



PRIORITY
BUILDING SERVICES, LLC.

MANUAL DEL SUPERVISOR:

El proposito de este manual es proveer la orientacion de entender las politicas y formas para el empleado incluidas. Es su responsabilidad como Supervisor de utilizar los siguientes ejemplos para completar las formas correctamente y entregarlas en el lapso de tiempo requerido. Todos los ejemplos estan marcados con codigo de colores para ayudar a distinguir facilmente las secciones de las formas que se tienen que completar por el trabajador y por usted.

LISTA DE CONTENIDOS

Nueva Aplicacion:

- Avitus Employee Enrollment Packet
- PBS New Hire Info Sheet
- Avitus "Important" Form
- AvitusEmployee Information Form
- I-9
- W-4
- Notice to Employee (Labor Code)
- Federal and State Rights
- General Work Rules
- Important Human Resources Policies Form
- Employee Acknowledgement & Arbitration Agreement
- Zurich MPN Notice
- Quality Assurance at Priority Form
- Uniform Agreement
- Employee Understanding & Agreement
- WOTC Tax Credit Questionnaire
- Form 8850 (Work Opportunity Credit)
- Affirmative Action Questionnaire
- Direct Deposit Authorization Form
- Janitorial Staff Entry Training Form

Formas de Payroll:

- Stop Check/Reissue Request
- Payroll Change Notice
- Absence Report
- Vacation Request Form

Formas de Disciplina:




- Disciplinary Report
- Termination Summary

Formas de Accidentes:

- Avitus Group Employee Injury Report
- Form 41-101 (Arizona)
- Injury Statement (Employee)
- Decline of Medical Attention

RECONOCIMIENTO

Yo, _____, entiendo que he leído las formas presentadas a mi en el Manual del Supervisor y he sido entrenado en como y cuando estas formas tienen que ser completadas. Entiendo también que es mi responsabilidad procesar y llenar todas las formas completamente y entregarlas a tiempo. Además reconozco que si tuviera alguna pregunta en el futuro, Yo llamare por telefono a mi Supervisor inmediato o a la oficina al (714) 255-2940. El incumplimiento a completar estas formas, sera causa de accion disciplinaria, que podria incluir la terminacion inmediata.

<u>Codigo de Color</u>	
	Empleado
	Supervisor
	Recursos Humanos

Area Manager Signature

Date



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Upon notice of an accident/injury the Supervisor must do the following:

- If it is an emergency, call 911 immediately from any phone available.
- Notify Domingo Soriano/designated Safety Manager immediately of an on-the-job injury, whether it requires medical attention or not.
- If the injured employee declines medical attention, complete the following forms included in the Supervisor's Manual:
 - Aventus Injury Report
 - Injury Statement
 - Decline of Medical Attention form
- If the injury requires medical attention, but is not an emergency, complete the following forms included in the Supervisor's Manual:
 - Aventus Injury report
 - Form 41-101 (Arizona)
 - Employee Injury Statement form
- For injuries to members of the general public or damage to property of others occur (General Liability), complete the forms and follow the steps mentioned below:
 - Incident Statement - Make sure to get a statement of all the people involved. Get contact information such as name/telephone/address and include the location of where the incident occurred.
 - Take photos of the place where the incident occurred or of the property damaged.