Communication and Scheduling Policies

**Communication Policy**

At 7B Moving, our preferred communication method with our employees is text messaging. Customers always come first and the office phone is frequently very busy. Most matters with employees can be discussed simply and quickly through text messaging. If you feel it necessary to call the office, please text first with the reason you are calling.

**Scheduling Policy**

Due to the nature of the moving industry, 7B Moving has a very fluid schedule. Jobs are constantly being scheduled, rescheduled, cancelled, and scheduled last minute. As such, we cannot guarantee specific hours or days off.

Scheduling

* Because of last minute changes, we cannot provide employees with a 1-2 week schedule ahead of time the way many businesses can.
* The office will notify employees (through text) by 5pm each day if they will be working the following day and what time to arrive at the truck.
* Employees must respond (through text) by 6pm (if you are still on the job, then respond as soon as the job is complete). If an employee does not respond in a timely manner, they will be taken off of the schedule.

Hours Vary

* Start time is based on customers’ preference and their location, therefore, varies day to day.
* End time is never estimated, so don’t ask. Our motto to the customer is “as much or as little as you want.” Some jobs will be done in a few hours while others will go into the night. The job is never complete until the customer is happy.

Days Off

* The only guarantee we can give is that all employees will have at least (1) day off per week, and we cannot guarantee which day of the week that will be.
* There may be sporadic “slow” weeks throughout the year which you may have (3-4) days off. Do not let that discourage you, we have been at this for a long time and it always picks back up. Enjoy days off when you have them.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have fully read and understand the 7B Moving Communication and Scheduling Policies and agree to the above terms.

Employee Signature Date