



**RVW, Inc.**

**Employee Manual**



# RVW EMPLOYEE MANUAL

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# RVW EMPLOYEE MANUAL

RVW, Inc. (RVW)

## 1.1 PURPOSE

This employee manual is designed to acquaint you with RVW and provide you with information about working conditions, benefits and some of the policies affecting your relationship with RVW. It describes many of your responsibilities as an employee and outlines the programs developed by RVW to benefit its employees. You should familiarize yourself with the contents of this employee manual, as it will answer many common questions about your employment with RVW.

No employee manual can anticipate every circumstance or question about policies. Policies included in this manual supersede all similar previously issued oral or written policies. As times and RVW change, the need may arise to change polices described in this employee manual. RVW, therefore, reserves the right to revise, supplement or rescind any policies or portion of the employee manual from time to time as it deems appropriate, in its sole and absolute discretion. If changes are made, you will be notified through official notices. All changes must be authorized by the RVW Board of Directors. You are responsible for keeping your manual updated.

## 1.2 EMPLOYMENT-AT-WILL

**This employee manual is not a contract of employment. Nothing contained in this employee manual or in any other statement of RVW's philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an express or implied promise of continuing employment. RVW, like you, is free to terminate the employment relationship at any time for any or no reason.**

If and when your employment ends, you are required to return this employee manual to RVW at the time you collect your last paycheck.

**PLEASE READ THE EMPLOYEE MANUAL CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE.**

**RVW EMPLOYEE MANUAL**

**1.3 ACKNOWLEDGING RECEIPT OF EMPLOYEE MANUAL**

I have received a copy of the RVW Employee Manual and have either read it or have had it read to me carefully. I understand all of its rules, policies, terms and conditions.

**I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS TERMINABLE-AT-WILL, SO THAT BOTH RVW AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON. SIMILARLY, NO RVW OFFICIAL HAS THE AUTHORITY TO ENTER INTO AN ORAL EMPLOYMENT CONTRACT, AND ONLY THE PRESIDENT HAS AUTHORITY TO ENTER INTO A WRITTEN EMPLOYMENT CONTRACT.**

I understand that nothing in this employee manual in any way creates an express or implied contract of employment between RVW and me, but rather is intended to foster a better working atmosphere while the employee/employer relationship exists.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Name (Printed)

## RVW EMPLOYEE MANUAL

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\_\_\_\_\_  
Employee's Signature

Date:\_\_\_\_\_

\_\_\_\_\_  
Employee's Name (Printed)

sign and return this copy to your department head

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# RVW EMPLOYEE MANUAL

## 1.4 A WELCOME LETTER FROM THE PRESIDENT

TO: RVW Employees  
FROM: Mark Massman, President  
RE: RVW Employee Manual

Welcome to the RVW family!

RVW values both our clients and our employees as without one we will not be able to support the other.

Utilizing dedication, efficiency, and communication, RVW employees work with each other and with our clients as a team to accomplish our clients' goals. Just as with any team, your contribution to this team effort is critical to our success.

Also as with any team, RVW expects employees to perform their duties in a legal, safe, professional and ethical manner in all interactions with other RVW employees, RVW clients, and with the public in general. As you have seen via countless positive and negative examples in the media, one member of the team can significantly impact the overall perception and effectiveness of that team.

While RVW has always operated without unnecessary formalities, the enclosed Employee Manual provides many of our procedures and policies that you, as an RVW team member, need to be familiar with. It also serves as a good resource for many common questions.

The RVW Employee Manual is intended to be a living document that will be updated from time to time to better serve everyone's needs. Therefore, please let me, the Controller, any Board Member, or any supervisor know if you find something that needs attention or clarification.

The RVW Employee Manual is a tool that will help us all better focus on clients' goals resulting in overall success for the entire team.

Sincerely,  
RVW, Inc.

*Mark Massman*

President

# RVW EMPLOYEE MANUAL

## 1.5 THE COMPANY

RVW, Inc. has long established roots, but distinct origins, in both engineering and architecture.

Raymond H. Reed and George Simpson formed a partnership in 1938 named Simpson and Reed, with offices in Abilene, Kansas and Quincy, Illinois. The partnership offered consulting engineering services in all disciplines, but worked primarily with electric utilities.

The partnership split up within a year and Reed took sole proprietorship of the Abilene office. The office was kept open while Reed served in World War II and upon his release from the service in 1945, he moved the firm to Columbus, Nebraska.

Charles M. Wurdeman practiced architecture in Columbus, Nebraska since the early 1900's. His son, Harold, graduated in 1932 with a degree in civil engineering and joined the firm that became known as Wurdeman & Wurdeman. Harold was a licensed, professional engineer, architect, and land surveyor and continued the business after his father's retirement.

In 1948, Reed and Wurdeman formed a partnership to better serve civil and municipal engineering and architectural clients. The partnership, known as Wurdeman & Reed Company, operated in conjunction with the Raymond H. Reed Company.

In 1952, Clarence F. Veach, who began working in Reed's electrical practice in 1939, led the firm into the growing field of telecommunications engineering.

In 1955, the Raymond H. Reed Company incorporated under the name "Raymond H. Reed & Co., Inc." The office was at 2305 1/2 - 13th Street. Early corporation directors were Reed, his wife Betty and Clarence F. Veach. Francis E. Brown, Owen R. Gibbs, Ed F. Buss, Elmer O. Petsch and Victor M. Petersen were early stockholders.

In 1958 the partnership of Wurdeman & Reed Co. was merged into Raymond H. Reed & Co., Inc. and the corporate name changed to "Raymond H. Reed, Wurdeman and Associates, Inc." The company's office moved to 1370 - 31st Avenue.

In 1969 the name was changed to "Reed, Veach, Wurdeman & Associates, Inc." Directors were Reed, Wurdeman, Veach, Petsch, and James M. Rosekrans. Wurdeman retired in 1976 and worked as a consultant nearly full time until his death in 1985. Raymond H. Reed retired in 1977 and passed away in 1978. Clarence F. Veach retired in 1982.

In late 1984 the Computer Services department, now called the Telecommunications Billing Department, began operating as a service bureau providing toll rating, billing and other services for telephone companies.

In late 1989, the company purchased the former Production Credit Association/Federal Land Bank building and moved to the 4118 Howard Boulevard location in May 1990. Coincidentally, this building was originally designed by RVW architects in 1979.

# **RVW EMPLOYEE MANUAL**

## **1.5 THE COMPANY (continued)**

In 1996, the name was changed to "RVW, Inc."

In August 1996, RVW, Inc. purchased the assets of Scheidegger Engineering Company, Inc., a long-time, Columbus based engineering firm. The purchase facilitated the retirement of Sam Scheidegger, provided his clients an established firm with which they could continue operations, and expanded RVW's client base in the electrical utility engineering practice.

In 2013 The Company celebrated it's 75th Anniversary and Robert J Tupper long time President and Chief Telecommunications Engineer retired.

Today, RVW, Inc. provides comprehensive professional services in these areas:

- ◆ Architectural Services
- ◆ Electrical Power Engineering
- ◆ Telecommunications Engineering
- ◆ Telecommunications Billing

RVW is headquartered in Columbus, Nebraska.

# RVW EMPLOYEE MANUAL

## 1.6 COMPANY GOALS AND OBJECTIVE

For more than 75 years, RVW has successfully provided professional services in engineering and architecture. At RVW we've developed a reputation of bringing quality, practicality, honesty, and economy into the work we do for our clients. The strengthening of our reputation is the responsibility of everyone at RVW. Only through teamwork and hard work can progress be made in achieving our objective. If you're not willing to meet the challenges ahead or to work together to meet our objective then RVW is not the place for you.

If you're ready to take the challenge, this is our objective:

**PROVIDE OUR CLIENTS WITH INNOVATIVE AND HIGH QUALITY ARCHITECTURAL AND ENGINEERING SERVICES MEETING CURRENT AND FUTURE CLIENT DESIRES IN A PRACTICAL, HONEST, AND EFFICIENT MANNER INTO THE 21ST CENTURY.**

We will meet our objective by:

### 1. DOING THE RIGHT THINGS:

- Paying attention to details.
- Doing the job right the first time.
- Not needing constant supervision.
- Being determined to succeed.
- Giving an hour of effort for an hour of billing and an hour of pay.
- Communicating with each other and with our clients.

### 2. ANTICIPATING OUR CLIENTS' NEEDS:

- Knowing and listening to our clients.
- Responding to our clients' concerns and questions.
- Finding efficient and innovative solutions to clients' problems.
- Continually developing and improving our skills.
- Staying abreast of new technologies.

### 3. MAKING RVW A PLACE PEOPLE ARE PROUD TO WORK:

- Providing challenging and rewarding work.
- Recognizing and encouraging successes.
- Having employees share knowledge and information.
- Providing a fair compensation package.
- Remembering people and their skills are our most important asset.
- Providing a secure benefit package for an employee and their family.

### 4. CAUSING RVW TO EXPERIENCE A PROFITABLE AND STEADY GROWTH:

- Accomplishing goals 1 through 3.

# RVW EMPLOYEE MANUAL

## 1.7 MANAGEMENT TEAM - CONTACTS

### Board of Directors

President/Chairman of the Board	Mark Massman
Vice President	Marty Nore
Vice President	Toby Goc
Vice President	Brian LeCuyer
Vice President	Larry Mares
Secretary/Treasurer	Larry Mares

### Controller

Randy Riley

### Department Heads

Architectural Services	Larry Mares
Electric Power Engineering	Doug Hartman
Telecommunications Engineering	Mark Massman
Telecommunications Billing	Sharon Augustin

### Supervisors

Architectural Services	Dan Keiter
Telecommunications Engineering	Brian LeCuyer
Telecommunications Engineering	Toby Goc
Telecommunications Engineering	Marty Nore
Telecommunications Engineering	Neal Brandyberry
Telecommunications Engineering	Jan Moore
Telecommunications Engineering	Dave McElhose
Telecommunications Engineering	Danny Welch
Telecommunications Engineering	Sean Kraus

### Safety Committee

Neal Brandyberry  
Randy Riley

## 1.8 ADMITRATIVE STAFF - CONTACTS

### Billing Clerk

Payroll/Insurance Clerk  
Receptionist/Secretary

Nancy Bender  
Jana Bloebaum  
Nicole Nitz

# **RVW EMPLOYEE MANUAL**

## **2.1 EQUAL OPPORTUNITY POLICY**

Equal Opportunity is RVW's policy. It is RVW's policy to select the best-qualified person for each position in the organization. No employee of RVW will discriminate against an applicant for employment or fellow employee because of age, ancestry, color, disability, marital status, national origin, race, religion, sex, or veteran status.

## **2.2 AMERICANS WITH DISABILITIES ACT**

RVW believes in the principles incorporated in Title I of the Americans With Disabilities Act. That Act prohibits employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions based on essential skills and an employee's or applicant's abilities. In keeping with this philosophy, we will provide reasonable accommodation to otherwise qualified, disabled employees or applicants. Please recognize, however, that we cannot promise to make any and all accommodations. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to our business.

If you ever feel we are failing in our duty and promise of equal opportunity to all applicants or employees, please report your concerns at once to your supervisor or other management personnel with whom you feel comfortable discussing the matter. We will take every reasonable measure to correct any unfairness, and promise that you will not be subjected to retaliation for bringing such matters to our attention.

*PLEASE COME TO US FIRST*

# RVW EMPLOYEE MANUAL

## 2.3 BUSINESS CONDUCT

We at RVW strive to work together with respect for: each other, the responsibility of our positions, and the Company. Because of our ability to work together with respect, RVW does not publish a long list of specific rules and regulations for proper business conduct. Nevertheless, you should be aware of RVW's attitude toward particular issues.

Human Relations: It is important not only that we strive for efficiency and excellence in the performance of our assignment, but that we treat others with whom we work and come in contact with courtesy and respect. Discourtesy to or abuse of others is not justified and is prohibited. Should you feel you are being subject to any improper treatment, you should discuss the matter with your supervisor, your department head, or the President of RVW. All such complaints will be promptly handled and privacy safeguards will apply to respect both the privacy of the person making the complaint and of any person whose conduct is being criticized. Such matters will be documented, investigated, and appropriate action, including corrective action if justified, will be taken in as confidential a manner as appropriate and possible, to remedy all violations of this policy.

Alcohol and Drug Usage: Improper or inappropriate use of alcohol, drugs or other mind-changing chemicals or substances, and the involvement with illegal narcotics or controlled substances may result in discharge. RVW has a Substance Abuse Policy that must be adhered to by you and all employees, regardless of position in RVW.

Insubordination: Failure to follow directions and policies of RVW is not a display of proper respect for RVW or those charged with the duty of directing RVW's efforts. Insubordination may result in corrective action, up to and including discharge.

In summary, you are expected to work diligently and efficiently, contributing to the productivity and growth of RVW.

# **RVW EMPLOYEE MANUAL**

## **2.4 CORRECTIVE ACTION**

Corrective action may be initiated when RVW management believes that an employee's performance problem can and will be resolved through adequate action. Corrective action is completely at the discretion of RVW management. RVW desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in RVW's best interests. RVW expressly reserves the right to discharge "at will". Even if corrective action is implemented, the employee may be terminated at the discretion of management. Management, in its sole discretion, may either warn, reassign, suspend, or discharge any employee "at will" whichever it chooses and at any time. Corrective action may include but is not limited to:

1. Verbal Counseling
2. Written Counseling
3. Probation
4. Suspension
5. Discharge



# **RVW EMPLOYEE MANUAL**

## **2.5 SEXUAL HARASSMENT**

RVW is committed to offering employment opportunity based on ability and performance, in a productive climate, free of discrimination. Accordingly, harassment of any kind by any RVW employee will not be tolerated.

In general, ethnic or racial slurs, jokes and other verbal or physical conduct relating to a person's race, color, religion, sex, disability, national origin, ancestry, age, marital status, or veteran status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the work place.

Sexual harassment exists when:

1. Supervisors or managers make submission to such conduct an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors, customers and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

## **RVW EMPLOYEE MANUAL**

### **2.5 SEXUAL HARASSMENT (continued)**

#### **COMPLAINT PROCEDURE**

- STEP 1: If you have a complaint about an incident of harassment, you should immediately report the matter to your supervisor.
- STEP 2: If your supervisor is not the appropriate person, or if you are not satisfied with your supervisor's handling of the complaint, bring the matter to the attention of your Department Head.
- STEP 3: If you still are not satisfied with the handling or outcome of your complaint, or if you feel more comfortable bypassing the other steps, take the matter directly to the Controller or President.
- STEP 4: If you are not satisfied with the Controller or President's response, you may take the matter directly to any member of the Board of Directors.

All complaints will be thoroughly investigated and will be treated with the utmost confidence consistent with resolution of the problem. If the allegations are found to be true following investigation, appropriate corrective action will be taken, up to and including the discharge of offending employees.

Under no circumstances will anyone be allowed to threaten or retaliate against an employee who alleges any form of harassment described above.

# **RVW EMPLOYEE MANUAL**

## **2.6 SUBSTANCE ABUSE POLICY**

We all recognize that drug and alcohol abuse negatively affects a company, an individual, and an individual's coworkers. Because of this, we have adopted a drug and alcohol abuse policy. While we hope that this policy benefits RVW, we hope even more that it protects you and your co-workers.

Since RVW is committed to providing a safe work place, it prohibits the following: (1) illegal use, sale or possession of narcotics, drugs or controlled substances on the job or on RVW's premises; (2) any improper use of "legal" or physician prescribed drugs on the job or on RVW's premises; (3) the use, sale, or possession of alcoholic beverages on the job or on RVW's premises; and (4) reporting to work under the influence of alcoholic or illegal drugs, or with these substances in the body.

After employment, drug testing may be conducted at RVW's sole discretion. Any such testing will be conducted according to applicable state law. Your refusal to cooperate will be treated as a resignation.

In the event that your drug test or blood alcohol test is a confirmed positive, you will be subject to corrective action, at RVW's sole discretion, up to and including immediate discharge.

RVW reserves the right at all times on RVW's and its client's premises or equipment to conduct unannounced drug and alcohol screens, searches, and inspections of RVW employees effects including their baggage, desks, toolboxes, clothing, and vehicles. The purpose of such screens, searches, and inspections is to ensure compliance with this policy.

# **RVW EMPLOYEE MANUAL**

## **2.7 SMOKING POLICY**

All RVW offices will be maintained as smoke free environments and smoking by anyone will not be permitted inside the offices.

Smoking will not be allowed in any RVW owned vehicle when more than one occupant is in the vehicle.

## **2.8 CONFIDENTIALITY OF WORK**

Certain aspects of most positions are considered "confidential" and must not be discussed with others inside or outside RVW except on a "need to know" basis. Confidential information may include not only information valuable to RVW but also information valuable to our clients. Improper communication of confidential information is most serious and may be the basis for corrective action, up to and including discharge.

## **2.9 DRESS CODE**

RVW has no specific dress code, but you are expected to dress appropriately for the situation and as clients expect professionals to dress. Collared shirts are generally preferred even when working in the field. Inappropriate clothes include: clothes with holes or tears, T-shirts, tank-tops, shorts, clothes with lewd pictures or words, and clothes with beer, alcohol or tobacco references.

## **2.10 INTERNET AND E-MAIL POLICY**

RVW's hardware, software, computer, Internet, E-Mail and/or communications systems shall be used only according to the following rules:

- (1) All electronic communications are the property of RVW,
- (2) There is no expectation of privacy with regard to E-mail, and
- (3) RVW reserves the discretionary right to monitor any electronic communications created using or residing on RVW's systems.

# RVW EMPLOYEE MANUAL

## 3.1 HIRING PROCESS

The hiring process may not begin without the approval of the appropriate department head or the President. The President must give the final approval before either a written or verbal offer can be extended.

You should understand that employment is subject to verification of employment eligibility and validity of all information supplied as part of the employment application. Any false statements or willful omissions no matter when discovered may result in immediate discharge.

## 3.2 EMPLOYEE CLASSIFICATIONS

### Full Time:

Regularly working\* 30 or more hours per week and not classified as project by project.  
Eligible for all benefits.

### Part Time:

Regularly working\* less than 30 hours per week.  
Ineligible for all benefits.

### Project by Project:

Not considered regularly working\* regardless of hours.  
Ineligible for all benefits.

\*Regularly working is defined to mean at least 9 consecutive months.

## **RVW EMPLOYEE MANUAL**

### **3.3 ANNIVERSARY DATE**

Your anniversary date is defined as your first day on the job as a full time employee with RVW.

### **3.4 ELIGIBILITY DATE**

Your eligibility date refers to the date you become eligible for a particular benefit. Group insurance and retirement benefits eligibility are governed by the rules, specifications, and terms of the plan documents.

### **3.5 REINSTATEMENT**

If you are re-employed by RVW after termination you will lose your original anniversary date for all purposes and be assigned a new date corresponding to your first day on the job after re-employment. This policy shall not apply to layoffs or if you were erroneously terminated for cause and later reinstated. Group insurance and retirement benefits eligibility for reinstatements are governed by the rules, specifications and terms of the plan documents.

### **3.6 RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS**

A serious injury or illness is defined as one that results in you being absent from work for more than four consecutive weeks or one which may in RVW's opinion limit your future performance of regular duties or assignments. As a joint protection to you and RVW, if you have been absent from work because of serious illness or injury, you are required to obtain a doctor's release specifically stating that you are capable of performing your normal duties without risk of re-injury or relapse before returning to work.

### **3.7 COMPENSATION**

It is RVW's intention to provide attractive, competitive salaries along with benefits and other forms of compensation, based in part on industry and community pay practices, to fairly compensate productive people, recognizing the experience and training they bring with them to RVW and gain while with RVW. RVW's ability to meet this objective is dependent upon the effort of each and every employee to contribute to RVW's continued growth and performance.

We believe the amount of your pay is a private matter between you and RVW. Therefore, we will not discuss your pay with your co-workers except on a need-to-know basis. Likewise, while it is your right and we will not interfere with that right, we do not believe you should discuss your wages with other employees either.

## **RVW EMPLOYEE MANUAL**

### **3.8 WORKDAYS AND PAYDAY**

RVW pay periods start on Sunday and end on Saturday 14 days later. Payday is the Thursday following the last day (Saturday) of the pay period.

A normal workday begins at 8:00 A.M. and ends at 5:00 P.M. with one unpaid hour for lunch.

Our business requires much of your time to be worked at client locations or job sites. Regardless of the work location, workdays should be scheduled to accommodate the requirements of the client and RVW's philosophy of meeting and serving the needs of our clients.

Time and expense reports are to be fully and correctly completed and submitted to your supervisor by Monday morning following the pay period ending on the preceding Saturday.

The time and expense reports are not only used for payroll purposes but also for internal cost accounting and client billing; therefore, it is absolutely essential that your time and expenses be accurately logged to the correct job order number. Manipulation of the logging of time and expenses may result in corrective action, up to and including discharge.

You are responsible for providing your supervisor in advance with any request for necessary deviations from the normal work schedule, including late arrival or early departure. Should you be unable to provide advance notice, the supervisor must be notified as soon as possible. Unless it is not possible, notification should be given directly by you to the supervisor, without relying on third parties to give notice for you.

Repetitious tardiness and absenteeism may result in corrective action, up to and including discharge.

## RVW EMPLOYEE MANUAL

### 3.9 OVERTIME

You are “non-exempt” until notified in writing.

#### Non-exempt employees:

You will be paid at the rate of one and one-half times your regular rate of pay for hours worked in excess of 40 in a single workweek. In weeks that include paid absences, you will be paid at one and one-half times your regular rate for only those hours actually worked in excess of 40 hours.

At times you'll be expected to work overtime to meet a job or client timetable. There will be other times when overtime will not be required. Your Supervisor or Department Head have the authority and responsibility to authorize your work schedule including overtime. Your compliance with their instructions is expected. Non-compliance with their instructions including working unauthorized overtime may result in corrective action, up to and including discharge.

#### Exempt employees:

You will generally be paid a predetermined salary for a single work week regardless of the hours you work; however, you are expected to work at least 40 hours per week. You can be docked for full-day personal absences if you are not yet eligible for or have exhausted paid absence benefits. Working less than 40 hours per week without advance permission may result in corrective action, up to and including discharge.



## **RVW EMPLOYEE MANUAL**

### **3.10 PAYROLL DEDUCTIONS**

Deductions will be made from your gross wages for all applicable payroll taxes mandated by government taxing authorities.

You are required by government taxing authorities to fill out and sign a Federal Withholding Allowance Certificate (IRS Form W-4) on or before your first day on the job. This form must be completed in accordance with Federal regulations. You may fill out a new W-4 at anytime when circumstances change. If you paid no income tax for the preceding year and expect to pay no income tax for the current year you may fill and sign a new Federal Withholding Allowance Certificate (IRS Form W-4). Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances, as may be required by Federal regulations.

Other optional or required deductions will be deducted from your paycheck in accordance with signed authorizations or as ordered by government or judicial authorities.

You will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31.

If you believe that your pay or deductions are incorrect or there is a mistake on your W-2, you should notify the Controller immediately.

### **3.11 PAYROLL CHECK DIRECT DEPOSIT**

RVW, Inc. offers direct deposit of employee payroll checks. If you choose to participate your pay will be automatically deposited into your designated account on the Thursday after a pay-period end.

## **RVW EMPLOYEE MANUAL**

### **3.12 MEAL AND REST PERIODS**

Meal Period - Lunch breaks are unpaid and are normally from noon to 1:00 p.m. When you are working at a client's location or job site you should schedule your meal breaks to correspond with the needs and requirements of the client or job.

Rest Period - Although specified "coffee breaks" are not part of the RVW culture it is suggested you take short paid rest breaks to give yourself a physical and or mental break. Leaving your work area to get a coffee, a pop or to stretch is acceptable. Taking advantage of this by taking frequent or excessively long breaks is unacceptable and is contrary to RVW philosophy of providing efficient quality service to our clients.

Since specified "coffee breaks" are not part of the RVW culture you and other employees will be taking breaks at different times. It is important that you show other employees the courtesy of not interrupting them while you're on a break and they are working.

### **3.13 PERSONNEL RECORDS**

Because of Social Security, payroll, insurance, income tax, and other requirements, it is particularly important that you keep RVW informed about any change in the following:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents
- Insurance Beneficiary
- Person to contact in event of emergency
- United States employment eligibility or authorization
- The date on which a dependent marries or reaches the age of majority

You are required to promptly report all changes that shall occur in any of this information at the earliest possible time to the Payroll Clerk.

# RVW EMPLOYEE MANUAL

## 4.1 GROUP BENEFITS

RVW provides group life insurance, group health insurance, and a group long-term disability program. RVW provides a 401(k) and a defined benefit retirement plans.

The RVW group insurance and retirement plans are explicitly defined in legal documents, contracts, and agreements. Should any question ever arise about the nature and extent of the plan benefits, the formal language of the plan documents, which may change from time to time without notice, will govern and not the informal wording of this Employee Manual. All of these official documents are readily available from the Controller.

## 4.2 ELIGIBILITY: INSURANCE PLANS

1. You are eligible to begin participating in the program, provided you are not totally disabled or hospitalized on the effective date and:
  - (a) you have completed a 30 day waiting period and
  - (b) you have reached the age of 20 1/2 and
  - (c) you are a full time employee and
  - (d) you have submitted a properly completed application to the Controller and
  - (e) you are actively at work on the day coverage is to begin and
  - (f) you are not hospitalized on the date coverage is to begin.
2. Exclusions:
  - (a) Part time employees.
  - (b) Project by Project Employees.
3. A dependent of a participant is eligible to begin participating in the program on the same effective date as the participant, provided the dependent is not totally disabled or hospitalized on the effective date. If the dependent is hospitalized, then the effective date of coverage is the day following release from the hospital. If the dependent is totally disabled, the effective date of coverage is the first day he is no longer totally disabled.

## **RVW EMPLOYEE MANUAL**

### **4.3 ELIGIBILITY: RETIREMENT PLAN – R&S Plan (NTCA Defined Benefit)**

1. You are eligible to participate in the R&S Plan on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, or October 1<sup>st</sup> and:
  - (a) you have completed a six month period of service and
  - (b) you have attained the age of 21 years and
  - (c) you are a full time employee and
  - (d) you have submitted a properly-completed application to the Controller and
  
2. Exclusions:
  - (a) Part time employees.
  - (b) Project by Project employees.

Example: If you began work on February 12, 2015, you would begin to participate on October 1, 2015.

### **4.4 ELIGIBILITY: RETIREMENT PLAN – 401(k) Plan**

1. You are eligible to participate in the 401(k)Plan on January 1<sup>st</sup> or July 1<sup>st</sup> and:
  - (a) you have completed a six month period of service and
  - (b) you have attained the age of 21 years and
  - (c) you are a full time employee and
  - (d) you have submitted a properly-completed application to the Controller and
  - (e) you agree to make the necessary employee contributions.
  
2. Exclusions:
  - (a) Part time employees.
  - (b) Project by Project employees.

Example: If you began work on February 12, 2015, you would begin to participate on January 1, 2016.

## **RVW EMPLOYEE MANUAL**

### **4.5 HEALTH BENEFIT PROVISIONS (Informal Highlights)**

Carrier: HDP/HSA-United Health Care ACEC Health Trust

Deductibles:           \$ 2,600 per Individual  
                              \$ 5,200 per Family

Out-of-Pocket Maximum- Combined Medical & Pharmacy  
                                  \$3,500 per Individual  
                                  \$7,000 per Family

Coverage:           Hospital Charges  
                          Major Medical Charge  
                          Maternity Benefits

Premiums:           100% of premiums are presently provided by RVW.

### **4.6 DENTAL BENEFIT PROVISIONS**

Carrier: RVW, Inc Employee Health Plan (Mid American Benefits)

Deductibles:           \$ 75 per single  
                              \$150 per family

Co-Insurance Waiver: 80% of eligible expenses.

Preauthorization:   Procedures with an estimated cost of  
                              \$1,000 or more.

Maximum benefit:   \$2,000 per year per individual

Orthodontic maximum lifetime benefit: \$1,250

Premiums:           100% of premiums are presently provided by RVW.

## **RVW EMPLOYEE MANUAL**

### **4.7 EYE CARE BENEFIT PROVISIONS**

Carrier: Guardian using the VSP Network

Coverage:

Eye Exam	\$ 25 Annual co-pay
Lenses	\$ 25 Annual co-pay
Frames	\$130 Allowance every 24 months

Premiums: 100% of premiums are presently provided by RVW

### **4.8 Long Term Accident and Sickness Disability Benefits**

Carrier: Reliance Life Insurance Company

Coverage includes Employees only, not dependent(s).

Benefits shall commence after a 26 consecutive week waiting period.

The amount of disability benefits payable will be 66.67% of the participant's W-2 wage in effect immediately prior to the date of total disability.

The maximum payable is \$10,000 per month.

Premiums: 100% of premiums are presently provided by RVW.

### **4.9 LIFE INSURANCE**

Carrier: Reliance Life Insurance Company

Benefit: 2 times base salary (excluding overtime and bonus).

Maximum: \$100,000

\$ 2,000 Dependent Coverage

Premiums: 100% of premiums are presently provided by RVW.

### **4.10 CONTINUATION OF COVERAGE (COBRA)**

Under federal law, you may have the right to continue coverage of certain of our group insurance plans if you lose group insurance because of a reduction in your hours, or because of termination of employment for reasons other than gross misconduct. If you elect to continue coverage, you must pay the cost of your premiums. For more information on this right, please contact the Controller.

## RVW EMPLOYEE MANUAL

### 4.11 RVW DEFINED BENEFIT RETIREMENT PLAN (R&S PLAN)

Provider:	NTCA (National Telecommunications Cooperative Assoc.)
Contributions:	Employer 10.5% of W-2 wages
Benefits:	Approx. 1.3356% of wage in benefits at retirement for year you participate. Death Benefit Rule of 85 Benefit Immediate 100% Vesting (Actuarial calculation)

You will receive a "Retirement and Security Program Specifications" directly from NTCA that explicitly defines the program specifications.

### 4.12 RVW 401(k) Retirement Plan

Provider:	RVW, Inc
Contributions:	Employee: up to 80% of W-2 wages Employer: 1% if employee contributes a minimum 3%
Investments:	3 Large Growth Funds 3 Large Value Funds 1 Small Growth Funds 1 Large Blend Fund 2 Bond Fund 10 Target Retirement Funds 1 Money Market Fund
Vesting:	Immediate 100% Vesting

Approximately 30 days prior to your eligibility, detailed information about the RVW 401(k) plan along with the appropriate applications will be sent to you for your review and completion.

Detail plan specifications are on file with the Controller and are available to be reviewed by any employee. The RVW benefit programs are explicitly defined in legal documents, contracts, and agreements available to be reviewed by any employee. All questions that arise about the nature and extent of the plan benefits, the formal language of the plan documents which may change from time to time without notice - and not the informal wording of this Manual - will govern.

## **RVW EMPLOYEE MANUAL**

### **4.13 Health Savings Accounts HSA**

RVW employees are eligible to have a Health Savings Account (HSA) in conjunction with the RVW High Deductible Health Plan. A HSA is an account that you can put money into to save for future medical expense. Participation is voluntary and contributions can be made by both RVW and employees. Refer to the specific plan description and other information explaining the details of the plan.

### **4.14 CREDIT UNION**

RVW employees are eligible to join the Columbus United Federal Credit Union. Services of the credit union include:

Savings Accounts  
IRA'S  
Payroll Deductions

Checking Accounts  
Loans



# RVW EMPLOYEE MANUAL

## 4.15 Tuition Reimbursement Policy

RVW, Inc. provides Tuition Reimbursement for approved educational activities. The purpose of the Tuition Reimbursement program is to provide opportunities for employees of RVW, Inc. to improve their knowledge, skills and abilities through personal career development.

### Eligibility

Regular full-time employees of RVW, Inc employed continuously for a minimum of 3 months are eligible to participate in the Tuition Reimbursement Program.

### Reimbursement

RVW, Inc. reimburses employees for tuition expenses only. Employee is responsible for related expenses such as books, fees, and parking.

Courses of study must be directly connected with the current work being performed or that is expected to be performed while in the employ of RVW, Inc and completed at accredited educational institutions. The employee should use the Tuition Reimbursement Form to obtain their department head's approval on the course of study and each class prior to starting a class. Final approval by RVW's president is required to be obtained by the department heads.

RVW, Inc will reimburse a maximum of \$1,000.00 per calendar year to eligible employees:

For Grade of A or B or Pass - 100% of the cost of tuition.

For Grade of C - 60% of tuition.

For Grades below C (or equivalent) or Audit - No reimbursement.

Since RVW, Inc will not prepay education expenses, employees will be required to pay their own tuition, then submit grades and receipts upon completion of each course.

Reimbursements will be reduced by any other source of payments to the employee, such as Veterans Administration, scholarships, or grants.

### Scheduling

Courses should be taken on the employee's own time

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**RVW, Inc**  
**Tuition Reimbursement Form**

**Basic Information**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Coursework: \_\_\_\_\_

Institution: \_\_\_\_\_ Semester: \_\_\_\_\_

Enrolled hours: \_\_\_\_\_ Tuition Expense: \_\_\_\_\_

Do you expect GI Benefits, Scholarship, other aid ? \_\_\_ Yes \_\_\_ No

If yes, amount of aid and source: \_\_\_\_\_

**Statement of Value – from employee on how this course contributes to job/career:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Department Head's Approval/Date

\_\_\_\_\_  
President's Approval/Date

**Accounting (upon completion, attach copy of registrar's grade & tuition receipt)**

Received/Date: \_\_\_\_\_ Controller's Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Copy Sent to Employee/Supervisor/Manager: \_\_\_\_\_

Final Grade: \_\_\_\_\_

Reimbursement Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

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# RVW EMPLOYEE MANUAL

## 5.1 ELIGIBILITY: PAID ABSENCES

Only Full Time employees are eligible to receive any paid absence benefits.

## 5.2 VACATION

The vacation benefits are earned as follows:

After the Completion of _____	Vacation Accrued
1 thru 4 years	80 hours
5 thru 11 years	96 hours
12 and more	120 hours

Vacation hours to a maximum of 80 may be carried forward to the following year. All unused vacation hours in excess of 80 will be forfeited.

Vacation must be approved in advance by your supervisor.

Vacation benefits will not be paid in a work week which would result in more than 40 hours being paid.

Your vacation benefits are earned on your anniversary date that is established as follows:

If you were hired before January 1, 1990 - January 1 is your anniversary date.

If you were hired after January 1, 1990 - The month and day of your actual 1st work day is your anniversary date.

## RVW EMPLOYEE MANUAL

### 5.3 HOLIDAYS

RVW provides you with seven paid holidays each year. RVW is officially closed on these days:

January 1	New Years Day
May	Memorial Day (observed)
July 4	Independence Day
September	Labor Day
November	Thanksgiving Day
November	Day after Thanksgiving
December 25	Christmas Day

If the holiday falls on Saturday, the preceding Friday will be a holiday. If the holiday falls on Sunday, the following Monday will be a holiday.

If a designated holiday falls within your vacation period, the holiday is not considered a vacation day.

Only full-time employees are eligible for holiday pay.

Full time employees will accrue 8 hours of holiday benefit on the date of the holiday. Holiday benefit may not be taken in advance. Holiday benefit may be deferred for future use, but cannot be carried forward past December 31.

You may take religious holidays not designated as a company holiday without pay. Prior approval must be obtained from your Department Head.

## **RVW EMPLOYEE MANUAL**

### **5.4 SICK LEAVE**

You will be provided 80 hours of sick leave per year to be used for any sickness or illness you may have. During the first year of employment you will be credited with sick leave equivalent to 8 hours times the remaining months in the year up to a maximum of 80 hours per year.

If you are sick and sick leave is needed, contact your supervisor as early as possible. In cases where you know in advance of a scheduled medical procedure, inform your supervisor as soon as possible.

Unused sick leave does not accumulate and no unused sick leave will be paid upon termination of employment.

Sick leave is provided to you for your sickness or illness not another member of your family.

### **5.5 LEAVE OF ABSENCE**

If you believe you need a leave of absence without pay, submit a request to your Department Head or the President for consideration. Requests for leave require the shorter of, thirty days or in an emergency as soon as practicable, advance notice. If you request unpaid leave for a personal medical reason you must use your remaining sick leave, then any remaining vacation time before receiving unpaid leave. If your request is for any other reason you must use your remaining vacation before you'll be allowed any unpaid leave.

Subject to company approval, a maximum of 6 weeks of unpaid leave in a any 12 month period may be allowed after all paid leave has been used. If you fail to return to work after 6 weeks of unpaid leave, you will be considered to have voluntarily resigned.

While you're on leave, RVW will continue to maintain coverage under the group health, life, and long-term disability plans for up to 6 weeks. The six-week time period starts after all vacation and sick leave benefits have been used.

You will not be eligible for holiday pay while on unpaid leave. Your vacation and sick leave will not accrue during the unpaid leave period. Your next year's accrual for vacation and sick leave will be reduced by percentage of unpaid days missed to total working days (260) per year.

# RVW EMPLOYEE MANUAL

## 5.6 BEREAVEMENT LEAVE

If you require time off to attend a funeral, make arrangements with your supervisor.

In the event of a death in the immediate family, a maximum of four days of bereavement will be paid.

Immediate family includes:

Spouse	Parent
Child/Step Child	Parent in Law
Brother	Grand Parent
Sister	Grand Child

## 5.7 MILITARY LEAVE

All Full-time employees who enter the military service are eligible for an unpaid leave of absence. If possible, you should present a copy of your service papers to your supervisor as soon as you receive them so that necessary staffing arrangements can be made. If you're affected by any type of service requirement you may, upon written request, use vacation time to fulfill such obligation. RVW will adhere to all applicable state and federal laws with regard to the re-employment rights of veterans.

## 5.8 JURY DUTY

If you're required to serve jury duty, RVW will pay all of your regular wages that would have been earned during the service period, less any amounts you receive from the courts as compensation for such service.

You may keep any compensation from the courts for any day that you make up the hours you were gone. If you choose this option you must make up those hours within the same pay period.

You may keep any compensation from the courts for any day which you use vacation to make up the hours you were gone.



# **RVW EMPLOYEE MANUAL**

## **6.1 EXPENSES AWAY FROM HOME**

RVW's policy for personnel working away from an assigned office is that you will be reimbursed for room and board expenses associated with overnight stays. A RVW vehicle may be furnished for transportation to and from the project site or mileage will be paid for the use of a personal vehicle. Your travel time will be paid for one trip to the job site and one return trip home. If you remain on the project over the weekend, your room & board expenses will be paid. If you voluntarily elect to return to your base office over the weekend, the vehicle being used for RVW business may be used for the trip at RVW's expense. However, the time spent driving is yours unless you have been instructed to return to your base office.

## **6.2 MEAL EXPENSE**

The maximum daily meal reimbursement amount without receipts is \$20.00 per day if your stay is overnight.

RVW will reimburse your actual meal expense while away from your base office if receipts are provided and you stay overnight. If you prefer not to retain your receipts, RVW will reimburse your actual expense up to \$20.00 per day if you stay overnight.

You will be reimbursed any business related Client meals purchased provided you submit a receipt that includes (1) the date, (2) the amount, and (3) the persons attending and their affiliation.

# RVW EMPLOYEE MANUAL

## 6.3 BUSINESS, TRAVEL, AND ENTERTAINMENT EXPENSES

Meetings, seminars and marketing trips are a necessary part of RVW's business. Therefore RVW will reimburse the employee for all out-of-pocket expenses if the expenditures are substantiated, ordinary, and necessary, directly related to, or associated with, the business of RVW. Travel related meetings, seminars and marketing trips must have prior approval by the Department Head at which time a determination will be made if the expense will qualify.

Method to determine approval of travel to meetings, seminars, and marketing trips, includes:

Employee: Is the meeting, seminar or marketing trip;  
ordinary and necessary; and  
not lavish or extravagant, and  
directly related to, or  
associated with business?

If yes then all registration (excluding entertainment portion), travel, motels, meals, tips, parking, etc. are reimbursable.

Spouse: The only reimbursable expense related to your spouse traveling with you will be any organized meal, banquet or entertainment which meets the following criteria:

1. The reason for the travel must be a seminar, meeting, or event rather than normal business travel;
2. Your spouse must be in attendance with you;
3. It's reasonable to assume other attendees' spouses will be in attendance; and
4. The event is not one of several optional events.

Note: This policy has been issued to keep RVW in compliance with the IRS rules and regulations concerning business travel and entertainment expenses.

## **RVW EMPLOYEE MANUAL**

### **6.4 VEHICLE USE POLICY**

1. All employees driving on RVW business or using an RVW owned vehicle shall drive in a safe, courteous, responsible, and defensive manner.
2. If an RVW owned vehicle is assigned to you for long-term use you are responsible for keeping the vehicle clean, properly serviced, and in good, safe working order. Vehicles should be serviced at least every 3,500 miles. If the vehicle has been driven on gravel or off roads, service should be done sooner. Prior approval is required from your supervisor for all major repairs needed.
3. You who share in the use of office-based vehicles are responsible for helping to monitor maintenance intervals and maintaining vehicles in good, safe working order. When the vehicle is returned to RVW's parking lot it should be fueled, serviced, cleaned inside and out, and ready for use.
4. Complete and timely entries shall be made in the log books of RVW owned vehicles and similar documentation shall be available for RVW approved use of personally owned vehicles.
5. Requests for the use of RVW owned vehicles assigned to the office shall be made using the RVW computer based reservation system. Requests will be granted on a first-come, first-served basis, subject to the needs of RVW.
6. Approved personal use of RVW owned vehicles will be paid at 36.5 cents per mile. Personal use should be recorded in the vehicle log book and on the time sheet. Prior authorization from your supervisor of such use is required.
7. RVW approved use of personally owned vehicles for business purposes shall be paid at the current allowed IRS mileage rate. Prior authorization of such use is required.
8. The vehicle owner is responsible for all vehicle expenses.
9. An employee of RVW, Inc. shall accompany and be in charge of any RVW owned vehicle at all times.

# RVW EMPLOYEE MANUAL

## 6.4 VEHICLE USE POLICY (continued)

10. You are expected to keep any RVW vehicle you use clean inside and out. If you're hauling trash or debris get it dumped as soon as possible. Do not overload or haul unsecured materials. Do not use the pickup bed as a pop, beer, or other beverage container receptacle. It sends the wrong message to clients.
11. If you need to do RVW business away from the office you should use an RVW vehicle if it is available before using a personally owned vehicle. See item #5 concerning how to reserve an RVW vehicle.
12. If you use a personally owned vehicle for RVW business your use will be classified as one of the following:
  1. **HIGH USE CLASS**  
Those of you who regularly use a personally owned vehicle for RVW business including project or field work in excess of an average of 50 miles per week.
  2. **LOW USE CLASS**  
Those of you who occasionally use a personally owned vehicle for RVW business.

If you drive a personally owned vehicle for RVW business you must carry auto liability or umbrella liability coverage in the following minimum amounts:

	-----Bodily Injury-----		Property Damage
	Per Person	Per Accident	
High Use Class	\$500,000	1,000,000	100,000
Low Use Class	\$250,000	500,000	100,000

If you fall into the High Use Class you are required to supply RVW with a certificate of insurance verifying coverage.

## **RVW EMPLOYEE MANUAL**

### **6.5 USE OF RENTAL CAR ON COMPANY BUSINESS**

The following guidelines are to be adhered to if, while performing RVW business, you are required to rent a car.

1. Your Supervisor should be notified in advance that you will need a rental car.
2. Standard car rental will be no larger than an intermediate class automobile.
3. You are responsible for submitting a copy of the car rental agreement with your expense report.
4. RVW's insurance does provide collision or comprehensive coverage. This coverage should not be purchased from the rental companies.

### **6.6 PURCHASES**

Sign any invoice for expenses charged to an RVW account and send it to the corporate office with your Time and Expense Report.

Sign and write the vehicle # on the invoice for any vehicle expense whether reimbursable or directly charged to RVW.

### **6.7 SCHEDULE SHEETS**

The Schedule Sheet provides the Columbus office with your schedule and location for the upcoming two weeks.

Because, at times, clients may be looking for specific employees for help/questions or family members may need to get in touch with you, Schedule Sheets are required for all Telecommunications Department employees.

The Schedule Sheets should state where you will be in the next two weeks. The Schedule Sheet (copy attached) or electronic equivalent must be sent in with your time sheet and will be kept in a notebook maintained by the Receptionist/Secretary.

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**SCHEDULE SHEET**

<b>FROM:</b> <b>DEPT.</b> <b>NAME:</b>	<b>TWO WEEKS ENDING SATURDAY W/TIMESHEET</b>
<b>TO:</b>	MONTH _____ DAY _____ YEAR

DAY	REA PROJECT NUMBER	TOWN WORKING IN	HOTEL & CITY	DESCRIPTION OF WORK
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				

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# RVW EMPLOYEE MANUAL

## 7.1 POLICY STATEMENT

TO: RVW Employees  
FROM: Mark Massman, President  
RE: RVW Safety Policy

RVW, Inc.(RVW) recognizes that the safety of its employees, guests, and the general public is of the utmost importance. This Safety Program is designed to aid employees and management in adhering to safe standards in our work place.

The company objective is to prevent accidents and injuries to all concerned.

While it is a major concern of management to maintain an effective level of compliance to safety standards, it is primarily the responsibility of all employees to perform their jobs and conduct them-selves in accordance with such standards. This manual alone cannot prevent accidents or replace a common sense approach to safety. Working together, we can help provide safe and healthy conditions for all employees, guests, and the general public.

Everyone is encouraged to provide suggestions and establish high personal goals for eliminating accidents and injuries.

RVW is committed to the health and safety of all employees, guests and the general public. To this end, we will respond in a timely manner to unsafe conditions or practices. We hope that each of you will join in making the RVW program successful.

Sincerely,  
RVW, Inc.

*Mark Massman*

President

# **RVW EMPLOYEE MANUAL**

## **7.2 SAFETY COMMITTEE**

A Safety Committee has been formed to provide guidance and direction to the ongoing safety effort. This committee shall meet at least quarterly or at the call of the Chairman who shall be responsible for the agenda.

The membership of the Safety Committee shall be composed of an equal member of representatives from both management and the general work force.

The Safety Committee shall meet to accomplish the following functions:

1. Review the loss control experience and trends, make recommendations, and implement changes accordingly.
2. Review accident investigation reports and take adequate corrective measures.
3. Discuss and review safety educational/training requirements and make recommendations so that employees receive adequate task and safety information.
4. Make necessary recommendations to Management.
5. Review RVW Safety and Loss Prevention Program periodically for any changes or updates and make recommendations to Management.

# **RVW EMPLOYEE MANUAL**

## **7.3 OBJECTIVE OF SAFETY PROGRAM**

Make a healthier, safer environment for our employees, and the general public by:

1. Implementing a full written safety program complying with OSHA, and any other applicable standards.
2. Establishing a safety committee involving management and employees with the objective of setting safety rules and safe working procedures.
3. Conducting a hazard or communication program for improved safety.
4. Promptly reporting and investigating all accidents, injuries or incidents that could lead to injuries or damage.
5. Educating all personnel and posting all necessary data to comply with state, federal and local laws.
6. Conducting a safety training program for all employees on an ongoing basis.
7. Establishing emergency procedures and training for:
  - a) Emergency medical
  - b) Fire, egress
  - c) Natural disasters
8. Implementing a fleet safety program.

# RVW EMPLOYEE MANUAL

## 7.4 SAFETY TRAINING

An efficient and effective safety and loss prevention program is based on working conditions being free of hazards and proper safe job performance.

Training programs must be based on clearly defined objectives that state the purpose of the training selection of training materials and a method to determine the effectiveness of the training.

The training program must address the following:

1. New employee orientation to safety policies and practices.
2. Specific safety training for hazardous work or situations.
3. Regular refresher courses on safety policies and practices.
4. Driver safety and defensive driving.
5. Hantavirus Related Acute Respiratory Syndrome (HARDS)
6. Other such areas as deemed necessary by management and the Safety Committee.

# RVW EMPLOYEE MANUAL

## 7.5 GENERAL SAFETY GUIDELINES

### Your Limitations:

Do not attempt work which you are not qualified to do. Limited knowledge can cause accidents. Your body also has limitations; it can only reach so far and lift so much. Know your limitations and respect them. Get appropriate help, if needed.

### Get Complete and Proper Instructions:

Learn exactly what you must do, especially when starting work or starting a new job. If you don't understand your supervisor's instructions, ask questions. If something unusual arises in the course of the job, ask again.

### Use The Proper Method:

Do not take shortcuts; take time to do the job right - THE SAFE WAY.

### Keep Your Mind on Your Job:

Whatever the job of the moment is, it is worth doing and is important. Daydreaming, worry, and horseplay have no place on any job. Inattention is one of the most frequent causes of accidents.

### Keep in Good Physical Condition:

Get enough sleep to be alert on the job. Consult with your doctor if you are not feeling well.

### Don't Rush:

Haste makes Waste! There is a difference between working efficiently and rushing. A steady, consistent pace will get the job done sooner and in a safer manner in the long run.

### Know Your Surroundings:

Familiarize yourself with the location of safety and fire protection equipment in the area in which you are working. Know all the exits provided in the structures where you work.

## RVW EMPLOYEE MANUAL

### 7.5 GENERAL SAFTY GUIDELINES (Continued)

#### Working At Your Desk:

Close all desk and file drawers after use. Don't tilt back in you chair - keep all four chair legs on the floor. Be sure that office machine cords are not across aisles and are in good repair. Carry pencils, pens, knives, and scissors so that sharp points cannot harm either you or others. Be careful when opening the upper drawers of a filing cabinet. Only open one drawer at a time.

#### Ladders:

Most ladder accidents are caused by defects in the ladder or by the climber losing his balance and falling. Here are some important suggestions:

Make sure the ladder has no defects.

Open the ladders wide enough so the spreader locks itself in the fully opened position. Avoid stepladders having rope or chain spreaders.

If the ladder is placed before a doorway, lock the door or have someone guard it. Protect the ladder base from traffic, if necessary.

Set up the ladder so that you can reach your objective easily. Never lean far out from a ladder in any direction.

Avoid standing on the top step of any ladder, or the top of a step ladder; use a ladder tall enough to let you stand at least two steps from its top.

Never use boxes or other makeshift items to increase the height of a ladder. Never set the ladder on loose or makeshift supports.

Tools should never be left on a ladder unless tool holders are provided.

#### Practices And Guides:

No procedure or guide can be written to cover precautions necessary to make all jobs safe. For this reason, the examples and guides as outlined in these procedures cannot be all inclusive. However, they present practices for preparing and performing work the safe way.

# RVW EMPLOYEE MANUAL

## 7.6 ACCIDENT INVESTIGATION AND REPORTS

### A. Procedure

1. When an accident and/or injury occurs at work the nearest. RVW employees should take responsibility for:
  - a) Taking emergency action to have first aid administered if needed. (NOTE BELOW)
  - b) Obtaining professional medical attention as soon as possible, if needed.
  - c) Protecting other employees and equipment.
2. If you are involved in an accident and/or an injury you are responsible for:
  - a) Reporting to the appropriate authorities.
  - b) Reporting to Your Supervisor.
  - c) Completing an RVW Accident Report.
  - d) Completing all State and OSHA required documentation.

(NOTE): If you are not trained in first aid then you should not try to render first aid unless in rare cases where no one else is available and immediate action is absolutely necessary.

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***ACCIDENT INVESTIGATION REPORT FORM***

DATE & TIME OF ACCIDENT/INJURY \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

DESCRIBE THE ACCIDENT/INJURY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF INJURED PARTIES \_\_\_\_\_

\_\_\_\_\_

WAS PROPERTY DAMAGE INVOLVED? \_\_\_\_\_ IF SO, DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

ASSISTANCE:

FIRE DEPARTMENT \_\_\_\_\_ POLICE \_\_\_\_\_ AMBULANCE \_\_\_\_\_ NONE \_\_\_\_\_

DOCTOR OR HOSPITAL WHO PROVIDES CARE \_\_\_\_\_

WITNESS TO THE ACCIDENT \_\_\_\_\_

\_\_\_\_\_

OTHER COMMENTS \_\_\_\_\_

\_\_\_\_\_

Attach copies of all other reporting forms, pictures, or other information relating to the incident.

**COMPLETE IMMEDIATELY  
AFTER EVERY ACCIDENT AND  
SEND TO CONTROLLER.**

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# **RVW EMPLOYEE MANUAL**

## **7.7 HAZARD COMMUNICATIONS**

It is our Corporate policy that employees are entitled to work under safe conditions. A program has been developed to comply with federal regulations that require the communication of safety and health hazards associated with chemical products used in our work locations.

This program is intended to provide that:

All hazardous chemicals are properly identified and labeled before entering the workplace.

Material safety data sheets for hazardous chemicals are readily available to the employees working with those chemicals.

Employees working with hazardous chemicals are properly instructed about the hazards of those chemicals, how to work safely with them, and what personal protective equipment, if any, is required.

Employees should contact their supervisor if they have questions regarding the safe handling of chemicals.

## RVW EMPLOYEE MANUAL

### 7.8 DRIVER AND VEHICLE SAFETY

All drivers of any RVW vehicles or personal vehicles used for company business must possess a valid driver's license.

The driver and all passengers must wear safety belts when the vehicle is in operation.

Riding on any exterior part of vehicles or leaning out of windows is prohibited.

Picking up hitchhikers or unauthorized personnel is prohibited.

Jumping on or off moving vehicles is prohibited.

More than three persons riding in the front seat is prohibited.

Vehicle speed in excess of posted speed limits is prohibited.

Do not park vehicles in roads or driveways where passage of normal or emergency vehicles would be blocked.

Vehicles must be kept clean and all equipment in the vehicle must be secured to prevent sliding.

Keep vehicles in safe operating condition. Pay particular attention to brakes, tires, lights, turn signals, brake lights, and horn.

**Drive Defensively!** "It was the other guy's fault" is generally an excuse, not a reason for an accident. Do not follow too closely; create a buffer space. Anticipate potentially dangerous situations and how you will react before they occur.

Do not drive in severe weather: snow, ice, blizzards, extremely heavy rain, etc. Clients will generally understand if you are legitimately late due to weather. Your family will certainly understand if you are a few hours or a day late getting home, rather than taking unnecessary risks.

Use good common sense.

## RVW EMPLOYEE MANUAL

### 7.9 HANTAVIRUS RELATED ACUTE RESPIRATORY SYNDROME (HARDS)

RVW, as a professional engineering and architectural firm, has no expertise in the area of industrial health or hygiene, does not employ craft personnel and must not be involved in any clean-up of potentially dangerous materials. Therefore, during the normal course of providing services, any RVW employee who observes signs of rodent infestation should notify the party responsible for the site of the potential health hazard. Depending on the circumstances, the party responsible for a site could be an owner, client, or contractor. The responsibility for clean up and removal rests with the party responsible for the site.

With few exceptions, the removal or cleaning of rodent infested areas should not be undertaken by a RVW employees. If you are working in an area that you deem to be potentially hazardous and the responsible party is unwilling to take corrective action, talk with your immediate supervisor before you continue work in that area.

This potential problem underscores the need for proper construction and maintenance of utility plant, particularly the use of pea gravel or other material to minimize the infestation of enclosures by rodents. RVW continues to encourage clients to follow practices that minimize such infestation, not only to extend the life of the plant and improve the quality of service, but also to minimize potential health hazards.

The following memorandum from U S West Communications is being provided for the information and safety of RVW, Inc. (RVW) employees.

"U.S. West Communications has prepared a substantial amount of information concerning HARDS including what is known about its transmission, symptoms, treatment, and location. This information also includes detailed instructions on clean-up. RVW is including a copy of this information in its safety manual so that you will learn more about the virus and be in a better position to spot conditions that may be conducive to this virus. However, this information is not provided so that you will take it upon yourself to clean or disinfect a possible infected site. That is not your responsibility. Once again, if the person responsible for the site does not take appropriate action, contact your immediate supervisor immediately before working or continuing to work at the site."