

# MANTYCH METALWORKING



## EMPLOYEE HANDBOOK

[www.Mantych.net](http://www.Mantych.net)

Call: (937) 258-1373

## History of Our Company



Established in 1971 by Mike Mantych and began in a 640 sq. ft. bay at 3130 Plainfield Road as Mantych Machine Co. Mike moved into a

1250 sq. ft. bay at 3160 Plainfield on November 1<sup>st</sup>, 1972 where he eventually purchased the building. Jan/Feb of 1987 he purchased 3175 Plainfield Road increasing in size several times until his passing in 1999. In 1976, he incorporated. In 1992, he changed the name to Mantych Metalworking, Inc. to encompass the sheet metal fabrication portion he added to enhance the machining side of his business. Mantych currently own 5 properties on Plainfield Road and are constantly adding new technology to the business to keep current with the ever changing needs in the manufacturing industry.

## Mission Statement

Our Mission is simple: **PARTS PER PRINT**

Mantych provides our employees with an above average working environment and above average equipment. In return, we expect our employees to be above average.

**“Average is the worst of the best.”**

## Condition of Employment

All employees at Mantych Metalworking, Inc. are “at will”. In other words, your employment may be terminated at any time, for any reason by you or the company. No oral or written communication, other than by that of the President, may alter or modify this policy.

## Equal Opportunity Employment

Mantych Metalworking, Inc. employs, trains and promotes the most qualified employees and applicants without regard to race, creed, color, sex, age, religion, or national origin.

## Confidentiality Agreement

Mantych Metalworking, Inc. signs confidentiality agreements with our customers on the behalf of all employees. Under no circumstances are prints, parts or proprietary information to leave the premises.

## Employment and Benefits

- During the first 60 days of employment each employee is considered probationary. Employees will be entitled to the fringe benefit program provided by the company once that period is complete; i.e. Health Insurance after 60 days. 401k is available after 1 yr. of full-time status.
- A regular full-time employee is described as one who works at least 40 hrs. per week.
- Temporary employees are hired to work either full or part-time for a specific period of time and are not eligible to participate in the benefit program.

## Attendance

Punctuality and regularity are vitally important for every employee. If you are not able to report for work, you must notify your supervisor prior to the start of the shift and explain the absence. Failure to do so may result in disciplinary action.

If you are absent for 2 consecutive days without reporting, you will be considered as having voluntarily resigned your employment.

## “Normal” Work Hours

**Monday- Thursday:** 7:00a - 5:30p

**Friday:** 7:00a – 3:30p

**Lunch:** 12:00p – 12:30p

- Overtime is defined as 1.5 times the hourly rate for any time worked beyond 40 hours.
- Clock in/out for lunch.
- Clock in/out on the back of the card for smoke breaks / phone calls / breaks.
- If you are unsure as to whether or not to report to work the next day, contact the company.
- Please schedule time off on ALL calendars located in Colleen and Dan’s offices.

## Time Clock Use

- Time is figured in 1/10th increments, or every 6 minutes.
- Do not handle someone else’s time-card.
- Punch only your own card.
- Have a supervisor initial your card if a mistake has been made.
- Working through lunch is not permitted unless approved by a supervisor. A break must be taken at an alternate time.

## Paid Holidays

All full-time employees are eligible to be paid for (6) scheduled holidays. To qualify for holiday pay, you must work both full scheduled workdays preceding the holiday as well as the following day, unless you have previously scheduled approved time off. These scheduled holidays are as follows:

1. New Year’s Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day \*\*
6. Christmas Day

\*\*Traditionally we will work the Saturday prior to Thanksgiving in lieu of Thanksgiving Friday.

## Vacations

Vacation pay will be paid on or near your anniversary. You are entitled to 1 week pay after 1 year of full-time service, plus 1 additional day for every year; up to 10 years at 8 hours per day.

### Example:

1<sup>st</sup> year = 1 week + 1 day = 6 days pay.

2<sup>nd</sup> year = 1 week + 2 days = 7 days pay.

20 years of service = 4 weeks pay.

30 years of service = 5 weeks pay.

Time given is meant to be spent with your families, please don’t bank vacation hours.


If you have been here several years and would like vacation pay at time off, please talk to Colleen Mantych.

Please schedule days off at least 1 week in advance, on Colleen and Dan’s calendars.

## Leaves of Absence

A leave of absence may be granted for any sufficient reason subject to management approval. Notice is required and all leaves are subject to work loads. Leaves are taken without pay. The company will consider a leave of absence for the following reason:

- **Illness or Injury:** The Company will consider request of leave due to injury or illness when supported with evidence. The leave should not exceed 30 days, unless granted by a company officer. Leave should not extend beyond 60 days.
- **Personal Business:** Personal leaves for reasons other than illness or injury shall not be granted in excess of 15 days except in extreme emergencies. This may be granted by a company officer after consultation with the appropriate supervisor.
- **Military:** The Company grants unpaid leave of military duty in accordance with Federal Law.

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- **Bereavement:** In the event of immediate death in the family which includes: mother, father, brother, sister, spouse or child, one day will be paid. Employees may be granted additional time off without pay by a supervisor.
- **Jury Duty:** Any employee called for jury duty shall be granted a leave of absence, for the duration of such jury duty assignment.

## Personnel Records

Mantych Metalworking, Inc. maintain files regarding your employment. These records effect your compensation and benefits along with providing the company with a means of contacting your closest relatives in the case of an emergency or illness. These files are private and guarded. You may review your file upon supervisor request. Files and all contents may not leave Colleen Mantych's office. The company will release this information to individuals other than you only if required by law, or to protect legal interests in defending a claim.

\*Any employee changing his or her place of residence is required to report the new address and telephone number promptly.

## Performance Appraisal

Internally, Mantych management considers our employees for promotions, transfers, lay-offs, demotions, wage increases and development. The following criteria is considered:

- Attendance.
- Attitude towards superiors and co-workers.
- Daily, consistent job performance.
- Ability to perform other function; diversity.
- Experience and application.
- The best way for you to advance is to learn your job well and perform it as skillfully as you can.

## Pay Policy

It is in the best interest of Mantych, Metalworking, Inc. to attract, retain and motivate employees. Wages and benefits at Mantych are meant to stay competitive within the trade. Upon termination you will receive all pay at the signing of COBRA paperwork.

## Special Conditions

When conditions outside of the control of the company occur (blizzard, power outage, fire, flood, etc.), and results in the shop closing early, employees will not be paid for the time lost.

## Substance Abuse Policy

Mantych Metalworking, Inc. will not tolerate drug and/or alcohol abuse by its employees. Specifically, reporting to work under the influence of drugs and/or alcohol, or using on company property are cause for immediate disciplinary action which may include termination.

## Group Insurance

Mantych Metalworking, Inc. provides medical insurance at no cost to you. Only full-time employees are eligible, and not those considered as "temporary hires". Refer to your Insurance provider booklet for details of coverage. Employees will be offered health insurance after 60 days of full-time status.

## Lay-off

At times, a reduction in work force is necessary. On choosing those to lay-off, we consider many factors i.e. ability, performance attitude, length of service and attendance.

## Your Work Area

Organization reduces accidents, improves health conditions and adds to the efficiency and quality to your daily job operation. You must keep your work area clean and organized. Your area should be swept daily. If you are operating CNC equipment, please wash down your machine daily. All machinery is to be wiped off at least once per week. Mantych Metalworking, Inc. prides itself on a clean and safe workplace.

## Parking

Parking is for employee use only. Avoid parking in the following areas

- Areas reserved for visitors.
- Front street.
- Shipping and receiving areas.

\*Speeding, reckless driving, vandalism, or pranks played on any car in the companies' parking lot(s) is prohibited and is punishable with disciplinary action up to and including termination.

## Smoking Area

Smoking area is your car. Dispose waste properly or take away from the premises.

## Dress and Grooming

Mantych Metalworking, Inc. expects employees to dress appropriately. The company has the right to inform you as to the appropriate attire for your position. Shirts and shoes must be worn at all times.

Personal hygiene is also very important. Please consider your hygiene, as people must work with you. It is important and appreciated that we all are presentable.

## Use of Telephone/Cell

**All phone calls require to be made off the clock.** Some management may use their cell phones with prior approval for work related purposes. The use of smart phone(s) is frowned upon and should not be abused. If management notices abuse of (smart) phones (i.e. texting, etc.), there may be a written warning and suspension. We realize that technology has allowed us to communicate more efficiently; however, we ask to **KEEP USAGE TO A MINIMUM** and concentrate strictly on your task at hand.

## Radios

Listening to a radio during the shift is considered a privilege and may be revoked by management if deemed distracting and/or decreases production. Limit to ear buds only, and on low volume.

## Harassment

Mantych Metalworking, Inc. intends to provide a pleasant work environment that is professional, free of intimidation, hostility or other issues that might interfere with work performance. Any type of harassment will not be tolerated (i.e. verbal, physical, sexual, visual). This refers to behavior that is inappropriate, personally offensive, debilitates morale, or interferes with the effectiveness of its victims/co-workers (i.e. words, signs, offensive jokes, cartoons, pictures, emails, statements, pranks, intimidation, physical assault, contact, violence).

Harassment can also consist of unwelcome conduct that is based upon person's protected status such as sex, color, race, ancestry, marital status, medical condition, veteran status, religion, national origin, age or disability.

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Employees that experience harassment from co-workers are encouraged to make it clear to the initiator of the harassment that such behavior is offensive and request it to stop. Employees are also encouraged to report offensive behavior immediately to management which will then be handled by gathering the following information:

- Frequency of occurrences, dates if known.
- Witnesses, if any.
- Details of specific incident(s).
- Confirmation that the subject behavior was unwelcome and offensive.

\*Discipline will be handled privately, and records of the incident will be kept in the employee(s) folder.

## Principles

In every organization where a group of people work together, standards of acceptable conduct must be maintained. The following principles will generally be followed in our disciplinary procedure

- All employees to be treated fairly.
- Records will be maintained by the company in your personal file.
- Employees will be given an opportunity to give his/her "side" before action is taken.
- Discipline will be handled privately.
- We are all adults that work together; it is preferred that we act as such.

## Procedures


The company will generally follow the principles of Progressive Discipline. Some instances can result in immediate discharge

- Investigate the facts.
- Verbal warning.
- Written warning.
- Possible disciplinary lay-off.
- And/or Discharge.

## Rules of Conduct

The purpose of these rules and regulations is to offer guidelines to employees, subject to every day common sense. The company realizes that no single set of rules in isolation can cover every single aspect of conduct on the job. The rules listed below are not all inclusive. Violation of ANY of the following rules may subject the employee to immediate termination:

- Abuse of company or employee property.
- Careless workmanship or excessive scrap.
- Distracting attention from work.
- Editing another employees time card.
- Editing time-cards without authorization.
- Failure to clock out when leaving.
- Failure to notify management prior to each incident of lateness or tardiness.
- Failure to report an error, mistake or injury.
- Failure to work until finish time.
- Falsification of records.
- Fighting.
- Insubordination; refusal to do the job assignment, refusal of work orders or supervision.
- Leaving the plant during work hours without expressed permission.
- Loafing or wasting time or inciting others to do so.
- Performing personal projects on company time (including using company materials).
- Poor attendance (excessive tardiness or absenteeism).
- Possessing, using or being under the influence of drugs, alcohol or other intoxicants on the company property.
- Removal of employee lists, company records, prints, parts, or other confidential information.
- Repeated violations of company rules.
- Theft or misappropriation of company property, or property of another employee.

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- Threatening, intimidating, coercing, disturbing, or interfering with others on company premises.
- Unauthorized use of equipment.
- Use of profane language to others including management.
- Violation of safety rules or disregard of common safety practices.

## **Safety First and General Safety Rules**

Guarding against accidents is of the utmost importance. If you are unsure of the safest way to perform a job, ask your supervisor. Report any injury at once no matter how small it may seem.

Forklift operation is to be performed only by those trained by Mantych Metalworking, Inc. with proof of completing the safety class. Seat belts must be worn at all times. Management reserves the right to deny any employees use of the forklift(s).

Every employee must realize that safety is an integral part of each job and must take the responsibility to know the potential hazards of each job and to protect themselves and co-workers from unsafe acts and situations. No operating condition or urgency of service can ever justify endangering anybody's safety or company property. The following rules are general and may not include all situations or conditions encountered.

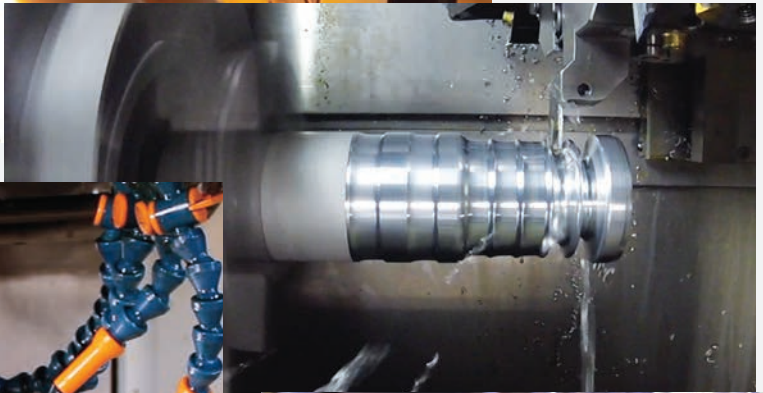
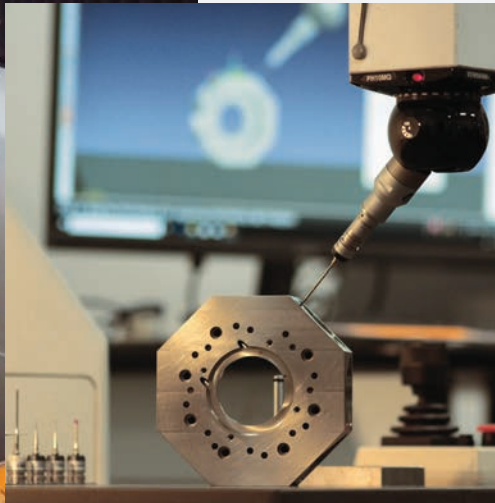
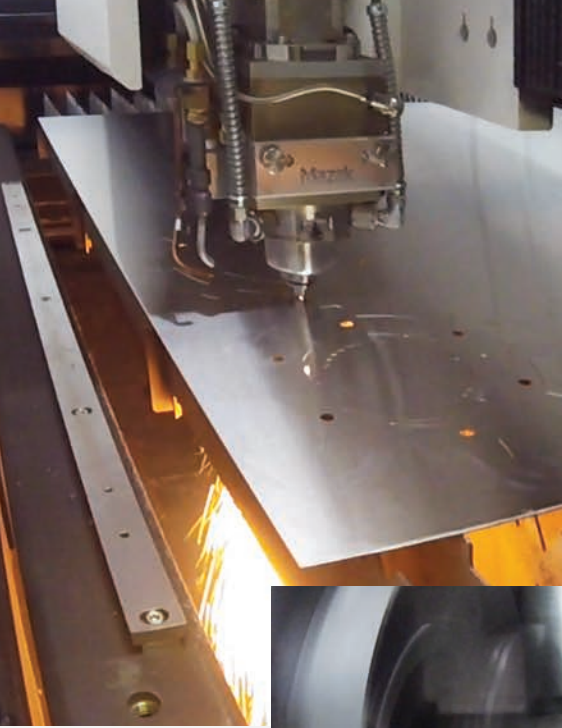
- Access to exits, fire extinguishers and passageways must remain clear.
- Alcoholic beverages, narcotics, or other drugs that impair the senses are prohibited during work and break hours. Employees reporting to work under the influence of any of the above will not be permitted to work and are subject to disciplinary action, and possible termination.
- Be alert for hazards and report unsafe conditions.
- Check with your supervisor for any specific rules in your area.

- Familiarize yourself of fire hazards and prevention. Learn the location and use of extinguishers.
- Get prompt first aid for injuries.
- Keep area clear of clutter.
- Know your job site and your equipment.
- Know your job and the hazards associated with it.
- Learn and follow all safety rules and practices.
- Refer to the MSDS documentation for any specific hazards.
- Report all accidents, injuries and illnesses immediately.
- Safety glasses are to be worn in all manufacturing areas.
- Steel toed safety shoes are recommended in areas when you are exposed to foot injuries. Employees are not permitted to wear sandals or open toed shoes.
- Treat all electrical circuits as if they are live. Consider all wires live until checked.
- Use good judgment to avoid accident.

## **Accidents & Workers' Compensation**

To assure that you do not forfeit your rights under the Workers' Compensation Act, report every accident or injury to your Supervisor as soon as it happens. You will be given first aid, and if necessary, taken to a medical care facility. All visits to outside medical services must be drug tested.

You are thoroughly covered by the Ohio Worker's Compensation Act when you are at work. Injuries resulting from your own intentional and willful misconduct may not qualify. All workers' compensation insurance premiums are paid by the company. Once claims are submitted, questions and problems should be resolved directly with the Bureau of Workman's' Compensation.



3175 Plainfield Rd.  
Kettering, OH 45432  
[www.Mantych.net](http://www.Mantych.net)