

# **MURPHY'S FARM MARKET & BAKERY**

## **EMPLOYEE MANUAL**

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## **SECTION 1**

### **INTRODUCTION**

This Manual is designed to acquaint you with Murphy's Farm Market & Bakery and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Murphy's Farm Market & Bakery. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between Murphy's Farm Market & Bakery and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

### **WHO WE ARE**

Murphy's Farm Market & Bakery, located just outside of Alliston, Ontario, is proudly owned and operated by the Murphy family. For over 30 years our customers have enjoyed coming to our farm for the freshest fruits and vegetables in season, and the most delicious pies and breads from our bakery.

We celebrate our heritage by continuing the agricultural traditions our forefathers began on this farm nearly a century ago. We provide our local community with healthy, fresh produce and the best tasting baking using time honoured family recipes. We have also built strong relationships with many local producers and are proud to have an assortment of honeys, preserves and maple syrup.

No matter how fast paced the world becomes, making something our forefathers made and carrying on our family traditions, still feels innately right.

### **OUR VISION**

Murphy's Farm Market & Bakery strives to become locally and regionally renowned for creating a one of a kind farm fresh experience.

## **OUR MISSION**

At Murphy's Farm Market & Bakery we offer the highest quality produce and bakery goods and provide exceptional customer service, thus creating a positive and unique experience to our customers.

## **CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct manager.

## **EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## SECTION 2

### DEFINITIONS OF EMPLOYEES STATUS

#### **“EMPLOYEES” DEFINED**

An “employee” of Murphy’s Farm Market & Bakery is a person who regularly works for Murphy’s Farm Market & Bakery on a wage or salary basis. “Employees” may include management, hourly, regular full-time, regular part-time, and temporary persons who are subject to the control and direction of Murphy’s Farm Market & Bakery in the performance of their duties.

**MANAGEMENT:** Employees whose positions meet specific criteria established by the Ontario Employment Standards Act and who are exempt from overtime pay requirements.

**HOURLY:** Employees who are paid on an hourly bases and who are eligible for overtime pay.

**FULL-TIME:** Employees who have completed the 30-day probationary period and who are regularly scheduled to work 40 or more hours per week.

**PART-TIME:** Employees who have completed the 30-day probationary period and who are regularly scheduled to work less than 24 hours per week

**TEMPORARY:** Employees who work for a definite period of time, either full-time or part-time. They are told in advance the period of employment and under what conditions it may be terminated.

## **SECTION 3**

### **EMPLOYMENT POLICIES**

#### **NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Murphy's Farm Market & Bakery will be based on merit, qualifications, and abilities. Murphy's Farm Market & Bakery does not discriminate in employment opportunities or practices because of race, colour, religion, sex, national origin, age, disability or any other protected grounds as stated in the Ontario Human Rights Code.

Murphy's Farm Market & Bakery will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, corrective action, termination, and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to corrective action, up to and including termination of employment.

#### **NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's manager will introduce the new hire to staff throughout the company, review their job description and scope of position, explain the company's evaluation procedures, and help the new employee get started on specific functions.

#### **PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for all new employees lasts up to 30 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period,

both the employee and the Company have the right to terminate employment without advance notice.

All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

## **LUNCH / BREAK PERIODS**

Employees are allowed a thirty (30) minute unpaid lunch break. Lunch breaks generally are taken on a staggered schedule so that the absence does not create a problem for co-workers or customers.

If employees have unexpected personal business to take care of, they must notify their direct manager to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the lunch/break policy will be subject to corrective action.

## **PERSONNEL FILES**

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of corrective action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Murphy's Farm Market & Bakery and access to the information is restricted. Management personnel of Murphy's Farm Market & Bakery who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their manager. With reasonable advance notice, the employee may review his/her personnel file in a company office and in the presence of their manager.

## **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify their manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

## **EMAIL COMMUNICATION**

A weekly staff e-newsletter will be sent out to our entire staff every Thursday. This newsletter will contain information about upcoming events, produce/products, price or policy changes. It is a requirement that all staff must read the newsletter before coming in to their next shift. Please ensure that the email you have provided is one you check often.

## **INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close will be made by an owner.

When the decision is made to close the office, employees will receive official notification from their managers.

## **EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

Managers will conduct performance reviews and planning sessions with all employees at the conclusion of the season or their temporary employment. Managers may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the manager and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and manager discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her manager to make and agree on new goals, skills, and areas for improvement.

## **CORRECTIVE ACTION**

Murphy's Farm Market & Bakery holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Murphy's Farm Market & Bakery expects the employee's manager to take corrective action.

Corrective action at Murphy's Farm Market & Bakery is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes a verbal warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Murphy's Farm Market & Bakery considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behaviour, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of Murphy's Farm Market & Bakery to a customer, a prospective customer, the general public, or an employee.

## **EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Murphy's Farm Market & Bakery, for cause.
- **Layoff** – involuntary employment termination initiated by Murphy's Farm Market & Bakery for non-disciplinary reasons.

When an employee intends to terminate his/her employment with Murphy's Farm Market & Bakery he/she shall give Murphy's Farm Market & Bakery at least two (2) weeks written notice.

Any employee who terminates employment with Murphy's Farm Market & Bakery shall return all files, records, keys, and any other materials that are property of Murphy's Farm Market & Bakery. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Murphy's Farm Market & Bakery will also be deducted from the employee's final paycheck.

## **REFERENCES**

All inquiries regarding current or former employees of Murphy's Farm Market & Bakery must be referred to Hollis English.

Should an employee receive a written request for a reference, he/she should refer the request to Hollis English for handling. No Murphy's Farm Market & Bakery employee may issue a reference letter to any current or former employee without the permission of Hollis English.

Under no circumstances should any Murphy's Farm Market & Bakery employee release any information about any current or former employee over the telephone. All telephone inquiries regarding any current or former employee must be referred to Hollis English.

In response to an outside request for information regarding a current or former employee, Hollis English will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former Murphy's Farm Market & Bakery employee, or his/her employment with Murphy's Farm Market & Bakery will be furnished.

## **HEALTH & SAFETY**

### **Policy**

Management of Murphy's Farm Market & Bakery is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective.

Murphy's Farm Market & Bakery will make every effort to provide a safe, healthy work environment. All managers and workers must be dedicated to the continuing objective of reducing risk of injury.

Murphy's Farm Market & Bakery as employer is ultimately responsible for worker health and safety. As an owner of Murphy's Farm Market & Bakery I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Managers will be held accountable for the health and safety of workers under their supervision. Managers are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Workers must receive adequate training in their specific work tasks to protect their health and safety. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by Murphy's Farm Market & Bakery.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owners to the workers.

Signed: Hollis English

Murphy's Farm Market & Bakery provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to corrective action up to and including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their manager.

## **PERSONAL PROTECTIVE EQUIPMENT**

**Murphy's Farm Market & Bakery will provide required Personal Protective Equipment with the exception of foot protection.**

### **Hearing Protection**

1. Hearing protection should be worn in work environments where noise levels exceed 85 decibels.
2. There are many types of hearing protection, including earplugs or muffs. Hearing protection that is suitable for the work environment and provides adequate noise reduction will be provided.

**Respiratory Protection** (The hazard to be controlled will dictate the level of protection required.)

All respirators must fit well and provide a proper seal with the wearer's face in order to provide adequate protection.

1. Disposable respirators should be used where dusts, mists and fumes may be present. They must not be used in oxygen deficient atmospheres.
2. Chemical cartridge respirators should be used to filter out gases and organic vapours. These respirators are hazard-specific, meaning that a cartridge designed to filter out a particular gas will not protect a worker from exposure to a different gas. They must not be used in oxygen deficient atmospheres.

3. Powered air purifying respirators should be used where there may be excessive dust levels or pesticides. These respirators:
  - have replaceable cartridges that are hazard-specific
  - are operated by battery
  - have a constant air flow, facilitating breathing
  - must not be used in oxygen deficient atmospheres.

### **Eye Protection**

Eye protection should be used where there is a danger of flying objects, particles, liquids, sprays or other matter entering the eyes. Protection can take many forms including:

- safety glasses,
- goggles, or
- full face protection.

### **Foot Protection**

Foot protection is usually in the form of steel-toed work boots, with a steel shank to protect the bottom of the foot from puncture wounds. In wet environments, steel-toed boots that are waterproof and slip-resistant may be necessary. The hazards to which workers are exposed will determine what type of foot protection is most appropriate for the job. Employees are responsible for purchasing the appropriate foot protection as determined by Murphy's Farm Market & Bakery.

### **Hand Protection**

Gloves offer good protection for the hands. They may be made of many different materials--cotton, leather, rubber, or other materials impervious to liquids. Gloves should be chosen for the specific hazard and job task.

### **Head Protection**

Hard hats, bump caps, or helmets are types of protection that should be considered if there is a hazard of head injury. Head injuries can occur under various circumstances including as the result of a slip or fall, working with unpredictable animals, working in confined areas or where there are low ceilings or where there may be falling objects.

### **Body Protection**

Body protection may be required in various situations including dusty environments or when spraying liquid pesticides or handling dangerous chemicals. The hazard to be controlled will determine the type of protection that is most appropriate, for example, an apron, coveralls or a full rain suit.

When using a chainsaw, protective chaps or leg protection should be worn.

## **HEALTH-RELATED ISSUES**

Employees, who become aware of any health-related issue, should notify their manager of health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their manager.

## **SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY**

Only authorized persons may purchase supplies in the name of Murphy’s Farm Market & Bakery. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Murphy’s Farm Market & Bakery or bind Murphy’s Farm Market & Bakery by any promise or representation without written approval.

## **SECTION 4**

### **STANDARDS OF CONDUCT**

The work rules and standards of conduct for Murphy's Farm Market & Bakery are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3, Corrective Action).

While not intended to list all the forms of behaviour that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in corrective action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol, marijuana or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of company-owned equipment;
- Using company equipment for purposes other than business
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

### **ATTENDANCE/PUNCTUALITY**

We expect that every employee will be regular and punctual in attendance. This means being ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your manager before your regular starting time. You are responsible for speaking directly with your manager about your absence. It is not acceptable to leave a message on a manager's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is **(705) 435 – 2141**.

Should undue tardiness become apparent, corrective action may be required.

### **ABSENCE WITHOUT NOTICE**

When you are unable to work owing to illness or an accident, please notify your manager. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave for some other reason before the end of the workday, be sure to inform your manager of the situation.

### **HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Murphy's Farm Market & Bakery is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any manager who becomes aware of possible harassment should promptly advise their manager who will handle the matter in a timely and confidential manner.

### **Procedure for Reporting Harassment and/or Discrimination**

#### **Step 1 – Self-help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

### **Step 2 – Management Support and Intervention**

Employees who are not confident or comfortable with Step 1 and who believe they are victims of harassment or discrimination, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to a manager or owner.

### **Step 3 – Formal Notification**

If informal attempts at resolving the issue are not appropriate, or prove to be ineffective, a formal notification may be filed. To file a formal notification:

- (i) Provide a letter of documentation that contains a brief account of the incident (i.e. when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated.
- (ii) File the notification with your manager or owner.
- (iii) Cooperate with those responsible for investigating the complaint.

An Employee who becomes aware of situations where harassment or discrimination may be occurring is requested to notify a manager or owner.

Formal notifications shall be investigated. The investigation process shall involve interviews of all parties involved including witnesses. The owner or a qualified outside investigator shall investigate the incident and prepare a written report of the investigation findings. The report will be provided along with recommendations, if any, to the manager and the complainant.

All notifications shall be handled in a confidential manner. Information concerning an investigation or action taken as a result of the investigation will not be released to anyone who is not involved.

Corrective action for violations of this Statement of Policy and Procedures will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberate false accusations are of equally serious nature and will also result in corrective action up to and including termination without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is insufficient evidence to proceed with corrective action.

### **PUBLIC IMAGE AND APPEARANCE**

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

Murphy's Farm Market & Bakery will provide, at no cost to the employee, aprons, baseball caps and hair nets as required.

Company logo shirts are mandatory for all employees and purchases can be arranged through payroll deductions. Baseball hats are optional and can also be purchased through payroll deductions.

The following items are considered inappropriate working attire for Murphy's Farm Market & Bakery.

- Open-toed shoes
- Short mini skirts
- Sheer clothing

Consult your manager if you have any questions about appropriate attire.

## **PERSONAL DEVICES**

### **Personal Devices:**

Unless properly authorized, employees should refrain from the use of any form of personal devices during normal work hours. These devices may be used during breaks or lunch periods.

### **Internet Use:**

Employees who have access to the Internet understand that this technology is to be used for company business only. Consistent abuse of this policy will result in corrective action.

## **SUBSTANCE ABUSE**

Murphy's Farm Market and Bakery is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the consumption of alcohol and drugs (illegal, prescription, or other) that may inhibit an employee's ability to perform work safely and productively is strictly forbidden. The following rules have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of Murphy's Farm Market and Bakery while they are on Company premises or elsewhere on Company business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances on Company property is prohibited.

- Being under the influence of drugs (illegal, prescription, or other), alcohol, or any substance that may inhibit an employee's ability to perform work safely and productively on Company property is prohibited.

- If an employee is called during off hours to come to work and is under the influence of drugs or alcohol, the employee can and must refuse the assignment. The employee will not be penalized for refusing

Consistent with the rules listed above, any of the following actions constitutes a violation of the Murphy's Farm Market and Bakery's policy on substance abuse and may subject an employee to corrective action, up to and including immediate termination.

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

- Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

## **SECTION 5**

### **WAGE AND SALARY POLICIES**

#### **TIMEKEEPING**

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties.

The punch clock is a legally binding recording. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in corrective action, up to and including termination of employment.

Authorized personnel will review time records bi-weekly. Any changes to an employee's time record must be approved by his/her manager. Questions regarding the timekeeping system should be directed to the Hollis English.

#### **OVERTIME**

Murphy's Farm Market & Bakery is open for business seven (7) days per week. Overtime compensation is paid to employees in accordance with provincial wage and hour restrictions. Overtime is payable for all hours worked over forty-four (44) per week at a rate of one and one-half times the employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the manager's authorization. Overtime worked without authorization from the manager may result in corrective action.

Field staff, as agricultural employees are have specific rules and exemptions in accordance with the provincial and federal regulations for employees on farms harvesting fruit, vegetables or tobacco for wholesale, retail sale or storage. Field staff are not entitled to overtime pay for hours worked over 44 hours per week. Field staff are entitled to public holidays and public holiday pay after you have worked for Murphy's Farm Market for at least 13 consecutive weeks.

#### **PAYDAYS**

All employees are paid bi-weekly for the two (2) weeks ending the Saturday prior to the payday.

All payroll will be processed though direct debit and no paper cheques will be issued.

## **SECTION 6**

### **BENEFITS AND SERVICES**

#### **VACATION**

Temporary and part-time employees will receive the required 4% vacation pay on each pay cheque.

Full-time employees may receive their vacation pay on each cheque or accrue it to be received at time of layoff or year end.

Upon termination, unused earned vacation will be paid in a lump sum in the employee's final direct deposit.

#### **PUBLIC HOLIDAYS**

Murphy's Farm Market & Bakery observes the following paid holidays per year:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Holiday pay is calculated based on the regular wages earned and any vacation pay that was payable in the four work weeks prior to the work week in which the public holiday fell, divided by 20. To qualify, an employee must work his or her last regularly scheduled day before and first regularly scheduled day after the public holiday, or have reasonable cause for failing to do so.

I have read and agree to abide by Murphy's Farm Market & Bakery Employee Manual.

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Employee Signature

---

Date

Witnessed by:

---

Business Representative

---

Date