

April 29<sup>th</sup>, 2021

RE: Project Bronco – Employee Incentive Program

Van Ert Electric is pleased to present the Employee Incentive Program at Project Bronco in Kalamazoo MI. The purpose of this incentive program is to make our project more attractive to potential employees as well as encourage full attendance for our scheduled work. Details of this program are below.

- This incentive will pay up to \$100 per day of scheduled work, in 1-week blocks, paid out monthly. If you are off book 2 it will be a Per-diem if you are off book 1 it will be a Bonus.
- The following are reasons that the weekly incentive would be forfeited:
  - If you do not work all scheduled hours in a week for any reason.
  - Arriving to work after your schedule shift begins.
  - Leaving work before the scheduled shift ends.
  - Taking non-contracted breaks.
  - Leaving for contracted breaks early.
  - Arriving from contracted breaks late.
- Exceptions to this will need to be brought to General Foreman and they will need approval from Division Manager. These exceptions may include but not be limited to these items. If there is approval for missing time the employee will get the remaining days of the week paid minus the day, they did not make full shift.
  - Employee gives one week notice of needing time off and has it approved by Division Manager.
  - Emergency issue with written proof showing the reason they were not able to attend. This still needs to be approved by Division Manager.
- The employee incentive will be paid monthly, during the first full week of the month. This will pay the previous month's incentive.
- If you quit, are terminated for cause, or leave the job site for any other reason than Reduction in Force, that month's incentive will be forfeited.
- The schedule for this project is subject to change weekly. Therefore, if you are scheduled to work 5 days on a given week the incentive would be \$500 for that week, 6 days \$600, and so on.
- We will let you know of schedule changes on Friday by mid-shift for the following week. Any schedule changes after that time will not be held against you regarding bonus payout.

We look forward to the opportunity to work with you on this project.

Respectfully,

Management  
Van Ert Electric