

**Employee Guidelines**

* Company shirt must be worn at all times unless okayed by supervisor.
	+ If lost, you must give Gabe $15 to buy a new one.
* Lunch is 30 minutes and more small breaks will be given if deserved
* If you’re going on vacation, you must inform Gabe ATLEAST one week in advance.
	+ Failure to do so will result in less hours and control over hours.
* If you break or severely damage a tool you are responsible for paying for half of the tool expense.
* Treat co-workers with respect, if there is an issue, please take it up with one of your supervisors.
* Treat every yard like is it your own. Make sure everything looks how it’s supposed to and make sure the area you worked on is clean before leaving.
* Customer complaints could result in unpaid hours depending on offence, so please treat the customer and there property professionally and with respect.
* Paychecks are sent through Venmo. Cash or Check are available if requested.

For further information text 8162079489.