

Frequently Asked Questions for Gerber Construction Employees

Personal Information & Records

How do I update my personal information with the Company?

Each employee is personally responsible for submitting personnel data changes to the Human Resources Department in a timely manner. Changes include, but are not limited to, legal name, home address, emergency contact, marital status, number of dependents, and change of beneficiary.

Payroll & Paychecks

When is the pay period and when are employees paid?

The pay period begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Paychecks are issued on a weekly basis, with Payday being Friday, covering all hours worked in the pay period ending the previous Saturday night.

What should I do if I notice an error or improper deduction in my paycheck?

If you notice an error on your paycheck, contact your supervisor immediately. Your supervisor will coordinate with Payroll to make any necessary corrections.

Where can I find my PTO balance?

You can view your PTO balance on your weekly pay stub. If you have any questions or need assistance, please contact Payroll at payroll@1gerber.com.

Attendance & Time Off

When should I notify my supervisor if I will be absent or late?

You should notify your supervisor of any expected absence as far in advance as possible, and no later than 30 minutes prior to the beginning of your scheduled shift. Notification should be initiated through a phone call or text message, and if your supervisor is unavailable, you must call the company's main office and leave a voicemail if staff is not available.

How do I accrue Paid Time Off (PTO)?

PTO accrual rates for full-time employees are based on completed years of service.

| Years of Service | Monthly Accrual (Hours) | Annual Accrual (Hours) | Annual Accrual (Weeks) |
|------------------|-------------------------|------------------------|------------------------|
| 0–1.99 | 3.34 | 40 | 1 |
| 2–5.99 | 6.67 | 80 | 2 |
| 6–11.99 | 10.0 | 120 | 3 |
| 12–17.99 | 13.33 | 160 | 4 |
| 18+ | 16.67 | 200 | 5 |

How much notice is required for PTO requests?

Employees should submit requests as early as possible, generally requiring a minimum of two weeks' notice for most PTO leaves. All PTO must be approved and scheduled in advance with appropriate management personnel.

How do I request time off?

Notify your foreman or superintendent and obtain approval for your requested time off. Then, email Payroll with the dates so your time off can be added to the company calendar. If you want to use PTO hours to cover your time off, include that information in your email.

Holidays

What holidays does the Company observe?

Eligible full-time employees (effective on the first of the month following 60 days of continuous employment) receive 8 hours of pay for the following holidays:

- New Year's Day
- Floating Holiday*
- Memorial Day
- Independence Day (July 4th)
- Pioneer Day (July 24th)

- Labor Day
- Thanksgiving
- Christmas Day

*The Floating Holiday is any day of the employee's choice, subject to supervisor approval, and will not be paid out at the end of the calendar year without exception.

Benefits

When am I eligible for Health Insurance?

Eligibility varies based on employment classification:

- Field General, Shop General, and Office General employees: First day of the month following 60 days of continuous employment.
- Field Foreman: First day of the month following 30 days of continuous employment.
- Field Superintendent, Shop Managers, and Manager Management: Day 1 of employment. Employees must average a minimum of 30 hours per week to maintain eligibility.

When can I participate in the 401(k) Plan?

Employees who are 21 years of age or older and have been employed for at least one calendar year, working at least 1,000 hours, are eligible. Eligible employees are sent a letter prior to the auto-enrollment periods in January and July of each year. The Company will match \$1.00 per \$1.00 up to 3%, plus \$0.50 per \$1.00 of the next 2% of pay.

- Employee puts in 1%; Gerber puts in 1%
- Employee puts in 2%; Gerber puts in 2%
- Employee puts in 3%; Gerber puts in 3%
- Employee puts in 4%; Gerber puts in 3.5%
- Employee puts in 5%; Gerber puts in 4%

Does the Company provide Disability or Life Insurance?

Yes, the Company offers Long-Term Disability Insurance for full-time employees, with the cost paid 100% by the Company. Group Term Life Insurance is also available to all full-time employees, with premiums paid by the Company, providing up to \$25,000 of coverage for the employee and \$5,000 for each dependent. Eligibility periods for these benefits vary based on employee classification.

Workplace Policies

What is the Drug and Alcohol Policy regarding working while impaired?

Employees must not work under the influence of prohibited drugs or alcohol. An employee who tests positive for drug use or who has a Breath-Alcohol Content (Br-AC) greater than 0.02 while working will have their employment terminated. Refusal to submit to a required alcohol or controlled substance test is treated the same as a positive result and will lead to termination.

Employee Programs

What is the Boot Allowance Program and how can I check my balance?

After completing your first month with Gerber Construction, you become eligible for the Boot Allowance Program. For each full month of employment, you earn a \$10 credit that can be applied toward a pair of steel or composite-toed boots.

To check your available boot credit, contact Payroll. When making a reimbursement request, be sure to send a photo of your boots along with the receipt to payroll@1gerber.com. Once your request is received, it will be processed and reimbursed. Employees can accrue up to \$400 in boot credit.

What is the Quarterly Bonus Program and how do I earn it?

To be eligible for the quarterly bonus, employees must meet the following requirements:

- Participate in weekly Tyfoom activities.
- Maintain excellent attendance, with no unexcused absences, early departures, or late arrivals.
- Average 40 hours per week throughout the month.

Additional requirements for Foremen:

- Complete and submit all FieldEase timesheets and daily reports by Monday at 12 PM.

What is Gerber Construction's Employee Referral Program?

Gerber employees can refer an unlimited number of new hires and earn up to \$1,500 per referral. To qualify for the bonus, your referral must work a certain number of hours. To receive the full \$1,500, your referral must work 1,040 hours (approximately 6 months).

Tools & PPE Requests

What Personal Protective Equipment (PPE) is required?

Company-Provided PPE:

- Hi-Visibility Shirts and Vests: Must be worn as your outermost layer.
- Hard Hats: Protect against falling or flying objects, electrical shock, and burns.
- Protective Eyewear: Must meet ANSI Z87+ standards. Additional protection (e.g., goggles or face shields) may be required for certain tasks.
- Hearing Protection: Provided by your Foreman as needed.
- Hand Protection: Gloves provided for specific tasks.

Employee-Provided PPE:

- Safety Boots: Steel or composite-toe boots with slip-resistant soles.
- Prescription Safety Glasses: If needed.

What if my company-provided PPE becomes unusable?

Notify your supervisor immediately. They will submit a PPE requisition form, and the replacement items will either be picked up from the office or delivered to your jobsite by your supervisor.

Can I purchase tools through Gerber?

Yes! Please contact the purchasing department at purchasing@1gerber.com or fill out the Tools Request Form in the Employee Portal.