

Tyrrell July 20 2020 100 Employee Handbook with cover
1jn8735 100 7-19-2019 c19980+f1226 s23976+f1790 PMP I=1988853 7-26-2019

8913

R 9061
9-24-2021



Christie Printing Service
P.O. Box 3057 | Cheyenne, WY 82003-3057
Phone: 630.464.9391 | email : CPrint@ChristiePrinting.com

FOR USE BY CHRISTIE PRINTING

Complete: 9/25/2020
Billed: 8-17-2020
Entered: 8-17-2020
Delivered: 8-17-2020 # 579295
Received: 8-13-2020

Purchase Order No. **8913**

TO:
Pepperdines - **RONALD BOLAND**
790 Umatilla Street
Denver, CO 80204

INVOICE TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

Include 2 samples with invoice.

SHIP TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

ORDER DATE July 21 2020		SHIP VIA Cheapest way; Prepaid and add to our invoice. Whenever possible, bundle orders with our other orders to reduce shipping fee.		F.O.B.	
Terms QUOTE 17586 approved 7-18-2019				For Resale Yes	For Use
QUANTITY		PLEASE QUOTE ITEMS LISTED BELOW		UNIT	PRICE
QUOTED	UNIT				
25+75	Each	Provide a proof for approval. Approved 8-4-2020 Chevrolet Employee Handbook (8913) <ul style="list-style-type: none">See changes below for pages 14 and 29-30.Black and whiteApproximately 31 pages printed on 2 sides (31 sheets of paper printed on 2 sides)80# white lynx text 8-1/2"x11"Finished size 5.5" x 8.5"Machine fold and saddle stitchSee documents attached to 2-8-2018 email Except for changes on Page 14 & 29-30, this is an exact reorder of Pepperdine's previous Invoice 1988853 dated 7-26-2019 and Christie Printing's previous PO8735 dated 7-19-2019.			\$202.10 \$ 12.26 ship est.
IMPORTANT Acknowledge if unable to deliver by date required. Please reference our Purchase Order # 8913 on all correspondence.				BY: <u>Cynthia L. Duke</u>	

COST
\$202.10
\$ 12.26 Freight
\$211.86

I= 2002374 dated: 8-11-2020
Paid date: 9-4-2020 Ck#: 6047

NOTES FOR CYNTHIA: Reorder inquiry 7-15-2021

PRICE
On Invoice refer to Tyrrell's PO36959
Deliver to Cathy Thelen.
\$239.76
\$ 17.90 Freight
\$257.66
\$ 14.39 6% tax
\$272.05
Paid date: 9-25-2020 Check #: 56354

1025+75



tyrrellwyo.com

PAY DEDUCTIONS AND SETOFFS

The law requires that Tyrrell Chevrolet make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Tyrrell Chevrolet also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

Tyrrell Chevrolet matches the amount of Social Security taxes paid by each employee.

In addition, Tyrrell Chevrolet offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Tyrrell Chevrolet, usually to help pay a debt or lawful obligation owed by the employee.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resource Manager can assist in answering your questions.

EMPLOYEE IN-STORE CHARGE POLICY

Employees will be allowed to make in-store charges (A/R) after 1 year of continuous employment with Tyrrell Chevrolet. These charges will be subtracted from the employees next available pay check, unless other arrangements have been made through the Controller or Owner/General Manager.

PROPERTY DAMAGE POLICY

All accidents resulting in damage to **ANY** property (i.e. inventory, buildings, customer vehicles, etc.) must be reported to the Owner/General Manager or the Controller immediately.

If accidents involve automobiles, you must get the following information from all drivers involved in the accident:

- The drivers' name(s);
- The drivers' address(es);
- Phone number(s); and
- Insurance company name(s) and policy number(s).

This information needs turned in to the Controller within 24 hours in order to make a timely insurance claim. Failure to obtain this information can result in discipline up to and/or including termination.

If it is determined that the incident was the fault of an employee, the employee may be disciplined. Discipline may include termination of the employee's employment with Tyrrell Chevrolet. Employees involved in any accident involving an automobile will be required to submit to a drug screen. The employee will be escorted by a manager for the drug screen.

All costs incurred by Tyrrell Chevrolet for repairs to said property will be charged off against the responsible departments' gross profit.

TELEMARKETING/PHONE CALL POLICY

All telemarketing phone calls are to be given to the Owner/General Manager or the Controller.

Employees are prohibited from ordering supplies via a telemarketing phone call. Should an employee do so, this will result in disciplinary action up to and including termination. The supplies ordered will be returned at the employee's own expense.

EMPLOYEE PURCHASES POLICY

The employees of Tyrrell Chevrolet, after the 90-day waiting period, will be eligible to make use of the following purchase discounts:

- **New Honda vehicles** - \$200 over manufacturer invoice plus dealer add-ons.
- **New GM & Ford vehicles** – subject to manufacturer employee purchase programs.
- **Used vehicles** – to be priced based upon the following age schedule:
 - 1) <30 days old, price and availability for sale is at the discretion of Used Car manager.
 - 2) 31 to 90 days old, vehicle will be available for sale and price will be cost plus u/c pack + \$200.
 - 3) Over 90 days old, vehicle will be available for sale and price will be at the discretion of the Used Car Manager.
 - 4) Employee can buy no more than 2 vehicles per year at above pricing.
- **Service department work** – door rate less 20% or "menu" pricing if less.
- **Parts department purchases** – OEM parts to be cost +30% and Aftermarket parts to be cost + 40%.
- **Body shop** – No discounts at this time.

violation of this policy may lead to discipline up to and including the immediate termination of employment.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor, management, and/or consistent with these policies. Do not use Tyrrell Chevrolet email addresses to register on social networks, logs or other online tools utilized for personal use.

MEDIA CONTACT POLICY

In order to present accurate and consistent information to the public, employees are prohibited from conducting or participating in media interviews, as either an official or unofficial spokesperson concerning the organization's business, without the prior approval of the Business Development Center or the Owner/General Manager. Occasionally, members of the media may show up unexpectedly during events or business hours. If you are unable to reach the Business Development Center or the Owner/General Manager to discuss a media appearance, you are prohibited from doing so.

Any violation of this policy may result in disciplinary action, up to and including termination. All employees are asked to respond with "Please let me redirect your inquiry to the Owner/General Manager," if they are contacted by the media.

EMERGENCY SITUATION POLICY

Please make yourself aware of the posted policy and become familiar with it.

This policy is posted throughout the dealership and needs to be followed in the case of any emergency situation for the safety of all employees and customers.

If you suffer from an injury and/or observe injury to another individual, contact 911 immediately.

SAFETY

The prevention of accidents and maintenance of safe working conditions is the shared responsibility of Tyrrell Chevrolet Company and its employees. Tyrrell Chevrolet complies with all federal, state and local safety regulations and requirements to ensure a safe work environment. Supervisors will provide employees with information on Tyrrell Chevrolet safety rules and requirements. Employees are expected to cooperate by familiarizing themselves with, and obeying, all safety rules and regulations.

Tyrrell Chevrolet provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and/or other written communications.

Employees and supervisors also receive periodic workplace safety training. Attendance is a mandatory job responsibility of all applicable employees. The training covers potential safety and health hazards and safe work practices and procedures designed to eliminate or minimize hazards.

All employees working around potentially dangerous equipment or hazardous materials must use appropriate safety and personal protection equipment. Employees should check with their supervisor if they have any questions about the safety and personal protection equipment to be used.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, and/or who fail to report or, when appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resource Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

****This Employee Acknowledgement will be retained in your Employee Personnel File.**