

ESP SERVICES

REV 8-09

ESP Services would like to welcome you and be the first to congratulate you on your new opportunity! As with all new employees we (ESP Services) would like to help you with any questions you might have. Below you will find general administrative information that should make your transition easier. If you have any questions or concerns please call or e-mail us at anytime. We are always eager to assist and answer any questions you might have.

Holiday Time/Pay

Holiday pay for a Temporary or Full time employee will be paid as follows. Only specific Holidays apply—see below for list.

Full time Status:

Any employee who has worked 1200 hours or more will be considered Full Time ESP employee.

Temporary Status:

Any Employee who is considered to be TEMPORARY (under 1200 hours logged in payroll)

ESP currently does have Medical benefits. Eligible for Medical Benefits employee must be full time status. Open enrollment in December 2009. Contact ESP Services @ 713-429-5018 for more information.

Holiday Pay: Full time status

Employees who work a forty hour week and actually work the **Holiday** will be paid at double time (2 x base hourly rate).

Employees that **do not** work the day of the holiday will be paid at regular time – 8 hours for that holiday but must work 24 hours or more in that pay period.

Temporary Status:

Any Employee who is considered to be TEMPORARY (under 1200 hours logged in payroll) or CONTRACT is not eligible for any Holiday or Vacation Pay.

California Wage and Hour Laws protect the rights of California employees to receive overtime pay for working more than 8 hours in a day or 40 hours in a week.

EX:

11.00/hr employee pay rate

45 hours worked with 8 hours holiday pay:

Billed to Cubic: 32 REGHours (11.00 x 32=320.00)

5 hours OT (16.50 x 5=82.50)

8 Holiday (22.00 x 8=176.00)

Vacation days will start after 1800 hours and the employee will receive two days at that 1800 hour milestone, and get one (8 hour day) vacation(only usable one day at a time, not by hour) every 420 hours worked there after. Holiday pay and Vacation Pay must be labeled on employee's timesheet. Vacation days must be used within one year of accruing

ESP Enterprises Inc. – 5209 Irvington Blvd. – Houston, TX. 77009

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that vacation day. Vacation days must be used prior to the employees' termination. Vacation days must be approved by both ESP and Cubic in writing two weeks prior to the employee using them. Without this approval, vacation pay will not be paid and it will not be considered a vacation day.

The employee will receive a letter from ESP when the employee reaches the 1200 and 1800 hour milestone. The employees' vacation days will be documented when used and ESP will inform the employee when Vacation days are added or subtracted upon use.

Leave of Absences will be allowed if employee gives a notice in writing to ESP management prior to departure of employment. During this time employees will not be paid for any holidays or vacation. Without prior notice, three consecutive days of absence will be considered voluntary termination by the employee.

ESP Holidays:

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

At-Will Employment Relationship:

Your employment relationship with ESP Services is "at-will". This means that neither you nor ESP Services has entered into a contract regarding the duration of your employment. You are free to terminate your employment with ESP Services at any time, with or without reason. We request the employee give one week notice prior to the employee's voluntary termination. ESP Services has the right to terminate your employment with or without reason, at the discretion of ESP Services.

No one may alter or modify any of the ESP Services policies or enter into an employment contract for a specified period of time without written approval from the Owners of ESP Services. No statement by a manager or supervisor should be interpreted as a change in policy nor will it constitute an agreement with an employee.

Attendance and Call-In Procedure:

To maintain a productive work environment, ESP Services expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify ESP Services, your immediate supervisor at Cubic, and your Cubic Manager as soon as possible in advance of the anticipated tardiness or absence. **An employee should call in no less than 1 hour prior to the start of his/her shift.**

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When you call in to inform the supervisor in your area of an unexpected absence or late arrival, speak directly to the supervisor/manager. For late arrivals, indicate when you expect to arrive for work. If the supervisor/manager is not available when you call, you should leave a voicemail. The same procedure should be followed when calling into ESP Services. Notifying a fellow-employee is not acceptable. If you are unable to call in yourself because of an illness, emergency or some other reason, you need to have someone call on your behalf.

Frequent and excessive incidents of absenteeism or tardiness may be cause for termination of your assignment. Poor attendance or excessive tardiness will not be tolerated. Unexcused absences of three (3) consecutive days may be deemed as a voluntary termination of the assignment.

Timekeeping:

Timesheets will be filled out weekly and turned into your Cubic supervisor for approval signature. Your supervisor will then fax or email the timesheets to ESP. We encourage the employee to verify ESP received their timesheet every Tuesday morning 713-429-5018.

Paychecks:

You will be paid weekly, every Friday, for the hours worked the week before. The week begins on Monday and ends on Sunday. You will be paid through direct deposit. For those who do not sign up for direct deposit, your check will be mailed Friday. Keep in mind that receiving a check in the mail could take anywhere from 7 to 10 business days. Your final paycheck will be mailed to you even if you have direct deposit.

Direct Deposit: Sign up for direct deposit must have a copy of a voided check along with the direct deposit form signed. Allow up to two weeks for the direct deposit to take effect, Payroll has to verify the account information....

If you have any questions, call us at 713-429-5018 –Darlene Phelan or e-mail at darlenephelan2000@yahoo.com

If you have any questions, call us at 713-429-5018 or e-mail us at dphelan2@comcast.net emailing is recommended for a faster response.

***Please sign below to indicate your acknowledgement of the details pertaining to your position.
By signing you are affirming your agreement with the stipulations of this contract.***

Printed Name

Date

Signature

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