



## **PROSPECTIVE EMPLOYMENT INFORMATION**

**UNITED CONSULTING  
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**All applications are now handled electronically.**

**To apply for a position, please complete an application for employment online at <https://secure.efficientforms.com/ehx/ucg/employeelogin.asp>**

### **REPORTS AND TESTS**

Each prospective employee must participate in and pass the following reports and tests:

- Criminal History Report (Pre-hire)
- Motor Vehicle Report – Company drivers must not have any DUIs within the last 5 years (Pre-hire)
- Education background (Pre-hire)
- Employment background (Pre-hire)
- Drug Screen Test (Post-hire)

### **PAYCHECK**

Employees are paid bi-weekly (every other Friday) and all new employees are required to sign up for automatic paycheck deposit. A blank check from any United States bank account will be required during the new hire orientation.

### **CELL PHONE**

Technical and sales employees will be reimbursed through bi-weekly payroll at a fixed monthly rate for the use of their personal cell phone for work purposes. The monthly reimbursement rate will be determined by the employee's position. We ask that the employee connect their cell phones to our email system so that they can receive emails on their cell phone.

### **DRIVER'S LICENSE**

All employees are required to present a valid driver's license. All Georgia employees are required to get a Georgia driver's license. This is a state law, which must be done within thirty days of residence in Georgia. Also, the state requires the purchase of a Georgia tag for the vehicle.

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**UNIFORM (Technical Employees Only)**

United Consulting provides uniform shirts, jackets, sweatshirts, safety vest and a hard hat. The employee must provide steel-toed work boots and tan colored khaki pants (no jeans). Please provide your shirt size to human resources upon hire.

**WORK SCHEDULE FOR TECHNICAL FIELD EMPLOYEES**

**Working Hours** – Due to the nature of the construction industry, the hours that you will be working will be flexible. Weather, job scheduling and completion deadlines will determine the hours that you work. Some days you will be working more than eight hours and some days less. The number of days that you work per week will also vary. The current time to report to work in the Materials Testing Department is 8:00 a.m. unless you are told differently. This position may also require you to travel out of town for extended periods of time.

**Weekend Work** – Employees need to be available to work on weekends. Quite often we have to work on Saturdays. If you work for the Materials Testing Department and you need a Saturday off you will need to request the time off using the current Request for Time Off process and get it approved ahead of time. Sunday work will be on a voluntary basis as needed.

**Holiday Work** – Sometimes we have to work on holidays. Please do not assume that because there is a holiday that you will not be working. If you work for the Materials Testing Department and you need a holiday off, you will need to request the time off using the current Request for Time Off process and get it approved ahead of time.

**EMPLOYEE BENEFITS (Regular full-time employees only)**

**Holiday Benefit** – There are nine (9) company paid holidays per year. All employees are paid for these starting with the first day of employment.

**Vacation Benefit** – The employee will accrue vacation time starting with the first day of employment. This benefit is available for use after a six (6) month waiting period. This benefit allows 120 unused accrued hours to rollover at the end of each year.

<u>Years of Continuous Employment</u>	<u>Vacation Benefit</u>
1 to 10 years . . . . .	80 Hours (2 weeks)
10+ years . . . . .	120 Hours (3 weeks)

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**Sick Leave Benefit** – The employee will accrue sick leave starting with the first day of employment. This benefit is available for use after a six (6) month waiting period. This benefit allows eight hundred (800) hours of unused accrued hours to rollover at the end of each year.

**Medical and Dental Insurance** – The medical and dental insurance is administered through a special plan which allows the employee to pay the premiums on a pre-tax basis. This benefit is available after a sixty (60) day waiting period.

**Life, Short and Long Term Disability Insurance Benefits** – The employee will receive the following benefits at no cost after a six (6) month waiting period:

- Life Insurance – Two (2) times the annual salary with a limit of \$50,000
- Short- and Long-Term Disability Insurance – The benefit provides sixty percent (60%) of the monthly salary.

**401(k) Retirement Plan** – All employee contributions are made on a pre-tax basis. Employees are eligible to join the 401(k) plan after a six (6) month waiting period. The company currently matches the employee's contributions at 100% up to 3% of the wages.

**Employee Assistance Program (EAP)** – The company benefits provide for an unlimited 24-hour hotline and four counseling sessions per year for each employee and family member during any 12-month period for any type of problem that an employee or family member may need help with.