

Morgan White Group

Handbook Highlights



Dress Code

Except for Casual Friday, employees are expected to dress in Business Casual Attire. Should you have a question regarding appropriate attire while at work, please contact your Supervisor/Manager.

CASUAL FRIDAYS

Blue jeans, company t-shirts or appropriate casual tops, with tennis shoes are acceptable. If you have a question about appropriate attire, please ask your manager or refer to the Dress Code policy laid out in the MWG Employee Handbook.

APPROVED BUSINESS CASUAL ATTIRE

Dress pants, pant suits, khaki slacks, open collar dress shirts, knit shirts, sweaters, separates (skirts, slacks, blouses), dresses, collar knit shirts and MWG logo shirts.

NON-PERMITTED ATTIRE

Shorts, leggings or Spandex as pants, cutoffs, low-cut revealing pants/jeans, sweatpants or yoga pants, halters, tank tops, sport jerseys or t-shirts with wording, tight-fitting clothing, see-through clothing, or flip-flops.



Don't lose your badge!

If the number of replacement badges in a 12-month period is considered excessive (3 or more lost, misplaced or forgotten badges), the employee will not be eligible for a salary increase or bonus award, if applicable, at the next performance review or award time.

Meal Breaks

Supervisors may schedule meal breaks to accommodate operating requirements. Employees will be fully relieved of duties during meal periods and may use the designated break room(s) or leave the company premises. Under no circumstances may an employee take their meal break at their desk or in their work area. Employees are to have at least a thirty (30) minute unpaid meal break for every five (5) hours worked.

REST BREAKS

Employees are provided and should take two ten-minute rest periods per shift. Supervisors may schedule rest breaks to accommodate operating requirements. Employees must not be absent from their workstations beyond the allotted time. If the employee leaves the premises, the employee should clock out.

Friday Benefit Rules

Full-time employees are scheduled to work 37.5 hours a week and are paid up to 2.5 hours as a benefit, for a total of 40 hours. Each employee's timecard must total at least 37 hours each week for them to receive the Friday benefit and can be a combination of regular time, holiday time, vacation time, or personal time off (PTO). If there is any leave without pay (LWOP) that exceeds 2 hours per week the employee will forfeit the 2.5 hours benefit. When requesting time off for Friday, enter as 6 hours.

This is intended to be a summary taken from the MWG Employee Handbook. For full details, please refer to the MWG Employee Handbook.