

# *Gin-Sue Enterprises, LLC*

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**EMPLOYEE**

**HANDBOOK**

Susan P. Johnson, President  
Lawrence W. Strother, Executive Vice President

December 12, 2019

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*The material contained in this handbook is subject to change. This handbook is in no way, shape or form a guarantee of employment and has been written for all employees, consultants, trades personnel, vendors and suppliers to Gin-Sue Enterprises, LLC, in general. No attempt has been made to note differences from management, consultants or trades personnel. The rules and policies in this handbook supersede all others.*

## **FORWARD**

As an employee of **Gin-Sue Enterprises, LLC**, you are among the men and women who have joined together with the professional attitude of providing our clients and customers with the highest quality of service in a professional and workman like manner.

The hallmarks of our work, timeliness, efficiency and neatness have been reflected in these steady years of growth. This is an acknowledgement of our achievement in today's competitive marketplace.

Similar groups of people working together towards a common goal are guided by certain policies, rules and regulations. For us, they can be defined as statements of our rights, benefits, privileges and when necessary, penalties. The following rules and regulations are designed for our mutual benefits with due respect and regards for the rights of our clients and customers. This manual is intended to provide you with your own ready reference to the regulations which can affect you as an employee, trades person, sub-contractor or vendor. Each subject is dealt with in general terms to allow for briefness.

You are encouraged to request our time to discuss your concerns and to clarify any information presented in this handbook.

We, welcome you aboard,

Susan P. Johnson, President

Lawrence W. Strother, Executive Vice President

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## EMPLOYMENT

Gin-Sue Enterprises, LLC is a New York State Certified Minority Woman/Verified Veteran owned small business whose policy is to comply with all laws, federal, state and county, applicable for our operations.

We operate as a non-union shop structured to pay prevailing wages when required, Davis-Bacon when specified and normal minimum wages for work performed in the state of New York. Individuals may be hired in one of the following categories on a full or part-time basis:

Regular Employees	those employed for an indefinite time period usually after 6 months.
Temporary Employees	those employed for a specific project, (day laborer), with possible status to regular employment.
Consultants	those employed to function in a specific capacity for a specific project. ( <i>ie. estimator, engineer, draftsmen, etc.</i> )
Sub-Contractors	those contracted to provide <b>licensed</b> services for <i>plumbing, electrical, and or HVAC</i> work and other trade services.

New Employees must complete a probationary period before final acceptance as a Regular Employee.

## FIELD (SITE) SUPERINTENDENTS

This individual, as a member of the management team, is designated to manage and direct the work in the field on the projects performed. This Individual is held responsible for the conditions of the worksite, who visits the worksite and the manner in which the work is executed. (S)He is the person to whom you should look for assistance and guidance throughout the life of the assigned project.

(S)He may request the working foreman to address your needs for resolutions.

## **PERFORMANCE EVALUATION**

The method used is a simple systematic method of assessing performance at the conclusion of the first 6 months then again at the 12<sup>th</sup> month interval of employment within the scope of timeliness, work attire, tools and performance efficiency. There is an annual review once the temporary status has ended.

The purpose of these evaluations is to both assist you in maintaining and improving your work performance and to provide the opportunity for a one-on-one point of interaction. It is during these evaluations where better Management-employee communication develops.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICIES**

Gin-Sue Enterprises, LLC does not discriminate against employees on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status genetic information, or any other characteristic protected under federal, state or local law. Retaliation is also prohibited. Gin-Sue Enterprises, LLC will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and 5 NYCRR 143, Executive Orders 162 & 177 and all other applicable Federal, state and local laws that prohibit discrimination.

## **COMPLAINT PROCEDURE**

As an organization grows incidents are bound to occur, which give rise to problems among its employees. Unsettled problems or complaints are a concern to Gin-Sue and for this reason the following procedure exists whereby an employee can have their complaints heard by their immediate supervisor and if necessary reviewed by upper management. No disgruntled employee is to wait more than 3 days to be addressed:

1<sup>st</sup> Step: You are encouraged to promptly present any problem or complaint verbally to your immediate supervisor.

2<sup>nd</sup> Step: If the complaint is not resolved at this level you must address a letter, note, or an email to the Company: Attn: SP Johnson **2.**

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## **DISCHARGE**

Before any action is taken to formally discharge an employee, an investigation will be conducted by management as promptly as possible. If upon completion of the investigation the employee is discharged and (s)he feels the action was not justified they may present a statement in writing to the company attorney.

## **TERMINATION**

Upon termination of services from this company final pay will be paid in full on the regular pay day whether employee voluntarily resigns or is terminated for other causes.

## **LAY-OFFS**

Periodically, projects will close and lay-offs become necessary. Regular Employees will be called back in the order of priority as needed.

## **WORK SCHEDULES of our 35 HOUR Work Week**

The nature of this business is basically a six (6) hours a day. Any hours over 7 hours in a 24hour day is considered overtime.

The following information will provide clarification for the time slots you maybe asked to work while employed with Gin-Sue Enterprises, LLC.

### **OVERTIME:**

Our work week begins Thursday and terminates on Wednesday. If the Project requires Saturday duty, Sunday and Monday will be your days off. If required to work over the 35 hours per week, you will be compensated at time and half.

### **COMPENSATION TIME:**

To alleviate lost time thus lost wages, our company offers a means by which you may request time off at least 12 hours in advance and your salary will not be affected by your absence.

You will repay your missed hours within a 14day period, whereby your salary will be paid without loss of pay. You will have to give "*DATES OF INTENT*" to make-up your time at the time of your request for compensation.

### **SHARED TIME:**

Occasionally, a project will be designated in hours. *Example:* 60 hours to complete installation of drywall to an area. In this case, 2 individuals responsible for completion; may work the project, one using 15 hours the other 45 hours or each using 30 hours; as long as the work is completed.

This method of “Shared Time” is to ensure an employee will be on the Project at all times to complete the work within the time specified. This “Time Sharing” will be coordinated with the Field Superintendent and project foreman.

### **PAYROLL & PAYCHECKS**

You will be paid by check or payroll cards on Fridays, Bi-weekly. Amount paid will have a breakdown showing the amount paid for the hours worked and amount of the deductions and net pay of your week’s salary. Your responsibility is to keep your payroll stubs for your records.

Deductions are made according to requirements of federal, state and local regulations pertaining to paid family leave, unemployment insurance social security benefits and withholding taxes. You may also request additional deductions for the convenience of savings or charitable contributions.

Please contact the office for additional information, changes in marital status, and/or changes in number of dependents.

### **INSURANCE**

As a small company we are excited to be able to offer a variety of different insurance products to all fulltime employees and their family members from group life insurance and wellness programs to health insurance which is being accessed at this time thru; [www.nystateofhealth.ny.gov](http://www.nystateofhealth.ny.gov). Workers Compensation is through *The New York State Insurance Fund*. All employees are covered by workers’ compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work.

Our Disability Insurance is with Shelter Point and Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so the necessary paperwork may be completed. Our Service Administrator for payroll and benefits is through EBC Solutions, Inc.



## **TOOLS & WORKSITE ATTIRE**

You are expected to enter the workplace to perform the project(s) assigned with all necessary personal equipment and hand tools necessary toward job efficiency and performance, with *gloves, goggles, hammers, hard hats*. New employees not having the necessary tools at the time of employment will be allowed a reasonable amount of time in which to procure these tools. You are to mark /label your tools with your name. Tools loaned to the new employee are to be returned to the foreman of the project. The Company assumes no responsibility for your lost tools.

Where special tools or equipment are needed in the performance of a project, these tools will be furnished by the Company. In those cases **Employees** are being held responsible for company equipment while it is in their possession.

Let it be understood the afore mentioned articles of tools in the example is not limited to these tools. In the performance of the work in the field, your responsibility will be to wear proper clothing, shoes, belts, etc. At present, uniforms or shirts are not provided for employee use.

## **CODE OF CONDUCT**

To all, let it be understood Gin-Sue Enterprises, LLC has a policy to observe and comply with all the laws, rules and regulations of the federal, state, county and local governments, affecting our Company; and our Employees.

Additionally, Gin-Sue Enterprises, LLC requires all Employees to avoid any activities which could involve or lead to involvement of the Company or our Employees in any unlawful or illegal practice; either civil or criminal.

Finally, under no circumstances may we offer or give anything to a client or customer or to a client or customer's representative in an effort to influence a contract award or other favorable customer action. It has been and will continue to be Gin-Sue Enterprises, LLC policy to compete solely on the merits of our services.

*Failure of employees to adhere to the Code of Conduct will subject them to disciplinary action, including termination of employment.*

GIN-SUE ENTERPRISES, LLC  
ARTICLES OF CONDUCT

**YOUR**  
(*THE EMPLOYEE'S*)  
RESPONSIBILITY

The following are generally established and accepted principles of business and social conduct. Each of us, in accepting the obligation of our job has also accepted certain responsibilities for personally adhering to these principles and contributing to cooperative and effective work environments.

**Any Employee who, after investigation, is found to have violated one or more of the following rules, will be subject to discharge.**

This list is not an all-inclusive list. Employees are expected to use good judgment.

1. Drinking or being “under the influence” of intoxicants while on Company Time.  
All employees must refrain from the use of intoxicants for a reasonable period of time before coming to work to avoid any effect which would, in any way, impair job performance or jeopardize safety to yourself, the project, or fellow employees.
2. Possession, use, receipt, sale or distribution of drugs during Company time.  
Any employee who is found to use drugs is subject to discharge unless authorized in letter form from a medical physician.
3. Bringing or possessing firearms on Company Projects or Property.
4. Unauthorized possession or removal of any Company property, of fellow Employees, Customers, or Clients. “Theft will not be tolerated”.

5. Fighting or provoking a fight while on Company Projects.
6. Deliberate, willful destruction or damage of Company, Customer, and Client property.
7. Sleeping or giving the appearance of sleeping on the job.
8. Insubordination, which is a refusal to follow a direct order of a member of Management or the refusal to cooperate in a Company investigation, including the search of your property or person.
9. Refusal to work overtime **IN AN EMERGENCY.**  
Normally, the Company does not require employees to work overtime against their wishes. There are times, however, when the needs of the Company require the specific services of certain employees to meet conditions of an emergency.
10. Failure to Notify Supervisor of absence. Notify your Supervisor as soon as you realize you will be unable to report for work and give reason for the absence.
11. Reporting late for work.  
Our operation depends upon employees being on the job on time. You are subject to having your pay reduced for the amount of time you are late. Your Immediate Supervisor will note your record for consideration, determination and provide recommendations.
12. Solicitation and/or distribution of petitions, handbills or other literature on Company Property, or projects without authorization from Management.
13. Failure to meet financial obligations resulting in wage assignments or writs of garnishment being served on The Company.
14. Failure to participate in The Monthly Safety Training program or attempts to Avoid the scheduled mandatory training.
15. Under Title VII there are two recognized types of sexual harassment -- 1) **quid pro quo** and 2) **hostile work environment**. Gin-Sue is committed to maintaining a workplace free from sexual harassment. Anyone who engages in sexual harassment will be subject to disciplinary action with possible termination.

## *Who we are*

**Gin-Sue Enterprises, LLC** is a verified Woman Veteran Owned, Certified NY State Minority/Woman Small Business. Our restoration/renovation business is licensed and insured serving Erie and Niagara Counties in Western, N.Y. We have over 30 years in the business of remodeling and renovating residential and commercial properties both here in New York State and the State of Georgia, USA.

We are formally known as G.S.M. Construction Corp and still have an active corporation in good standing as a Georgia, USA, based as a S corporation. Our Mission Statement remains the same and that is ***to provide quality service to our clients and customers in a workman like manner and on their time schedule.*** Timeliness has been and will remain our hallmark of performance. We welcome you to our doors and look forward to providing a profitable relationship in full recognition, “*Time is money*”.

**CONTACT US :**

**GIN-SUE ENTERPRISES, LLC**

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Buffalo, NY 14215-2707

800-845-0162 Ext 401

716-418-7108-Office

716-247-6972-Fax

Email [gsm1980@gin-sue.com](mailto:gsm1980@gin-sue.com)

***OFFICERS***

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**Executive Vice President** **917-690-3327**

VISIT US ONLINE

[www.Gin-Sue.com](http://www.Gin-Sue.com)

## **EMPLOYEE SIGNATURE PAGE**

I, the undersigned Employee, will read and understand the policies contained in this Employee Handbook. I further understand it is only a general guide and the provisions and/or terms may be changed and/or terminated at any time during my employment with this Company. I expressly understand this Employee Handbook does not create nor constitutes a Contract of Employment; furthermore, it does not change my status as an Employee "at will".

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**EMPLOYEE SIGNATURE**

Date \_\_\_\_\_