

TOOL ASSIGNMENT POLICY

Having tools assigned is a privilege, not a right. Hogan and Associates Construction reserves the right to collect tools, at any time, from any employee with assigned tools.

- a. Tools will only be assigned to employees if they meet the following criteria:
 - Minimum of 3 months of full time work with the company to be eligible.
 - Must be a carpenter or apprentice. Laborers are not eligible.
 - Tools must be requested by the jobsite Superintendent or Foreman to the General Superintendent and be approved by all parties.
 - Some exceptions will be made based on individual needs as dictated by the job-site Superintendent. All special cases will need to be approved by the General Superintendent.
- b. Tools will be assigned to individuals based on the following:
 - i. Carpenters will be assigned:
 - Cordless drill set
 - 7¼-inch Circular Saw
 - SDS Hammer Drill
 - 4½-inch Grinder
 - ii. Apprentices will be assigned:
 - Cordless Drill Set
 - iii. Laborers will not be assigned tools. It is expected carpenters will share their tools with the apprentice(s) and laborer(s) they are working with. We hope they will teach the younger generation how to use and care for the tools.
 - iv. Superintendent and Foreman tools will be purchased by the job and not assigned through the tool program.
- c. Tool Storage: Employees will need to provide their own storage. We will offer a few options to purchase by payroll deduction. Any tool storage will need to be transported by the employee.
- d. Stolen Tools: If tools are stolen due to negligence, the employee will be required to replace them. If tools are stolen while locked up and after hours, the job will replace them.
- e. End of employment: Employees with assigned tools need to return their tools to the superintendent or the main office upon termination. If tools are not returned the employee will not receive their last check. If employees are terminated on site and the office is not notified before the last check is sent the job site will be responsible for the cost of the tools.



SAVE THE FILE AND EMAIL AS AN ATTACHMENT TO:

jmorgan@hoganconstruction.com

ALTERNATIVELY, PRINT THE FORM AND DELIVER TO HUMAN RESOURCES IN OUR CENTERVILLE OFFICE.

By signing this acknowledgment form I agree I have read and understand the Hogan Progressive Discipline policy, above. I agree to abide by the Hogan Progressive Discipline policy. (Typing your name in the box constitutes an electronic signature.)

EMPLOYEE NAME (PRINTED)

EMPLOYEE SIGNATURE

DATE