**ANCHOR CORPORATION**

**Types of Appointments**

**New Hire:** Upon acceptance of an appointment, employee is considered a new hire and is required to serve a probationary period of six months.

**Reemployment:**

1. Military reemployment
2. Reemployment of permanent employee who had been laid off
3. Reemployment due to reclassification of a position to a lower class
4. Reemployment of seasonal employees
5. Reemployment due to a short-term disability arising from an injury sustained at work

**Reinstatement:** An employee that has resigned can be reinstated to a similar class within a two-year period.

**Reappointment:** An employee can be reappointed to a former position if employee meets minimum qualifications.

**Demotion:** An employee can request or accept a demotion to a position in a class with a lower grade level if the employee meets the minimum qualifications.

**Promotion:** An employee may compete in recruitments for promotional openings after serving six months of continuous service.

**Employee Performance**

**Work Performance Standards:** Written statements of results and/or behaviors that are expected of an employee.

**Performance Evaluation:** A performance evaluation will be conducted by the employee’s supervisor every three months.

**Employment Records:** Employee records are maintained in the Human Resources Department including performance evaluations, training certificates, and disciplinary documents.

**Compensation**

**Rate of Pay:** The compensation schedule for employees consists of pay ranges for each grade, with each grade containing ten steps.

**Direct Deposit Option:** Employees have the option of forwarding payments directly to a savings or checking account.

**Pay Progression:** Employee will receive a merit salary increase annually on his or her pay progression date.

**Overtime:** Overtime is any time worked in excess of eight hours a day, eight hours in a 16-hour period, or 40 hours in a week.

**Longevity Pay:** After eight years of continuous service, employee will receive longevity pay based on a longevity chart.

**Payment for Holidays:** Nonexempt employees are entitled to receive payment for eleven holidays per year when they are in “paid status” during any portion of the shift immediately preceding the holiday.

**Shift Differential:** Shift differential is an adjustment in pay equivalent to an additional 5 percent of an employee’s normal rate of pay.