warning to an employee that the conduct is unacceptable, and that repeated or continued failure to conform such conduct or performance to PRGC standards will result in more severe disciplinary action. Before receiving an oral reprimand, the employee will be counseled by his supervisor and told what improvements are necessary and expected to correct any performance deficiencies. A record of the oral reprimand may be made and retained in the employee's personnel file.
2. **Written Reprimand:** The second step is a written reprimand that will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. A copy of the written reprimand will be retained in the employee's personnel file.
3. **Suspension:** Suspension of employment may, at the sole discretion of PRGC, be used as a third step. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary

record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his conduct or performance to PRGC's standards, for a single serious offense, or PRGC at its sole discretion may act by immediate termination. A record of the suspension will be retained in the employee's personnel file.

4. Termination: Termination of the employee is warranted if an employee fails to improve his conduct or performance to PRGC standards, for any single serious offense, or at the sole discretion of PRGC.

Notwithstanding the foregoing progressive disciplinary procedure policy, PRGC reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, at its sole discretion, eliminate any or all the steps in the progressive discipline procedure.

If an employee receives a disciplinary document they will be placed upon a 90-day probationary period. Holiday and or Vacation time will not be paid while an employee is on Probation, including the initial 90-day period after hire.

DRUG FREE WORKPLACE POLICY

The policy of PRGC is to maintain a drug free workplace. The term “workplace” is defined as company property, any company sponsored activity, or any other site for the performance of work for PRGC. The term “drug” includes alcoholic beverages and prescription drugs as well as illegal inhalants and illegal drugs. Activities prohibited by the policy, if practiced in the workplace as defined above, shall be considered grounds for discipline, including but not limited to suspension or immediate termination of employment. Prohibited activities under this policy include the unauthorized use of drugs, as defined above, in the workplace and/or being under the influence while in the workplace including dispensation, possession, or use of a drug or controlled substance as defined in schedule I through V of the controlled substances act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec. 1308, and the state and local law of the jurisdiction where the workplace is located, including but not by way of limitation, marijuana, opiates [e.g., heroine, morphine], cocaine, phencyclidine [PCP], and amphetamines. However, use of prescription drugs, when taken as directed by a duly licensed physician, shall not be a violation of this policy.

All company employees shall be provided with a copy of this policy and shall sign an acknowledgement of receipt of the policy and acceptance of terms that a drug test may be requested at any time. As a condition of employment, all PRGC employees must comply with this policy.

SAFE WORKPLACE POLICY

It is the intent of PRGC to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for members and others with whom we do business. PRGC has a no tolerance policy for violent acts or threats of violence.

PRGC expects all employees to conduct themselves in a non-threatening, non-abusive manner always. Direct, conditional or veiled threat of harm to any employee or company property is not acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on PRGC premises will be subject to immediate termination. If an employee, while engaged in PRGC business off the premises, commits or threatens to commit a violent act, that employee will be subject to immediate termination if the threat or violent act could adversely affect PRGC or its reputation in the community.

Employees within PRGC share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subject to or threatened with violence, or who is aware of another individual who has been subject to or threatened with violence, shall immediately report this information to their supervisor or a member of management. Employees should not assume that any threat is not serious. If you as an individual feel threatened and need protection, do not hesitate to report the situation to a supervisor. Any threat reported to a supervisor will be brought to the attention of PRGC. All reports will be carefully investigated by PRGC, and employee confidentiality will be fully maintained.

HOLIDAYS

Regular full-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, **you must work the regularly scheduled workday before and after the holiday, and not be on probation**, unless an exception is approved in writing by your supervisor. A paid holiday does not count as a workday. If a full-time employee is required to work on a holiday, that employee will receive \$100.00 holiday pay.

PRGC observes five paid holidays each year:

- New Years Day^t
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

VACATION/PERSONAL DAYS

Each regular full-time eligible employee will earn five days of vacation time upon the completion of one year of employment with PRGC. Each full-time eligible employee will continue to have five vacation days per year during employment with PRGC.

You may carry over five vacation days from year to year. Vacations must be taken annually to ensure that you receive full benefit, use them or lose them. You will lose your vacation days and will not be paid for them if they are not used during the Calendar year they were issued or the following year.

So that we may schedule work and plan for business requirements, employees scheduling vacation time should give as much advance notice as possible but no less than 30 days. If there are conflicting dates, preference will be given to the employee who has the most seniority. However, a more junior employee who already has an approved vacation date will not be bumped by a more senior employee submitting a vacation request.

Vacation days are not required to be taken consecutively.

Vacation is paid on the regular pay cycle. Vacation days are not used in calculating overtime hours if you are an hourly employee.

SICK LEAVE

Sick time must be called into the appropriate supervisor as soon as possible but no later than two hours after the beginning of the employee's shift.

Sick time benefits will accrue for both full and part-time employees at 1 hr. for every 30 hrs. worked from date of hire regardless of time of employment. Sick time can accrue for up to 24 hrs. total per calendar year. Unused sick time at the end of the year, up to the annual eligibility of 16 hours will be rolled into the next year. Upon leaving PRGC, the employee will not be paid for any unused sick time.

VOTING LEAVE

Full-time employees who do not have three consecutive hours before or after their normal working hours, during the period between the time of 0800 and 1700, are entitled to take paid time off in order to vote in any local, state, or federal election.

SOCIAL MEDIA POLICY

Social media posting including but not limited to Facebook, Twitter, LinkedIn and YouTube are not authorized to be posted about PRGC within business hours or after business hours unless it is authorized by your supervisor.

PAY SCHEDULE

Paydays are bi-weekly, on Friday. Unless other arrangements have been made, paychecks must be picked up at the company office.

FINAL PAYCHECK POLICY

An employee (full or part-time) who are discharged will be paid within 7 calendar days of that discharge. This may include mailing a check or initiating a electronic transfer.