

## **PROSPECTIVE EMPLOYMENT INFORMATION**

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### **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.

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**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 either June 15<sup>th</sup> or December 15<sup>th</sup> (depending on position) 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.

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**EMPLOYEE BENEFITS (Full-Time employees only)**

- **Holiday Benefit** - Nine 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 to 10 years. ....	80 Hours (2 weeks)
10+ years ..	120 Hours (3 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** - 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.