



# **LSE Basic Rules and Practices**

**Timekeeping/Payroll:** Pay rates are set the first week and semi-annually after that. Checks are distributed weekly on Fridays. Classes, activities, training, testing and non-work will not be paid.

**Telephone Use:** Cell phones **MUST** be turned in to the supervisors. They can be placed in a secure area or put on a supervisors desk. Refusal to comply will result in you not being given paid work or being paid.

**Sleeping, excessive time out of your seat or being non-productive will result in not being paid.**

**Breaks:** In the production area you will receive 2 breaks and a 30 minute lunch. Breaks are paid unless you are more than 5 minutes late returning to the room.

**Tobacco free Zone:** No smoking or other use of tobacco is allowed on LSE property or vehicles.

**Clothing:** No short shorts or skirts, no tank tops or Cami's, no boxers showing. Dress to Work

**No fighting, wrestling, kicking, teasing, making fun of others, cussing or use of offensive language**

**NO Sexual comments, inappropriate touching or sexual behavior**

**No borrowing money, sharing food , selling or trading items,**

**Drug-free workplace. Anyone caught with illegal drugs will be reported to the police.**