

RIVERSIDE CONTRACTING, INC.

5571 ALLOY SOUTH
MISSOULA, MT 59808-8413
Phone (406) 721-9267

TO ALL NEW EMPLOYEES:

Please read the following company information as it may assist you in making the most of your working relationship with your new employer:

NEW EMPLOYEE REQUIREMENTS: YOU MUST COMPLETE ALL FORMS found in the New Employee Packet and return them to your supervisor or the office **BEFORE YOU WILL RECEIVE YOUR FIRST PAYCHECK.**

TIME CARDS: Time cards must be filled out and turned in to your supervisor **DAILY**. If a time card is incorrect and/or incomplete it may delay your paycheck.

PAYCHECKS: The pay period runs from Sunday to Saturday and payday is the Friday following the week of work. All checks are mailed from the Missoula office on Thursday at 5:00 p.m. and will generally be received by the employee the next day, Friday. Paychecks are mailed to the address listed on your W-4.

DIRECT DEPOSIT: *Direct deposit of your weekly payroll check is available. Direct deposit is free of charge to all employees.* Your net paycheck will automatically be deposited into your savings or checking account on the Friday following the week of work. You will receive a copy of your check stub via email.

SAFETY: New employees are more likely to have accidents due to lack of experience and/or unfamiliar surroundings. PLEASE BE ALERT!! Furthermore, unsafe behaviors can lead to dismissal. **It is important that you take the time to learn Riverside's safety rules which are outlined in the Employee Safety Manual.**

INJURIES: All injuries that occur at work must be reported to your supervisor immediately. If medical attention is needed you will need to fill out an injury report, failure to report an injury could jeopardize your Workers Compensation coverage. All injuries must also be noted on your time card on the day of injury.

EEO (Equal Employment Opportunity): Riverside's EEO Officer is Mary Jo Jackson, any act of discrimination or sexual harassment should be reported to her immediately. Riverside Contracting's Policy can be found on the job site bulletin board or with the site supervisor.

**Thank you for your cooperation
&
WELCOME TO RIVERSIDE CONTRACTING, INC.**