

ITG Overview

- ITG is a full service systems integration company providing system design, development, testing, installation, maintenance, data migration and manufacturer warranty services.
- The types of equipment ITG services range from computers, printers, servers, networks, disability equipment and graphics equipment.
- ITG's customers consist of Federal Government, commercial firms and non-profit/educational organizations.
- ITG maintains over 1,230 locations in the United States and various international locations. We have over 4,000 available field engineers and technicians.

Equal Employment Opportunity

- It is the policy of ITG to provide employment, training, compensation levels, transfer or promotion opportunities, and all other aspects of employment without regard to race, color, sex, religion, national origin, age, pregnancy or related conditions, marital status, sexual orientation, family responsibilities, physical or mental challenges, political affiliation, veteran status, or any other non-job related characteristic.

Payday

- Employees are paid semimonthly, on the 7th and the 21st for all work performed through the end of the previous payroll period, i.e., work performed through the 30th or 31st of the previous month or the 15th of the current month.
- Deductions include:
 - Social Security (FICA), federal, state, county and District of Columbia.
 - Medical and Dental insurance plan contributions once you are eligible.

Timesheet Reporting

- As a government contractor, ITG is required to have an accounting system with strong internal financial controls to ensure that government funding received through contracts are disbursed in accordance with the applicable regulation and the specific terms and conditions of the contracts.

Time Reporting cont.

- Each employee must record **DAILY**, in his or her timesheet, the time worked on each project. Timesheets must be completed no later than 11:00 a.m. on the following working day in the event an employee was out of the office or in meetings.
- At the end of the payroll period, the employee must submit the completed timesheet for approval.

Direct Deposit

- For your convenience, ITG encourages you to authorize the Payroll department to deposit your pay directly to your personal checking or savings account.

Direct Deposit cont.

The advantages of participating are:

- **Safety** - Direct deposit is a virtually risk-free transaction.
- **Convenience** - You can avoid having to make a trip to the bank.
- **Speed** - Your money is in your account on pay day. The Post Office cannot guarantee on-time delivery if you are receiving your paycheck in the mail.

Direct Deposit cont.

To have your pay deposited directly to your checking or savings account, you must:

- Provide a voided blank check or a Savings deposit slip to the Payroll department (Regina).

Work Schedule

- Workday for all full-time regular employees consists of eight (8) hours per day, (40) forty hours per week Monday through Friday. A (1) one hour unpaid lunch should taken between the hours of 11:30 A.M. and 2:00 P.M.
- The normal working hours for ITG employees are 8:30 A.M. to 5:30 P.M.
- Flexible work hours are subject to the department manager's approval.

Attendance & Punctuality

- Regular attendance and punctuality are required of all employees.
- Repeated absenteeism and tardiness are costly to the company, disruptive to operations, and place an unfair burden on co-workers and supervisors.

Attendance & Punctuality cont.

- If you are going to be late or absent for any reason, you must telephone your supervisor or, if your supervisor is unavailable, the Labor Resources department, after you have left a voice mail message for your supervisor.
- You must telephone as far in advance as possible, but no later than one hour after your official starting time.

Holidays

- If you are a full-time regular employee, you will be paid for eight hours for the holidays observed by ITG. Part-time and temporary employees are not entitled to holiday pay.
- When a holiday falls on Saturday, the preceding Friday is usually observed. When a holiday falls on Sunday, the following Monday is usually observed.

Holidays cont.

New Year's Day	January 1 st
M. Luther King's B-day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

Vacation Leave

- Paid vacation leave begins to accrue from your first day of employment.
- Vacation accrues at the rate of ten (10) working days per year, or 6.67 hours per month.
- Beginning the first day following the fifth anniversary of the date of your employment, vacation leave accrues at the rate of fifteen (15) working days per year, or 10.0 hours per month.

Sick Leave

Sick leave is paid leave provided to you each year, regardless of tenure, to use for absences due to:

- (a) Personal illness
- (b) Medical and Dental appointments
- (c) Illness of family members within the immediate family when your care is required.

You will receive six days (48 hours) of sick leave per year. Your balance begins on January 1st of the new year or is prorated based on your start date, with no carry over to the next year.

Medical/Dental

Eligibility to Participate:

- Employees who work 40 hours per week and 30 days following the start date of your employment.
- Medical is provided through Kaiser.
- Dental is provided through Ameritas.

Medical/Dental cont.

ITG bears all the costs of health care benefits for its employees.

- We also pay for \$100 per child if that child is enrolled in the Kaiser HMO Program.
- If you would like any of your dependents to be covered under the company's medical and dental insurance, you will pay the applicable monthly premiums based on ITG's rates.

Group Insurance Plans

- On the first of the month following the start date of your employment, regular full-time employees are automatically eligible to enroll in ITG's group life insurance plan.
- ITG pays the total cost of group life insurance.
- The amount of benefits payable under the group life insurance policy is \$50,000.

Long-Term Disability (LTD)

On the first of the month following the start date of your employment an employee is eligible for LTD.

ITG pays the full cost of this coverage.

Retirement

ITG offers a **Tax Sheltered 401(k) Plan** for the benefit of its employees. This plan is available to all employees. You may elect to participate in this program on the first day of the month following your hire date. Participation is totally voluntary and you can discontinue your contributions at any time.

Statutory Benefits

- Workers' Compensation Insurance
- Unemployment Compensation
- Social Security Benefits

Educational Assistance

- As part of ITG's commitment to provide you with opportunities to learn and develop your skills while you are employed at ITG, the educational assistance program provides funds to help pay for **job-related** courses, degree programs, seminars, and certifications.
- You are eligible to participate in ITG's educational assistance program after you have completed six months of regular, full-time employment.
- ITG provides up to \$2500.00 per year per employee for educational assistance.

Business Ethics

ITG expects you to conduct business according to the highest ethical standards of conduct. You should avoid any situation that involves or may involve a conflict between your personal interests and the interests of ITG. You are to act in the best interest of the organization in dealing with clients, students, suppliers, contractors, competitors or any person doing or seeking to do business with ITG.

E-mail & Internet Access

- ITG relies on the integrity and availability of its Local Area Network (LAN), Electronic Mail, Internet Access, and Telephone System to meet its business needs.
- Employees who violate the ITG Data and Voice System policy will be subject to disciplinary action up to and including termination of employment.

Q & A

Open floor for Questions

???