

Memo

To: ALL JPW ERECTORS EMPLOYEES
From: Ed LaMott (HR)
PER: Jody Wozniczka
Date: 06/28/2018
Re: **Company Hotel Policy - NEW!**

The new hotel policy for out of town work will be as follows:

1. Superintendent and/or Foreman are responsible for reserving the correct amount of rooms. They may use their company issued credit card to **reserve and cover hotel room expenses.** Employees will no longer have to use their own credit cards.
 - a. The Superintendents / Foremen may ask the office to price out, as well as reserve rooms for their crew, however it will ultimately fall on the Superintendents / Foremen to take the necessary steps should the number of nights an employee stays either gets cut short or extended. They must request the credit for nights cut short, and accept charges for confirmed extended stays.
2. Superintendents / Foremen must decide on the most cost-effective, centrally located hotel. This may require a conversation between them and the office.
3. Superintendents / Foremen must turn in weekly hotel receipts/confirmation-of-stay paperwork for their entire crew. This information should be included with the weekly timesheets and other documents turned in Monday mornings.
4. Superintendents, Foremen, and Crane Operators may stay in single-rooms. The remaining crew must double up in a room.
5. Perdiem will be included in payroll **the following week** (at \$30/night).

This is a benefit to employees. If any further issues arise (damaged rooms/altercations/etc) per diem & hotel coverage will be revoked.

By signing below you agree to have read and understood the new hotel policy as it is written above.

Employee Print

Employee Signature

Date