



## TEAM MEMBER GUIDE

### **302 STAFF ACCOUNT (LINE OF CREDIT / CASH-ONLY)**

Access to a staff account is a benefit available to all active Team Members.

Cash-only staff accounts will be opened for all Team Members upon hire once the required paperwork has been completed. These accounts will be transferred to line of credit status for full time Team Members who complete three (3) months of continuous service. This account status transfer will occur on the three (3) month anniversary date or the Monday following the three (3) month anniversary date if the anniversary date is on a Saturday or Sunday. Probationary, on-call/casual and part time Team Members will maintain cash-only staff accounts.

A credit limit will be placed on all line of credit staff accounts. Interest charges will be applied to any balance carried over 30 days.

Staff accounts may only be used for the purchase of parts and service in a Company location for Team Members' personal vehicles (a maximum of two (2) vehicles per Team Member). Team Members are responsible for providing changes to vehicle information to the Payroll Department (in writing) when necessary.

All staff account transactions must be completed by an Operations Manager, location Manager or Assistant Manager. Team Members are not permitted to invoice or issue credits on their own staff accounts. The first occurrence will result in disciplinary action, up to and including the termination of employment for cause.

Monthly statements for line of credit staff accounts will be sent directly to Team Members' personal email addresses on file. Team Members are responsible for providing changes to personal email information to the Payroll Department (in writing) when necessary. Team Members who do not provide personal email addresses will maintain cash-only staff accounts.

Payroll deductions will commence immediately for any staff account for which no payment has been made within 90 days. Payroll deductions will continue until a staff account balance of \$0.00 is attained.

Purchases that cause the credit limit to be exceeded can only be applied to the line of credit staff account with prior authorization from Senior Management (in writing). All amounts over the credit limit will be deducted from the Team Member's next pay. Payroll deductions will continue until a staff account balance of \$0.00 is attained.

Open pick tickets are not permitted on staff accounts. Any open pick ticket will result in disciplinary action, up to and including the termination of employment for cause.



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Staff accounts will be temporarily deactivated when Team Members are not actively at work. Interest charges will continue to be applied on outstanding balances and monthly statements will continue to be sent via email.

In accordance with provincial legislation and agreements signed by Team Members, the Company will withhold from Team Members' pay, any outstanding financial obligations owed to the Company upon the termination of employment. This includes any staff account balance.

An administration fee of 25% of any unpaid balance will be charged to the staff account should it be sent to a collection agency.

Staff accounts will be discontinued immediately should abuse or misuse be suspected.