

# **NORTH WESTERN WAREHOUSE COMPANY**

The A -TEAM

## **BASE WAGE AND INCENTIVE PROGRAM**

**January 1<sup>st</sup> 2017**



## BASE WAGES & INCENTIVE PROGRAM

January 1st, 2017

	BASE WAGE	A-Team INCENTIVE
(1/1/17 Minimum wage now = \$8.65) Part time/ Warehouse Summer help.	\$8.75	
<b>Casual Status/Day Labor</b>	<b>\$8.75</b>	
<b>Regular Status</b>		
a) Laborer, Whse Helpers without CDL's But with regular drivers licenses.		
1st 60 work days (Probationary status)	\$8.75	\$1.00 = \$9.75
<b>Thereafter Base Wage of</b>	<b>\$9.75</b>	<b>\$1.00 = \$10.75</b>
b) Laborer, Whse Helpers <u>without</u> driver's licenses.		
1st 60 work days (Probationary status)	\$8.75	\$.50 = \$9.25
<b>Thereafter Base Wage of</b>	<b>\$9.25</b>	<b>\$.75 = \$10.00</b>
c) Packers with regular drivers licenses		
1st 60 work days (Probationary status)	\$8.75	\$1.00 = \$9.75
<b>Thereafter</b>	<b>\$9.75</b>	<b>\$1.00 = \$10.75</b>
d) Packer with out a driver license		
1st 60 work days (Probationary status)	\$8.75	\$.50 = \$9.25
<b>Thereafter</b>	<b>\$9.25</b>	<b>\$.75 = \$10.00</b>
e.) All drivers with CDL's doing local work		
1st 60 work days (Probationary status)	\$11.25	\$1.00 = \$ 12.25
<b>Thereafter</b>	<b>\$12.25</b>	<b>\$.75 = \$13.00</b>
f.) AVL Certified or Intrastate CDL Class A/or B that are on an overnight trip will receive pay based on the Prepaid Trip Program		
1st 60 work days (Probationary status)	\$13.50	\$5.00 = \$18.50
<b>Thereafter</b>	<b>\$14.50</b>	<b>\$6.00 = \$20.50</b>

Any employee that equals or exceeds the company standard for this wage determination in pounds per hour handled in all labor handling areas, and is within the company claims standard, will be advanced up to the next level at managements discretion.

Per Federal Labor Standards Act of 1938 as amended 782.1 Section 13.b.1  
..Provides an exemption from the maximum hour and overtime requirements of  
section 7 of the act..... (will not receive overtime)

## **Wage Benefit**

### ***Uniform allowance:***

Driver/Lead **packer will** receive on May 1<sup>st</sup> of each year uniforms, one hat, 3 pin stripe shirts, 3 T-shirts (Black) and a winter jacket.

Regular Status will receive, upon hire or on May 1<sup>st</sup> of each year 1 hat, 3 gray shirts, 3 T- Shirts, winter jacket.

Temporary Status (4 months) will receive on employment 3 grey T-shirts.

All uniforms will remain the property of the Company and must be returned upon leaving employment. Any uniforms not returned with normal wear will be charged to the employee before leaving.

**Any employee who is currently being paid under the schedules for regular or CDL drives licenses and loses their driver's license for what ever reason will drop back to the helper schedule listed above.**

**All employees are hired for primary job positions and while working in their positions they will receive the pay scale listed above. This includes working for an out of town driver. OTR Drivers will pay office labor rate. Any job that an employee is working that the company is not receiving revenue from will be paid only their base wage. (Number 23 on the distribution sheet.) Must be filled out nightly !**

### ***SUBSISTENCE***

- 1) Drivers without a sleeper will receive up to \$75.00 per day calculated by the Pre - trip Program.
- 2) Helpers traveling over 60 miles at the Company's request and staying overnight – will received up to \$35.00 day. If they do not stay over night they will received a meal allowance calculated by the Pre – Trip Program.
- 3) Driver with a sleeper will receive up to \$35.00 per day calculated by the Pre – Trip Program.
- 4) Windshield time will be paid at Sales or Ops discretion at Minimum Wage.
- 7) No Windshield time will be paid to a helper who volunteers to go on a trip Helper will be paid by the driver per the Pre-paid program in the company Pre – Trip Program..

Each pay period, these categories will be check for compliance. If you have no strikes in any category I thru IV in a given pay period, the employee will receive 25% of their A-Team bonus for each category.

## Employee Pay

All employees will be assigned to a labor pool:

### Definition:

Pool # 1 ). Drivers,

Employees that have a primary job responsibility for Inter/Intra/Local household and commercial activities will be part of this labor pool. The crews will be chosen base on their job performance. This labor pool according to Fair Labor Standards Act of 1938 as amended 782.2 (b) (3) is exempt from overtime pay when on an Interstate job order.

Pool # 2 ). Packers, Helper, Warehousemen, Loaders/ Unloaders

Employee that have a primary job responsibility for the above will be part of this labor pool. The crews will be chosen base on their job performance. This labor pool according to Fair Labor Standards Act of 1938 as amended 782.2 (b) (3) is entitled to overtime pay.

Driver Pre-Trips use the current files/data from the North Western Warehouse – stats.

- a) Productive loading/unloading by pound per hour for inter/intra, local, thru container and personal storage.
- b) Uses individual employee wage rates
- c) Miles per hour travel in one day/ No. of gallons of fuel consumed
- d) Sales estimating of weight will be used for all criteria.  
(Unless driver first calls for change order for verification of more weight / TPG. Otherwise, they will be paid off the actual weight + or - of the shipment / UAS.)

### Application:

Pre -Trip Drivers Long Distance Interstate over night Guaranteed Pricing.

All Pre- trip employees (drivers) working on a Pre-Trip Program:

- a) Will be chosen form the Pool # 1
- b) These employee will be paid according to the Pre-Trip Schedule based on each shipment and /or trip

If North Western Warehouse Company is receiving revenue for the job that you are scheduled to, you will be paid both Base and Incentive pay. However, if North Western Warehouse Company is not receiving revenue for this job directly then only your **Base wage will be paid**.

(Example moving lawn, sweeping etc.)

**A Team incentive program applies to all Trucking and Furniture warehouse employees only.**

# THE A TEAM

## A Performance Incentive Program Monitored by the operations department. (Their decision is final)

**This is a two strike per section and you're out.**

Each pay period, these categories will be checked for compliance for all moves performed. You will receive 25% of your incentive pay for each category of service I thru IV in a given pay period. If an employee receives more than one strike per category they will lose that 25% of his incentive pay. (must sign and date time sheet end of week)

### NO EXCEPTIONS

#### ***The performance incentive pertains to the following:***

All employees will be paid at least their base wage agreed upon at the time of hire. The A-Team Incentive Program will be calculated by the software written for the program, and will reward each employee based on his/her performance as an individual or a team effort.

**Employees** – Will have the opportunity to earn incentive pay according to the schedule listed, if the employee performs to company standards in each section I through IV they will receive 25% of their incentive pay for each section.

**(This is an incentive program and management's decision is final)**

### ALL GOALS ARE 100% ATTAINABLE

#### **Eligible employees:**

Probationary Status: Employees who have not completed the minimum sixty (60) work Day probationary period.  
Temporary Status: Employees hired for a temporary basis (four [4] months or less),  
Regular Status: Employees hired on an ongoing basis without any guarantee of length of employment or hours of employment.

#### **Ineligible employees:**

6<sup>th</sup> Street employees, warehouse, Summer help, % drivers, and office staff.

**To be eligible for the incentive pay the following will be enforced.**

#### ***I. Personal Requirements:***

**A. Attendance:**

1. Daily Attendance  
(If you miss a day without authorization its two strikes)
2. Punctuality to work, by 7:30 sharp.  
The time sheet must be signed verifying hours worked for each job completed, and will be prepared by the operations department.
3. Personal time off must be scheduled 36 hours ahead of time.  
(If you take a day without proper authorization its two strikes)
4. Checking out/leaving with no authorization from operations.
5. Late return and /or not returning to work after lunch brake without being released.

**B. Punctuality:**

Punctuality to customers work - sight:

(You will be allowed reasonable travel time to your origin and destination.)

1. Operation will starts and end your time on the job sheet.
2. Customer must sign your arrival and departure time on the job sheet.

**C. Appearance:**

1. You must be in a clean company uniform.
2. Clean shaven and clean body.
3. Not under the influence of a controlled substance.

**(We are a drug free work place) !!!**

It is the entire crew responsibility to report to the office, that a crew member is using a controlled substance on the job. If the customer reports to the office before crew, the ENTIRE crew will **lose their entire A Team incentive** for this pay period.

**D. Attitude:**

1. Professional and business like manner.
2. Be a Team player, (willing to back up co-workers when needed)
3. Respect your co-workers and office staff.
4. Be positive minded and help work thru issues that may arise.

***II Work Performance:***

1. Respect for equipment such as trucks, dollies, pads, etc. to keep the cab and van clean and in good repair after each job or daily.
2. Taking care of warehouse facility by picking up trash when seen and placed in the correct disposal unit. (Don't walk by it!!!)
3. Job completion
  - i. Paperwork completed and signed as required.
    - a. Job ticket – B/L - addendums
    - b. Valuation sheet ( signed before job start )
    - c. inventories
  - ii. Weight tickets (when needed) must have customer name/reg. # written on ticket.

- iii. At origin the final walk thru with customer must be written on the job ticket by the lead packer/driver and initialed by the customer.

\*If the packing crew does not finish its job, they must write down on their job ticket the number of cartons and sizes that are needed for completion and the job ticket must be signed by the customer that they request packing to be performed at a later time.

\* If the moving crew does not load all the items or finish the job, and have to go back or operations has to dispatch a crew to take care of this problem, the entire load crew will receive **two strikes** on their time sheet. (Customer will not be charged for this oversight) If proved it was not customers error.

The Employees also must have the customer verify/sign that the job ticket has been fully completed. (With any exception (noted on job ticket). Customer remarks welcome.

**If this does not happen the entire pack and/or loading crew will receive a strike on their time sheet for the week.**

- iv. Pads folded & equipment strapped to wall & swept **at customer residence**. (Customer is responsible to pay for this part of our service.) Not when back at shop!
- v. All productivity of the jobs being performed is part of the A-Team incentive pay program and is automatically calculated base on data recorded from the sales estimate unless the driver calls in for a change order. Then the actual weight of the shipment will be the basis for the crews wages +/-.

### III. Prepared to professionally work:

- 1. Drivers and packers bring everyday:
  - a. Basic set of tools (pen, pliers, hammer, straight/hex screw driver, crescent wrench, allen wrenches, knife and parts bags)
  - b. Markers - supplied by company as needed.
  - c. Cell phones charged and turned on during work hours.
  - d. **No personal cell phone calls or texting use on the job site!**  
Unless in an emergency or is work related - **No exceptions!**  
( non compliance will result in handing cells in daily )
- 2. Taking the required and/or requested materials and equipment on the job.
  - a. All cartons listed on job sheet - mattress cartons & tape, shrink wrap etc.

- b. Moving equipment – Verify that the standard equipment is in your truck before you leave. Appliance Dolly, two box dollies 4 wheelers and sufficient pads, skins. (pup trailers). Verify special equipment necessary for a special office, commercial or piano moves (speed packs, roll-a-lifts etc.)
- c. Parts Bags / box (required on Allied, military & 409 moves!)
- e. All paperwork, signed dated and completed were necessary.  
 \*\*\*( **call office if you have questions**)\*\*\*  
**The entire crew will receive strikes if these requirements are not met.**

3. Time sheets:

- a. Each time sheet is now everyone’s time card and distribution record. Employee must sign and date **ONLY** his or her sheet at the end of the work week.
- b. The distribution sheets will be maintained by the operations department and will create your performance and wages report for each job performed. These sheets are calculated into your weekly job distribution for payroll department.
- c. Any los or missing job sheets, weight tickets or other paperwork will be an **automatic two strikes of the A -Team Program for this pay period.**

These items above are not inclusive to the term professional manner, any of these violations reported to the office by customer, other crew members or governing body will activate an automatic strike against a) entire crew or b) just the driver.

#### IV. SAFETY/REPORTING

##### 1. SAFETY is always job #1

- a. Always work by your safety training you received.
- b. No horse play - wrestling, playing catch, **running up and down walk broads or stairs. Use of bad language/jokes.**
- c. Speeding, reckless driving and other driving violations.

##### 2. **Accident Reporting**

Accidents happen, however **negligence** for the items below not record/or reported to office operations will cause a strike on **each crew members card.**

- a. Injury’s must be report ASAP and a first report of injury completed.  
 \*Safety is first priority and getting employee back to work.  
 \*If injured follow the Employee transition manual.  
 \*Reporting a fraudulent claim is a class 1 misdemeanor offence.
- b. Vehicle accidents, speeding or any citations reported ASAP to office.
- c. Equipment that is broken:
  - 1. Trucks (fill out a green conditions report)
  - 2. Moving equipment (write on job sheet and report when you arrive back at the office.)



- d. Write claim damages on paperwork if known.
  - 1. Household goods damages
  - 2. Property Damages
  - 3. Missing items
  - 4. All motor accidents reported ASAP to office

**ALWAYS WORK TOGETHER AS A TEAM TO;**

**WORK SAFE = BE SAFE !!!**

All violations will be noted & signed by operations to employee's on distribution sheets.

**Any employee that has not achieved at least 50% of their bonus on a monthly basis will be placed on probation for the next month. If they are still under 50% of their bonus they will have chosen not to work for North Western Warehouse Company.**

-----CUT HERE AND PUT IN EMPLOYEE PERSOAL FILE -----

I have read and understand this discretionary A-team incentive program.

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

Standard uniforms recieved at time of employment:

- 3 tee shirts - number recieved. \_\_\_\_\_
- 3 dress shirts - number recieved. \_\_\_\_\_
- 1 ball cap - ( not a requirement ). \_\_\_\_\_
- 1 winter jacket - \_\_\_\_\_

\_\_\_\_\_  
Employee print name

\_\_\_\_\_  
Authorized Operations signature

\_\_\_\_\_  
Employee signature