ABC Company

Employee Handbook

# Introduction

The Employee Handbook describes the employee policies of River View Properties and its subsidiaries. This handbook is published by the Personnel Department at River View Properties. If you have questions or comments on the handbook, contact Cindy in Personnel at ext. 3225.

This handbook was updated in April 2013.

# Payroll

This section of the handbook describes River View Properties’ payroll procedures.

## Hourly

People who are paid at an hourly rate must submit a timesheet or invoice each pay period. The income reporting statement received by hourly workers varies, depending on whether the person is an employee or a contractor.

## T-4 Form

Income for permanent hourly employees is reported on a T-4 form at the end of the year.

## Salary

Salaried employees are paid a fixed amount each pay period. Weekly timesheets are not required of salaried employees.

## Commission

Employees paid on commission are paid from the Commission Sales forms that they turn in monthly. Sales reports are published monthly.

# List of Subsidiaries

Subsidiaries of River View Properties are located across North America. The number of subsidiaries is growing and this list will be periodically updated.

If you have corrections or additions to the list, please contact the Personnel department at River View Properties.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subsidiary** | **Type of Business** | **Address** | **Phone** |
| AAA Builders | Commercial contracting | 123 Denby Street  Vancouver BC V8H 9A1 | (800) 555-1111 |
| A1 Lumber | Building products | P.O. Box 335-X  Winnipeg MB R3E 9Z9 | (800) 555-2222 |
| A1 Reproductions | Interior materials | 1234 Main Street  Calgary AB T2E 8X8 | (800) 555-3333 |

## Searching for a Subsidiary

This List of Subsidiaries is scheduled for inclusion on the River View Properties home page early next year. The home page will include a searchable index that will enable you to locate subsidiaries by the following:

* city
* state
* type of business

## Internet Sites

The River View Properties home page includes links to each subsidiary’s Internet site.