

SERVICE STATION DEALERS AND AUTOMOTIVE SERVICES OF GREATER NY, INC.

AFFILIATED WITH: SSDA/NCPR-AT



Please fill out the form below and submit to the office so we can compose an Employee Handbook specialized for your company.

1. The legal and or DBA name of the company:

2. Address: _____

3. Phone Number: _____

4. Your dress code, check any and all that apply uniform provided jeans, work boots NO shorts

5. Wages: the pay period runs from _____ to _____ pay day is on _____

6. Do you pay a commission for up selling yes no, if yes explain _____

7. Do you have a service writer / manager yes no, if yes do they get an override yes no

8. Employment of relatives: yes no

9. Paid Holidays yes no or omit section from handbook:

- | | | |
|---|--|--|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Martin Luther King | <input type="checkbox"/> President's Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> 4 th of July | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> Columbus Day | <input type="checkbox"/> Veterans Day | <input type="checkbox"/> Thanksgiving |
| <input type="checkbox"/> Thanksgiving and day after | <input type="checkbox"/> Christmas | <input type="checkbox"/> other |

10. Additional benefits: yes no or omit section from hand book

company paid health insurance employee paid health insurance 401/IRA

paid vacation days, how many per year _____ paid sick days, how many per year _____

paid personal days, how many per year _____ paid bereavement leave, how many days _____

paid jury duty, how many days _____

11. Reporting to work how time clock sign in other

If possible please email us either your logo or photo of the location.

The cost for the manuals is \$100 for the first one and \$15.00 per each addition manuals requested.

If you have any additional information that you would like included please let us know.

Please send the following:

Original company manual 1 @ \$100.00

Additional Manuals _____ @ \$ 15.00

Make Check Payable to Service Station Dealers for: _____

Regards,

Carla Obalde

Operations Manager