



## 2007 YEAR END INFORMATION

### 2008 Flexible Spending Open Enrollment:

The open enrollment period to participate in the 2008 flexible spending plan is through December 15th. If you are interested in participating the form must be completed and returned to 12/15/2007. To access the enrollment form, click here: [www.ypp.com/employee.html](http://www.ypp.com/employee.html).

### 2008 401(k) Open Enrollment:

The open enrollment period to participate in the 401(k) is December, for a January 1<sup>st</sup> effective date. If you are eligible to participate, you can obtain enrollment information on the website here: [www.ypp.com/employee.html](http://www.ypp.com/employee.html).

### W-2 Information:

It is important to make sure the information we have is current to ensure that your W-2 is received timely and that all of the information is accurate. Please take a few moments to verify the information we currently have on file for you by reviewing your next paycheck stub:

- ❖ Mailing Address
- ❖ Name
- ❖ Social Security Number (It should be exactly as it is shown on your Social Security Card)

If there is a change, please help us update our records by downloading a change form ([http://www.ypp.com/emp\\_changes.doc](http://www.ypp.com/emp_changes.doc)) and complete and return it to YPP by December 26, 2007.

### W-2's now available via Email if you enroll:

You may receive your W-2 electronically! Go to [www.w2copy.com](http://www.w2copy.com) and enroll in the E-W-2 program, using our company code IX7076. Just follow the instructions and no more waiting for the postman! The E-W2 program will ask you for our company code and for your name, SSN and a user defined pin code (password) and then your email address that you would like to receive your W2 at. Once this has been submitted you will receive a confirmation email at that address. Should you change your email address or decide that you would prefer to have a hard copy sent to you, you may return to [w2copy.com](http://www.w2copy.com) and change your email address or elect to not use the E-W-2 service. After your W-2 is created you will receive a link via email. You click on that link and it will take you to a secure area where you input your password and download your printable W-2.

### Reissued W-2's:

W-2's are not required to be mailed until January 31<sup>st</sup>, so reprint requests are not accepted until February 1<sup>st</sup>. You can find information on reprints at [www.w2copy.com](http://www.w2copy.com).



Your People Professionals 910 E. Stowell Rd, Suite 106 Santa Maria, CA 93454  
(805) 928-5725 (800) 445-4737 fax (805) 928-9713 [hr@ypp.com](mailto:hr@ypp.com)

Si necesita esta información en español, porfavor comuníquese con Reed al 800.445.4737

## Timecard Requirements

All non-exempt employees are required to maintain accurate time records, that reflect the time you start work, leave for lunch, return from lunch, and end your work day. It is your responsibility to maintain these records and submit it to your supervisor at the end of each pay period. If you fail to submit these timely, your paycheck may not be able to be prepared by your payday.

## Meal and Rest Period Requirements

Non-exempt employees (i.e. employees who are subject to overtime requirements) who work more than 5 hours in a work day must take a meal break of at least 30 minutes, and you must record the meal break on your timecard. Employees are not paid during this period and you should not be working while you are on your meal break. You are required to confirm with your on-site supervisor the length (normally 30 or 60 minutes) and schedule for your meal period for the particular company you will be co-employed with.

If you work more than 10 hours in a day you must take a second meal period of at least thirty minutes. You can voluntarily waive the second meal period if you took your first meal period and will not work more than 12 hours in the workday. Your employer cannot require you to waive this meal period; any waiver must be voluntary. If you choose to waive the second meal period then your first meal period should begin around the middle of your shift. If you choose to waive the second meal period **you must sign a waiver**. Contact your YPP HR Manager for this waiver, which must be completed and attached to your timecard each pay period that you want to use one.

If you complete your work day in six hours you may voluntarily waive the meal period by mutual agreement with your on-site supervisor and YPP. If you only work 6 hours per day and want to waive your meal period, contact your YPP HR Manager for the appropriate form. **You must have approval from YPP to waive your meal period if you complete your workday in 6 hours.**

**When a meal period is taken, it must begin no later than the start of the 5<sup>th</sup> hour of work.**

You are permitted and should take a minimum of a 10-minute rest period for every four-hour period of work, or major portion thereof. Rest breaks are paid and do not need to be recorded on your time card. The following chart shows how many rest periods you need to take based on the hours you work:

Hours of Work	Rest Breaks
0 - 3.5	0
3.5 - 6	1
6.0 – 10.0	2
10.0 – 14.0	3
14.0 – 18.0	4



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**The following is the Harassment Policy and Complaint Procedure for Your People Professionals. We are committed to avoiding and addressing any issues of harassment in the workplace. It is essential that you read and understand this policy and that harassment will not be tolerated, as we expect all employees to strive to treat one another with dignity and respect. Please review the policy and call your HR Specialist if you have any questions or want to report an issue. You can also call our Hotline at 1-800-445-4737.**

## **UNLAWFUL HARASSMENT**

The Company is committed to maintaining a workplace that is free from unlawful discrimination. In keeping with this commitment, the Company strictly prohibits all unlawful harassment, including harassment based on race; color; religion; national origin; ancestry; gender; pregnancy; sexual orientation; marital status; age; disability; medical conditions; citizenship status; uniformed service member status; gender identity; or any other basis protected by law. Any employee found to be responsible for sexual or other unlawful harassment or discrimination in violation of this policy will be subject to disciplinary action up to and including termination.

This policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company including supervisors, co-workers, volunteers and independent contractors. This policy also applies to customers and vendors and anyone who has contact with the Company.

### **Definition of Sexual or Other Unlawful Harassment**

Sexual or other unlawful harassment includes unwelcome physical, verbal or visual advances or misconduct based on sex, race, color, religion, national origin, physical or mental disability, marital status, sexual orientation, age, gender, transgender dressing or any other legally protected category made either explicitly or implicitly:

1. As a term or condition of employment.
2. As a basis for any employment decision affecting an individual.
3. In a manner that creates an intimidating, hostile or offensive working environment.

### **Examples of Sexual or Other Unlawful Harassment**

It is not possible to identify each and every act that constitutes or may constitute sexual or other unlawful harassment. However, examples of sexual or other unlawful harassment are provided below:

- **Verbal Harassment:** Unwelcome requests for sexual favors; lewd or derogatory comments or jokes based on sex, race, sexual orientation, transgender dressing, disability, national origin or any other legally protected category; comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity such as cat calls or whistles; racial slurs; continuing to express sexual interest after being informed the interest is unwelcome; bullying behavior, regardless if it is sexual in nature, including yelling, screaming, or other non-verbal behavior.
- **Physical Harassment:** Any unwanted physical touching or assault, blocking or impeding movements, or any physical interference with normal work or movement.



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- Visual Harassment: Obscene gestures, letters, notes, invitations, photographs, cartoons, articles, posters, or other written or pictorial materials of a sexual nature or based on race, national origin, age, disability or other legally protected category, either in person or via electronic media such as email.
- Quid Pro Quo Harassment: Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc. in exchange for sexual favors.
- Retaliation: Retaliating against an employee for refusing a sexual advance or for reporting an incident of possible sexual or other unlawful harassment to the Company or any government agency.

Same-sex or opposite-sex harassment is unlawful. For example, it is unlawful for males to harass females or other males, and for females to harass males or other females.

The Company prohibits use of the computer, e-mail system, voice mail system and any other electronic media to transmit or display discriminatory, harassing or obscene materials that are offensive to others and for any other purpose which is illegal, against Company policy or not in the best interest of the Company.

### **Internal Complaint Process**

Any employee who believes he/she has been subjected to unlawful harassment or discrimination by a co-worker or supervisor should promptly report the incident to an immediate supervisor. If the immediate supervisor is involved in the reported conduct; or, if for some reason the employee feels uncomfortable about making a report to that level, the report should be made to the President/Owner of the Company or the Human Resources Department. The Company will investigate all complaints of unlawful harassment and discrimination. Upon completion of the investigation, a determination will be made; and the results will be communicated to the complainant, the alleged perpetrator of the misconduct and, as appropriate, to all others directly concerned.

If sexual harassment or other unlawful harassment or discrimination is proven, prompt and effective remedial action will be taken. This includes the following steps:

- Appropriate action will be taken against the perpetrator of the misconduct and communicated to the victim.
- Steps will be taken to prevent any further harassment or discrimination.
- Other appropriate remedial action will be taken.

### **Retaliation**

No employee will suffer reprisals for reporting sexual harassment, or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment



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or discrimination. Any incidents of further harassment, discrimination or retaliation should be reported immediately to the Human Resources Department for investigation.

### **Personal Liability**

Any employee, whether a coworker or supervisor or other member of management, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination of employment. Under California law, any employee who engages in unlawful harassment, including any supervisor or other member of management who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. Any supervisor or other member of management who knew about harassment and took no action to stop it or failed to report the harassment may also be subject to discipline up to and including termination. The Company does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Company reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

### **Supervisor Training**

Any supervisor who works for a California company or location will be required to complete two hours of supervisory sexual harassment training within 6 months of being hired or promoted into a supervisory role and an additional two hours of training every two years.

### **External Complaint Process**

If you are not satisfied with the handling of a harassment or discrimination complaint, you may seek legal relief by filing a complaint with the appropriate state or federal agency. In California, the Department of Fair Employment and Housing ("DFEH") will, in appropriate cases, investigate your complaint, and attempt to resolve the matter. If the DFEH finds evidence of unlawful conduct and conciliation efforts fail, it may file a formal accusation. This can lead to a hearing before the Fair Employment and Housing Commission ("FEHC"), which will make the final determination in the matter. The local office of the DFEH can be contacted by consulting the government listing section of your telephone directory.

For more information about eliminating sexual or other unlawful harassment or discrimination in the workplace, please contact the Human Resources Department.



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