

WELLER'S



EMPLOYEE FORMS

Wellers' Inc
Basis for Termination of Employment

Employees Name _____ Date to Start _____

1. No back packs or bags can be brought with you to work
2. Use of cell phone / personal calls on company time.
3. Absenteeism: not showing up to work;
4. Dr.s excuse not provided if calling in sick
5. Chronic tardiness i.e. more than 5 minutes late more than 3 times.
6. Theft or abuse of company property
7. Insubordination
8. Not following supervisors instructions
9. Talking back to a supervisor in a disrespectful manner
10. Undermining company with fellow employees
11. Falsifying time cards
12. Leaving a work site in a hazardous condition
13. Leaving premises without notifying manager while you are punched in
14. Charging materials without a purchase order
15. Charging personal goods to the business
16. Use of company vehicle for personal business
17. Excessive time spent off the premises to pick up materials
18. Repeated failure to complete job assignments
19. Repeated failure to follow through on jobs
20. Punching out and leaving without checking out with your supervisor
21. Failure to carry out job description - See employee folder
22. Drinking, smoking or using drugs while on the job

I have read and understand the above terms and stipulations for working and understand that violation of any of the above rules will result in termination of my employment at will.

Employees Signature _____ Date _____

Employers Signature _____ Date _____

“AT WILL” Employment Offer Letter

Employees Name _____ Date of Hire _____

Address _____ Phone _____

SS# _____ Email _____

Date to Begin Work _____

Wellers’ Inc. is pleased you have agreed to accept our offer of employment. As discussed, you will assume the position of _____, reporting directly to _____

1. Your responsibilities will be those outline in the enclosed job description and described to you during your Discussion with _____.
2. You will be compensated with an hourly rate of \$ _____ per hour. Your first 90 days of employment with Wellers’ Inc. are considered an Introductory Period. Completion of the Introductory period does not guarantee continued employment for any specified period of time, nor does it require that a dismissal be based on “cause.”
3. As an employee of Wellers’ Inc., you will be provided with a copy of the Wellers’ Inc. Employee Manual which outlines our personnel policies. Please read this material thoroughly, and sign and return a copy of the “Receipt & Acknowledgment of Wellers’ Inc. Employee Manual.” Any questions regarding Wellers’ Inc. policy, should be directed to your manager.
4. As indicated on the application form you completed, your employment and compensation with Wellers’ Inc. are “At will” in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Wellers’ Inc. or yourself, except as otherwise provided by law. The terms of this offer letter, therefore, do not and are not intended to create either an express and/or implied contract of employment with Wellers’ Inc. No manager or representative of Wellers’ Inc. other than the President of Wellers’ Inc. has authority to enter into nay agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and any promises to the contrary may only be relied upon by you if they are in writing and signed by the President of Wellers’ Inc., Wendy Weller.
5. Our offer to hire you is contingent upon your submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
6. I understand that Wellers is a seasonal business and agree that my hours will be flexible and variable depending on the fluctuating seasons and nature of the business.

If you agree with and accept the terms of this offer of employment attached please sign below and return this letter to our office. We are confident your employment with Wellers’ Inc. will prove mutually beneficial, and we look forward to having you join us.

Employees Signature _____ Date _____

Managers’ Signature _____ Date _____