

ShoreWEST



SHOREWEST REALTORS GREEN BAY
EMPLOYEE HANDBOOK
AND
POLICY MANUAL
EQUAL OPPORTUNITY EMPLOYER

TABLE OF CONTENTS
SHOREWEST REALTORS GREEN BAY
EMPLOYEE HANDBOOK AND POLICY MANUAL

Company History	1
Equal Opportunity in Housing.....	1
At-Will Employee	1
Right to Amend	2
Equal Opportunity Employer	2
Vacation	2
Sick Days	3
Leave of Absence	3
Health Insurance	3
Holidays	3
Drug and Alcohol Free Workplace.....	4
Funeral Leave	4
Brokerage Commission	4
Real Estate Institute	4
Employee Performance Evaluation	4
Personal Status Change	5
Sexual Harassment Policy	5
Military Service	5
Jury and Witness Duty	6
American With Disabilities Act	6
Family and / or Medical Leave	6
Employment of Minors	7
Access to Personnel Records	7
Immigration	7
Dress Code	7
Employee Acknowledgement Receipt	9
30-60-90 Day Probationary Period	10

COMPANY HISTORY

A FAMILY TRADITION SINCE 1946

When you are making a decision that concerns your family, it is comforting to work with a Company whose name you know and trust. A name that hasn't changed, and a Company whose commitment to Wisconsin is as strong as the day it began.

Shorewest Realtors Company was founded by John A. Horning in 1946. His first office was in his home. Within four years, he and Shorewest Realtors outgrew the neighborhood office and developed into four offices recognized as the largest, residential home seller in the State of Wisconsin.

Today, Joe Horning and John Paul Horning (grandsons of John A. Horning) continue that same commitment to unsurpassed service. Over 1,300 people are now a part of the Shorewest family of companies which include Shorewest United Realtors, Wisconsin Mortgage, Heritage Title, Home Link, Home Closing, Marketing, MLS

Shorewest Realtors, Green Bay joined as a franchise family member in 2007. The owners are Dan Ludwig and Joy Pouwels. The Green Bay office endorses the same principles that propelled Shorewest Realtors to become Wisconsin's Largest Home Seller.

EQUAL OPPORTUNITY IN HOUSING

Federal law prohibits discrimination with respect to housing. When acting as an Employee or Associate for this company, you must treat all persons equally and give all prospects the same courteous treatment. Employees and Associates must observe this policy, and violators will be dismissed. If a seller indicates an intention to discriminate, contact the Sales Manager to return the listing contract. Employee and Associate are cautioned to avoid statements or actions which could be termed discriminatory or prejudicial. The company endorses and requires the use of the Equal Opportunity in Housing logo in all advertising.

The Wisconsin Real Estate Bureau has established that discrimination is grounds for license revocation.

AT-WILL EMPLOYEE

This manual does not constitute an express or implied employment contract. No company official has the authority to enter into any oral or other written promise or contract of employment, and, absent written agreement with the President of the Company, no oral or other agreement will modify the "at-will" status of the employee.



RIGHT TO AMEND

This employment handbook is intended to provide you with guidance as to currently existing company policies. The existence of this handbook does not guarantee that operating procedures and policies will not be changed during the course of your employment. The Company reserves the right to modify policies as may be deemed necessary at the discretion of the Company from time to time.

EQUAL OPPORTUNITY EMPLOYER

SHOREWEST REALTORS IS AN EQUAL OPPORTUNITY EMPLOYER IN ALL PERSONNEL DECISION

VACATION

FULL TIME: 30 or more hours. PART TIME: Less than 30 hours per week.

Full Time: For the first 60 days of employment, no vacation can be taken. Each month thereafter, one day of vacation is earned and may be taken in the first calendar year. In the second calendar year, 1 week may be taken the first 6 months and the second week during the second 6 months, or both weeks can be combined in the second 6 months. After 5 calendar years you earn 3 weeks of vacation, after 10 calendar years, 4 weeks. Employees may not elect to work in lieu of vacation and receive dual pay.

Employees can carry over 1 week (5 days) of unused vacation time from one calendar year to another. Carryover vacation will be used first in the following calendar year.

Vacation is for planned days out of the office. It is not acceptable to call in to state you will not be in today and ask for a vacation day. Vacations cannot be more than 10 consecutive business days.

Vacation Payout Upon Termination

Upon termination of employment for any reason, unused vacation time will be paid out in accordance with the following rules:

1. Carryover vacation that remains unused at the time of termination will be paid in full at the prior year's rate.
2. Current year vacation will be paid on a prorated basis based on the portion of the year worked through the employee's termination date. The payout calculation will be paid on the employee's regular rate of pay at the time.

Example

An employee who is eligible for twelve (12) vacation days per year beginning January 1 and who terminates employment on February 1 will have earned 1/12 of her annual vacation entitlement (i.e. one (1) day). Any unused portion of that prorated amount will be



paid out upon termination, in addition, to any unused carryover vacation (up to five (5) days) from the prior year.

Part Time: There is no paid vacation for part-time employees. With authorization from the supervisor, time may be taken without pay.

SICK DAYS

Three paid sick days per year. Anything more than that shall be at the discretion of management.

Part-time employees are not eligible for paid sick days.

LEAVE OF ABSENCE

Unpaid leaves of absence will be afforded to employees in accordance with Wisconsin's Family and Medical Leave Law.

HEALTH INSURANCE

Shorewest pays 50% of the monthly health insurance premium for full-time employees no matter which coverage is selected. The new hire waiting period is the first of the month following the employee's date of hire.

Part-time employees are not eligible for health insurance.

HOLIDAYS

Only full-time employees qualify.

New Year's Day

Memorial Day

July 4 (Independence Day)

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve If Christmas Eve falls on the weekend, no holiday is given.

Christmas Day

New Year's Eve Close at noon. If New Year's Eve falls on the weekend, no holiday is given.

FLOATING HOLIDAY



If a paid holiday falls on a Saturday or Sunday and the company is not closed, the preceding Friday or following Monday in observance of the mandatory holiday, an additional Personal Holiday will be given to all full-time employees. Discretion shall be used as to when this day is taken.

Christmas Eve and New Year's Eve are excluded from the weekend rules. No floating holiday will be given.

DRUG AND ALCOHOL-FREE WORKPLACE

Shorewest Realtors has a strong commitment to provide a safe workplace and to establish programs promoting high standards of employee health, safety and productivity.

Shorewest Realtors will not intrude upon the personal lives of individuals; nonetheless, it is recognized that abuse of drugs or alcohol off the job will adversely affect job performance.

Those persons experiencing a drug or alcohol problem are strongly encouraged to seek assistance through individual programs. Shorewest recognizes alcoholism and dependencies to be behavioral medical problems, which can be treated. At the same time,

Shorewest will take all steps necessary to assure a drug-free, safe working environment for all people. Everyone is required to be in appropriate mental and physical condition for work, and to perform their jobs satisfactorily. Where the use of alcohol and other drugs

interferes with such requirements, each person will be offered appropriate assistance. Seeking voluntary assistance for drug and alcohol related problems will not jeopardize a person's job. Continued problems with work performance, attendance, behavior, or other unacceptable conduct will result in disciplinary action.

Seeking voluntary assistance for drug and alcohol related problems will not jeopardize a person's job. Continued problems with work performance, attendance, behavior, or other unacceptable conduct will result in disciplinary action.

Seeking voluntary assistance for drug and alcohol related problems will not jeopardize a person's job. Continued problems with work performance, attendance, behavior, or other unacceptable conduct will result in disciplinary action.

FUNERAL LEAVE

All full-time employees will receive three scheduled workdays off with pay for a death in the employee's immediate family. Immediate family would include parents, grandparents, sons, daughters, in-laws, brothers, and sisters.

Part-time employees are not eligible for any paid funeral leave.

BROKERAGE COMMISSION

All full-time and part-time employees shall receive a reduction in commission for the sale of their personal residence and investment property. See Sales Manager for more information.

REAL ESTATE INSTITUTE (R.E.I.)

The entire Real Estate Institute course fee will be refunded to all full-time employees of Shorewest after they have received their license and have been with the Company for 1 year. The cost of books is the responsibility of the employee.

SALARY REVIEW/EMPLOYEE PERFORMANCE VALUATION



Ending each year of your employment, all full-time and part-time employee shall receive a performance evaluation and salary review or as often as management deems necessary.

PERSONAL STATUS CHANGES

In compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), it is the policy of this company to require all employees to notify Shorewest within ten days of any:

1. Change in dependent status
2. Change in address
3. Change in phone number

SEXUAL HARASSMENT POLICY

State and Federal law prohibits discrimination in the workplace. Shorewest is firmly committed to compliance with these laws. Shorewest has developed the following guidelines. It is essential that all employees be aware of these guidelines and comply with them.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in situations where:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Shorewest prohibits its' employees from any actions, or words that can be construed as sexual harassment. If employees have witnessed or feel they have been subject to any harassment of this nature, they must report the harassment to their supervisor immediately. If the supervisor is the harasser, then the problem should be reported to the Sales Manager, Department Manager, or an owner.

Shorewest Realtors will immediately investigate complaints, and take whatever appropriate actions which may be necessary. Employees who register complaints or make reports of sexual harassment may request that their complaints or reports be made in confidence.

MILITARY SERVICE

It is the policy of Shorewest to comply with Chapter 43 of Part III of Title 38 of the United State Code, which gives re-employment rights to people who leave their jobs to serve in the Armed Forces if they satisfactorily complete the period of active duty and have a



certificate to that effect. Persons whose active duty began after June 23, 1948, are eligible for re-employment rights if they serve not more than four (4) years (or 5 years of extended service at government request),

MILITARY SERVICE- SHORT TERM MILITARY ABSENCE

It is the policy of Shorewest to comply with the Veterans' Benefits, Improvements and Health Care Authorization Act of 1986, which prohibits employers from discriminating in employment on the basis of membership in the military reserves or the National Guard. It is also our policy to comply with the Military Selective Service Act that requires employers to grant a leave of absence to reservists and other members of the National and Air National Guard for weekly and weekend drill, summer camps, and other types of training duty, as well as local emergencies where members of the Guard or Reservists are called to duty.

JURY AND WITNESS DUTY

It is the policy of Shorewest to comply with the Jury System Improvements Act of 1978, which prohibits employers from discharging employees who perform jury duty in a federal court. We further comply with the Wisconsin State Ann. Section 756.25, which makes it illegal to discipline an employee for serving on a jury.

If jury duty is longer than 5 business days, all full-time employees will receive the difference between their regular base pay and jury duty pay.

Shorewest complies with all applicable laws concerning jury and witness duty. For purposes of this section, an employee shall be deemed to be required to serve as a witness only in cases in which the employee is not a party and is compelled to attend by subpoena service. Employees must provide proof of such subpoena service.

AMERICANS WITH DISABILITIES ACT (ADA)

Shorewest complies with the Americans with Disabilities Act of 1960, to the extent that it is applicable, and will not discriminate against individuals with a disability.

FAMILY AND / OR MEDICAL LEAVE

The Wisconsin Family and Medical Leave Act, Wisconsin Statutes Section 103.10 took effect on April 26, 1988. Employers with 50 or more employees are affected by this Act. The purpose of the Act is to provide a substantial number of Wisconsin Employees with unpaid leave for the birth or placement of a child or care with unpaid leave for the birth or placement of a child or care for a child, spouse, parent or the employee with a "serious health condition" without the employee incurring a loss of employment rights or opportunities.



To the extent that it is applicable, it is the policy of Shorewest to comply with all applicable state and federal laws.

EMPLOYMENT OF MINORS

It is the policy of Shorewest to comply with the Wisconsin Administrative Code, Chapter Ind. 70 regarding child labor laws.

ACCESS TO PERSONNEL RECORDS

It is the policy of Shorewest to comply with the Wisconsin State Statutes Section 103 .12 regarding the right to inspect personnel records. You will be given an opportunity to inspect your personnel records within seven working days of the request. Employees are allowed two such requests per year.

IMMIGRATION / ALIEN I-FORM

It is the policy of Shorewest to comply with the Federal Immigration and Reform Act of 1986. An I-9 will be on file for all employees hired after November 6, 1986. It is the policy of Shorewest Realtors not to employ persons who are not legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires that Shorewest Realtors verify and identify the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service (and other government agencies) and any Shorewest Realtors employee hired hereafter will be required to sign a verification form (I-9) and furnish both of identity, (normally a driver's license or state Identification card) and proof of eligibility to work in the United States (normally a social security card or birth certificate).

If you have any questions about the law or about this policy, please contact the Operations Manager.

DRESS FOR WORK SUCCESS; A BUSINESS CASUAL DRESS CODE

Our company's objective, in establishing a dress code, is to enable employees to project a professional, business-like image while experiencing the comfort advantages for more casual and relaxed clothing. Business casual dress is the standard for this dress code.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed also. Neither list is all-inclusive, and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.



No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask management.

SLACKS, PANTS AND SUIT PANTS

Inappropriate slacks or pants include jeans, sweatpants, exercise pants, bib overalls, leggings or any spandex.

SKIRTS, DRESSES AND SKIRTED SUITS

Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up your thigh are inappropriate for work. Mini-skirts, skorts and spaghetti-strap dresses are inappropriate for the office.

SHIRTS, TOPS, BLOUSES, AND JACKETS

Casual shirts, golf shirts, dress shirts, sweaters, top and turtlenecks are acceptable. Most suit jackets or sports jackets are also appropriate attire for the office. Inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans, halter-tops with bare shoulders.

SHOES AND FOOTWEAR

For health and safety reasons, shoes must always be worn in the office.

CONCLUSION

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes. Progressive disciplinary action will be taken for further dress code violations.



EMPLOYEE ACKNOWLEDGEMENT RECEIPT

As an employee of Shorewest Realtors, I have read and understand all portions of the manual. I understand that it is a condition of my employment that I be familiar with all the information contained in these documents and I agree to abide by all of the policies stated therein.

I understand that I am an "at-will" employee of Shorewest Realtors and accordingly I have the right to terminate my employment at any time for any reason and Shorewest retains a similar right to terminate my employment. I understand that no manager or supervisor has any authority to vary by contract or otherwise my employment - "at-will" relationship with Shorewest Realtors, except for the President of the company who has the authority provided the variance is contained in a written instrument captioned on its face as an employment agreement and executed by both the President and me.

I further understand that the employment policies and practices of Shorewest Realtors are subject to modification, revocation, suspension, termination or change by Shorewest Realtors at any time with or without notice. I understand that the company will apply such policies and practices to particular situations as it deems to be in the best interest of Shorewest Realtors.

Signature

Date

Name (printed)



30-60-90 Day Probationary Period (Wisconsin – At-Will)

Employment Status

Employment with **Shorewest, REALTORS®** is **at-will**. Either the employee or the Company may end employment at any time, with or without cause or notice. Nothing in this probationary plan alters the at-will relationship or guarantees continued employment.

Purpose

The first 90 days of employment are an introductory probationary period used to evaluate performance, attendance, conduct, and overall fit.

Expectations (Ongoing)

The employee is expected to:

- Perform job duties satisfactorily
- Follow company policies and procedures
- Maintain regular and punctual attendance
- Demonstrate professional conduct
- Accept feedback and coaching

Failure to meet expectations may result in corrective action, up to and including termination, at any time.

Review Milestones

- **First 30 Days:** Orientation, training, and understanding of job duties
- **Days 31–60:** Increased independence and consistency
- **Days 61–90:** Sustained performance and role readiness

Completion of the probationary period does not change at-will status.

Acknowledgment

I understand this probationary period and acknowledge that my employment is at-will.

Employee Signature: _____ **Date:** _____



Supervisor Signature: _____ **Date:** _____

