

GTG Automation Inc.



Employee Handbook
February 2021
Addendum

A1. INTRODUCTION

Introduction and Purpose of this Addendum

This Addendum is a supplement to the Employee Handbook as some policies have been revised and some new policies have been implemented.

A2. Updated PTO Policy

All PTO must be requested using the PTO request form at <https://gtg247.com/pto>
If you need help accessing this form contact your supervisor or IT staff.

Requests for time off without sufficient PTO must be approved by Greg.

GTG AUTOMATION PTO ROLL OVER & BUY OUT					
Must Roll Over Hours Before Buy Out Can Occur	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE
Maximum PTO Annual Accrual	40	120	120	120	160
Max Roll Over	40	40	40	40	40
Max Buy Out	0	20	20	20	40

Example:

Joe is an employee with 3 years. His anniversary is coming up. He has 60 hours that he has not used. 40 Hours rollover, 20 hours can be bought out.

Alan is an employee with 3 years. His anniversary is coming up. He has 30 hours that he has not used. 30 Hours rollover, 0 hours can be bought out.

Betty is an employee with 1 year. Her anniversary is coming up. She has 40 hours that she has not used. 40 Hours rollover, 0 hours can be bought out.

Changes to Attendance Policy

When calling in sick you need to make 2 calls

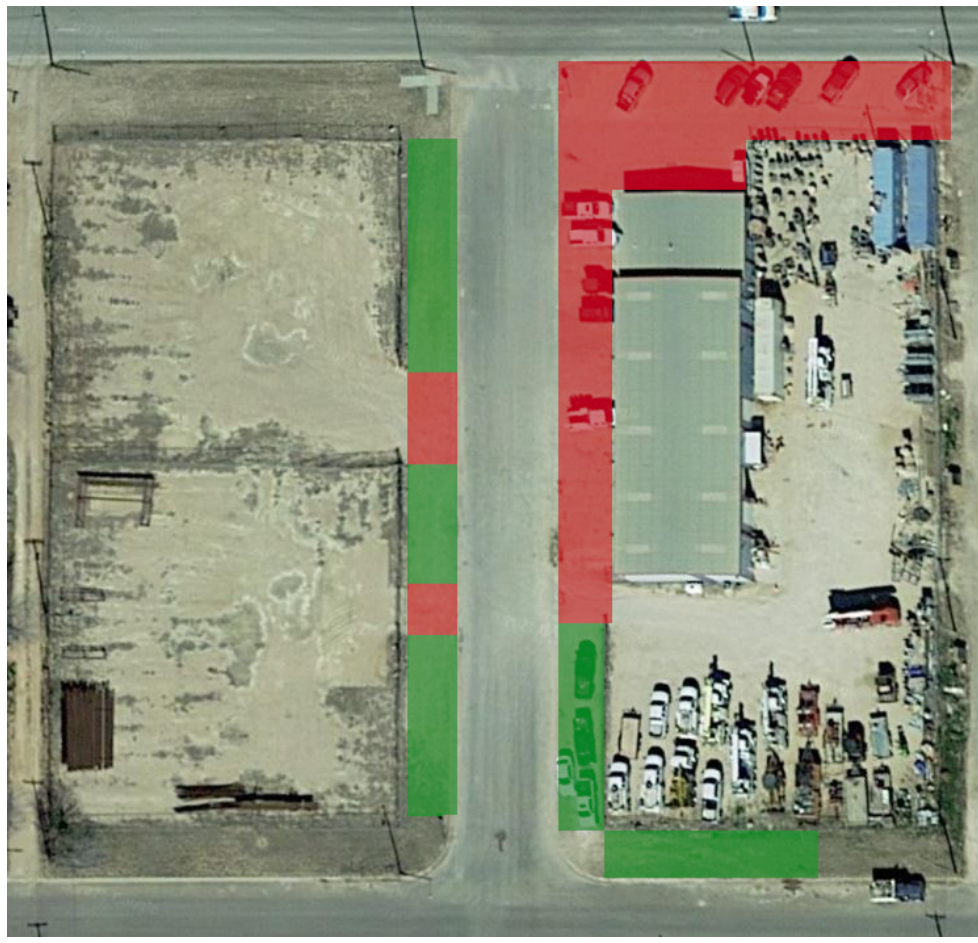
1. Your supervisor
2. Shelly Robinson (432-523-4842 ext. 105)

A3. CELLPHONE REPAIR POLICY

The Company will cover the first repair of a cell phone per calendar year, after that the employee will be responsible for any repairs over \$30. The Company will provide a screen protector and protective case for each cellphone.

A4. WEST ANEX (BLUE BUILDING) PARKING

Non-Office Staff must park in the **GREEN** areas.



A5. CYBER SECUTIRY TRAINING

Employees will be assigned Cyber Security training modules and are responsible for completing assignment within the allotted time. Simulated Phishing emails will be sent to test effectiveness of training. If an employee fails to identify Simulated Phishing emails they will be assigned additional training related to that email.