

WITS Administrative Employment Contract/Agreement

The following agreement will apply to all Administrative staff and will become effective immediately. They are designed to promote and ensure the highest level of business ethics, teamwork, and professionalism.

Job Tasks and Authority

1. Tasks or responsibilities designated to you by Management should be completed within a pre-determined deadline and in an accurate and professional manner.
2. Completed tasks need to be returned to Manager for approval and should be databased accordingly.
3. The first occurrence of a violation in policy will result in a verbal warning. A first written reprimand will be issued for the second violation of policy. The second written reprimand will result in pay being reduced to minimum wage. A third written reprimand will result in termination.
4. NO-ONE may work more than 20 hours per week without prior authorization from Management. Time on the clock begins when you start work, not when you arrive.
5. All Staff will be responsible for checking in and out. It is your responsibility to make sure that your time is recorded accurately. Please also check out and back in when you leave the premises for personal or WITS business errands. You cannot be paid for personal business.
6. All warehouse business must go directly through the Warehouse/Operations Manager.
7. Any authoritative decisions relating to warehouse personnel, warehouse operations or transportation go through Warehouse/Operations Manager.
8. Administrative staff are not allowed to make authoritative decisions.

Breaks/Personal

1. Breaks should be limited (1) 15 minute break.
2. Please inform Management if you need to take a longer break.
3. Please enjoy your meals /snacks while on break only and not at your work station.
4. Anyone needing time off from work will be required to fill out a "Time-Off Request Sheet". Absences will be excused at the discretion of the Management based on amount of prior notice. WITS policy allows for 3 unexcused absences within a 2 month period.
5. Cell phone (with an exception for authorized WITS business), personal calls, and personal e-mails, internet use, etc are prohibited after the work day begins until breaks. The estimated length of personal calls will be deducted from your time working. WITS understands that you have personal business and responsibilities that do not disappear when you come to work. Please inform the Manager if you must attend to personal business so that you are not doing it on WITS time.

Professionalism

Any violation of professionalism is cause for immediate termination

1. All WITS workers should maintain a high level of professionalism, courtesy, and composure at all times.
2. Appearing upset, cursing, eating or smoking in front of clients is strictly prohibited.
3. All paperwork, e-mails, and communication with clients need to be conducted within the highest standards of customer service and professionalism.
4. E-Mails can not go out from WITS Administrative Office without material in the subject line and/ or in the body of the text.
5. All communication with clients should be completed with proper grammar and punctuation.
6. Massive e-mails, fliers, and phone call scripts must be pre-authorized
7. Interacting with workers while you are on break and they are not is prohibited.
8. Insighting to riot, and /or creating discord or disharmony is strictly prohibited.
9. Stealing and theft are not allowed.
10. Theft of client drop off funds is not acceptable and is prosecutable. Anyone found stealing will be terminated and will have one days pay removed to cover loss or expense related to theft.

I agree that I will adhere to the above WITS employee contract and agree to the consequences set forth herein. Violation of these policies may result in termination without implied or explicit benefits our recourse. I agree not to hold WITS responsible for any termination as a cause of my actions or violations of this agreement for any reason.

Signature

Date