Policies and Procedures Manual

*This policies and procedures guide has been drafted by the following people:*

Jamie Hernandez

Chief Executive Officer

Eileen Talgo

Vice President

Frank Caufield

Treasurer

## Our Vision

This guide is provided as a handy reference to company policies, work rules, and benefits. It will be to your advantage to become familiar with these policies as quickly as possible. Because it is not possible to cover every situation, it is important that you discuss current and future questions with the Human Resources Department.

## Payroll

This section of the handbook describes River View Properties’ payroll procedures.

## Hourly

People who are paid at an hourly rate must submit a timesheet or invoice each pay period. The income reporting statement received by hourly workers varies, depending on whether the person is an employee or a contractor.

## T4 Form

Income for permanent hourly employees is provided on a T4 form at the end of the year.

## Independent Contractors

Income for independent contractors is recorded on forms available from Human Resources at the end of the year.

## Salary

Salaried employees are paid a fixed amount each pay period. Weekly timesheets are not required of salaried employees.

## Commission

Employees paid on commission are paid from the Commission Sales forms that they turn in monthly.

## Benefits