

# HRHI's Rules & Guidelines for Hawkins Rebuilds Homes, Inc.

(Revised 3Jul15 at 2240)

I, \_\_\_\_\_ have read, understand and agree to the below Rules & Guidelines of Hawkins Rebuilds Homes, Inc. (HRHI). *This form must be agreed to and signed before starting to work at HRHI.*

\_\_\_\_\_  
Worker's Signature

\_\_\_\_\_  
Worker's Cell / Contact Phone Number

\_\_\_\_\_  
Worker's Address

\_\_\_\_\_  
Worker's City, ST, Zip

\_\_\_\_\_  
Emergency Contact Information

**Don Hawkins**, President & CEO

Hawkins Rebuilds Homes, Inc.

916 E Michigan St., Indianapolis, IN 46202

317-687-0500 Voice | 317-632-0500 Cell

Project Manager: \_\_\_\_\_

**For HRHI's Use Only:**

Start Date: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ per hour

Job Description: \_\_\_\_\_

- 1) **Everyone (paid or non-pay) that spends time on an HRHI job site must keep track of their time** – Everyone must record their time on an HRHI authorized "Time Sheet" before they start work and when they stop work (on the job site) before they leave for the day.
- 2) **HRHI's Pay Period** starts on Thursday of each week and ends the following Wednesday, allowing time to process payroll.
- 3) **Pay Day - Paychecks** (not cash) will be distributed every Friday after 3:00 PM. HRHI can no longer pay in cash. HRHI will make arrangements for you to cash your check at no charge at a local Chase Bank.
- 4) **Advances or Loans** - there aren't any, so please don't ask.  
Please do not expect to use HRHI as your personal banker!
- 5) **HRHI's Clients** – Asking HRHI's Clients for advances or monies of any kind is cause for immediate termination for any reason.
- 6) **In & Out** – If you have to: leave for an appointment; you are sick (and probably should not be here); sleeping; or just hanging around; please don't expect to be paid. HRHI does not pay people for just showing up, clocking in, eating, and/or sitting around.
- 7) **Adjustments** - If your "Time Sheet" needs to be adjusted for any reason please see Project Manager. He is the only person authorized to adjust "Time Sheets" after the approval of your immediate supervisor (if you have one).

- 8) Anyone caught **making changes to someone else's "Time Sheet"** for any reason will be immediately terminated.
- 9) **Rate of Pay** – HRHI's hourly rate of pay starts at \$8.00 for general labor, to \$10.00 for minimal skilled labor, for the first 30 days. The Project Manager will determine what your rate of pay and job description will be while working at HRHI.
- 10) **Emergency Contact Information** – Everyone is required to have current contact information on file with HRHI which includes emergency contact information. **NO EXCEPTIONS.**
- 11) **Personal Appointments** – Please try and set any personal appointments such as doctor, dentist, attorney, parole, probation, classes, etc. either before or after work, or at least late in the late afternoon. HRHI does not pay you for time off for these appointments.
- 12) **Drugs & Alcohol** - Under no circumstances is anyone allowed on HRHI's premises or an HRHI job site while under the influence of any illegal drugs or alcohol. All HRHI participants are subject to random drug testing at any time. You will be immediately terminated if you are deemed to be on any illegal drugs or alcohol. NO EXCEPTIONS
- 13) **Stealing** – Anyone caught stealing (on video or in person) from HRHI or another person will be immediately terminated. NO EXCEPTIONS
- 14) **Breaks** – HRHI allows 30 minutes for lunch and two ten minute breaks during a 6-8 day.
- 15) **Smoking** - Please be considerate of the time you take to smoke. HRHI is not going to pay for you to take 4 to 10 smoke breaks per day while everyone that does not smoke is still working.
- 16) **Disruptive** – Anyone that is disruptive for any reason whatsoever will be asked to leave the premises or HRHI's job site. Being disruptive or having a bad attitude will not be tolerated and you will be asked to leave. If you are having a bad day for any reason, go home and come back another day. If you do not leave after being asked, the police will be called.
- 17) **HRHI's & Project Managers' Tools - All tools are always to be returned to HRHI or Project Manager every night.** Under no circumstances are you to leave any tools, yours, Project Manager's or HRHI's where you are or have been working. You are responsible for keeping track of your own tools. We have already lost too many tools. Lock them up tonight so you will know where they are tomorrow. HRHI nor Project Manager never loans tools to anyone outside the job site.
- 18) **Project Manager is in charge of the WORKERS on his crew.** Including hiring and firing of any and all of his crew members. Plus getting all materials that is needed to the job site.
- 19) **Bill Tanner or Don Hawkins are in charge of Time Sheets and pay distribution.** When someone is hired and/or fired by Project Manager, Bill or Don needs to be notified ASAP.
- 20) **Volunteering** – When you come in to volunteer on a weekend project or a Thursday, Saturday or Sunday serving the homeless, obviously you will not be paid for that. Project Manager may from time to time authorize you to get paid on some projects that need to get done over the weekend for HRH. When this occurs, please make sure you use the time card to keep track of your time. Obviously we appreciate your volunteerism but we cannot afford to pay for what everyone does for HRH & HHOOT.
- 21) **Probation Period** - All workers are 1099 employees for the first 90 days.