

PROSPECTIVE EMPLOYMENT INFORMATION

**UNITED CONSULTING
625 HOLCOMB BRIDGE ROAD
NORCROSS, GEORGIA 30071
770-209-0029/800-266-0990
www.unitedconsulting.com**

**LINDA TOMSETT, DIRECTOR OF HUMAN RESOURCES
Direct: 770-582-2883/Fax: 770-582-2915
ltomsett@unitedconsulting.com**

REPORTS AND TESTS

Each prospective employee must participate in and pass the following reports and tests:

- Criminal History Report
- Motor Vehicle Report (must not have any DUIs within the last 5 years)
- Drug Screen Test
- Written Test (For Technical Applicants Only – who do not have a college degree or if the degree was received in a country other than the United States of America.)

PAYCHECK

- All new employees are required to sign up for automatic paycheck deposit. A blank check from any United States bank account will be required during the new hire orientation.
- The first forty hours worked of every new full-time employee's paycheck will be held. Payday is bi-weekly (every other Friday). Depending on the employee start date (in a pay period) it could be one month before a new employee receives a full paycheck. Part-time employees do not have hours held.

CELLULAR PHONE

Technical and sales employees will be issued a cellular phone.

PROSPECTIVE EMPLOYMENT INFORMATION

DRIVER'S LICENSE

All Georgia employees are required to get a Georgia driver's license. This is a state law, which must be done within thirty days of residency in Georgia. Also, the state requires the purchase of a Georgia tag for the vehicle.

UNIFORM (Technical Employees Only)

United Consulting provides uniform shirts, jackets, sweatshirts and a hard hat. The employee must provide steel-toed work boots and tan colored khaki pants (no jeans).

PERFORMANCE MANAGEMENT

Formal performance and salary reviews are conducted every year on June 15th after the completion of one year of employment.

INTERVIEW REIMBURSEMENT

United Consulting will reimburse an applicant who travels from another state for a job interview up to \$200.00 with original receipts. The applicant will be issued a check within one week to ten days after the original receipts are submitted to the Human Resource dept.

NEW HIRE RELOCATION REIMBURSEMENT

United Consulting will reimburse a new employee (who lives farther than 60 miles from our office) for relocation expenses up to \$1,000 with original receipts and signing of an agreement to repay United Consulting if the employee terminates employment before one year. The employee will be issued a check within one week to ten days after the original receipts and signed agreement are submitted to the Human Resource dept.

PROSPECTIVE EMPLOYMENT INFORMATION

EMPLOYEE BENEFITS (Full-Time employees only)

- **Holiday Benefit** - Eight and one-half holidays per year. All employees are paid for these starting with the first day of employment.
- **Vacation Benefit** - Employees accrue vacation time starting with their first day of employment. This benefit cannot be used until after one year of employment.

<u>Years of Continuous Employment</u>	<u>Vacation Benefit</u>
1 year	80 Hours (2 weeks)
5 years	120 Hours (3 weeks)
10 years	160 Hours (4 weeks)

- **Sick Leave Benefit** – Five sick days per year after six months.
- **Medical and Dental Insurance Plan** - The employee and company share the cost of the insurance premiums and the insurance is administered through a cafeteria plan, which allows the employee to pay the premiums on a pre-tax basis. This benefit is available after a ninety-day waiting period.
- United Consulting provides the following benefits at no cost to the employee after six months:

⇒**Life Insurance** - Two times the annual salary with a limit of \$50,000.

⇒**Long-Term Disability Insurance** - Provides 60% of monthly salary for hourly and most salaried employees and 66.7% of monthly salary for senior engineer and management.

- **401(k) Retirement Plan** - United Consulting matches \$1.00 per \$1.00 up to 8% of your salary. All employee contributions are made on a pre-tax basis. Employees are eligible to join the 401(k) after six months.
- **Employee Assistance Program (EAP)** - The Company benefits provide for unlimited 24-hour hotline and one counseling session for each employee and family member during any 12-month period for any type of problem.