

Date: _____

Name: _____

OFFER LETTER/EMPLOYMENT AGREEMENT

We are pleased to offer you the position of a truck driver with us here in our company. Please note that this offer is contingent upon the following:

- The successful completion of a drug screen and background check.
- To satisfactorily pass a required test of your driving skills.
- An essential function of the job is the ability to drive six days a week, so the capability to drive six days a week is required.

The details of your offer of employment are as follows:

Probationary Period

A ninety-day probationary period will apply to this role. During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. During training, each day will be paid at \$100. The Company will ensure that on each training day you are paid at least the minimum wage. The appointment is subject to completion of the Probationary Period which itself is subject to termination during any stage of employment.

Compensation

For FedEx Operation you will be paid by the following Solo, Metro, and/or Team pay rates, with Per Diem* when applicable Compensation is based on percentages. Rates are subject to change.

Unassigned/Wild			
	Solo AM	Solo PM	Team
Base pay	\$0.40	\$0.28	\$0.48
Wild	\$0.05	\$0.05	\$0.05
Safety	\$0.05	\$0.05	\$0.05
Per Diem	-	\$0.12	\$0.12
6 th & 7 th day	\$0.02	\$0.02	-
Total	\$0.52	\$0.52	\$0.70

Dedicated/Assigned			
	Solo AM	Solo PM	Team
Base pay	\$0.40	\$0.28	\$0.48
Safety	\$0.05	\$0.05	\$0.05
Per Diem	-	\$0.12	\$0.12
6 th & 7 th days	\$0.02	\$0.02	-
Total	\$0.47	\$0.47	\$0.65

	Metro AM Unassigned	Metro PM Unassigned	Metro AM Assigned	Metro PM Assigned
Base pay	\$0.65	\$0.53	\$0.55	\$0.43
Safety	\$0.05	\$0.05	\$0.05	\$0.05
Metro	\$0.05	\$0.05	\$0.05	\$0.05
Per Diem	-	\$0.12	-	\$0.12
6 th & 7 th days	\$0.02	\$0.02	\$0.02	\$0.02
Total	\$0.77	\$0.77	\$0.67	\$0.67

Guarantee will only apply to drivers out running, not to drivers sitting at the terminal.

April 29th, 2020
Revision 9

A copy will be provided upon request.

Other: _____

In addition to maintaining a driving log, you will also be required to maintain a time card to capture all of your hours worked. Again, the Company will ensure that you are always paid at least the minimum wage for all hours worked. FedEx operations runs from Saturday to Friday. Amazon operations run from Sunday 1 A.M. to Saturday 12 A.M. You will be paid Monday of every week unless payday falls on a Federal Holiday. When payroll processing falls on a federal holiday, processing will occur the following business day. Dependent on your bank; your direct deposit may take up to two additional business days.

You will be eligible to participate in the benefits plans in effect from time to time, including paid vacation. Further information can be found in your Company Handbook.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice.

Following the separation of your employment, you will be required to return all company property including uniforms. *Your last check will be sent to our office and will be required to be picked up by the employee.* Upon receiving your last check, a separation notice should be signed. If for any given reason the employee decides to resign from the position, **2 weeks-notice with a good employee standing** will be required to be considered eligible for rehire.

Attendance

Employees are expected to work each scheduled shift and to arrive to work on time. The company will grant days off at its discretion and based on business needs. Employees must request days off in writing, preferably at least two weeks in advance.

Absences (No Call/ No Show)

If days off are not submitted or approved and you do not appear for work, it will be considered No Call/ No Show. Any No Call/ No Show is considered job abandonment and will result in immediate disciplinary action in accordance with Company Policy, up to and including termination of employment.

1st – No Call/ No Show = Written Warning documented and placed in employee file.

2nd – No Call/ No Show = Written Warning documented and placed in employee file.

3rd – No Call/ No Show = Final Written Warning and Termination of employee and documented and placed in employee file.

Privacy

You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time.

Confidentiality of Information

During your employment, you may become aware of information relating to the business of the Company, including but not limited to, route details. Confidential information including route details and any and all documents created by you in the course of your employment remain the sole property of The Company. You shall not, either during or after your employment, without the prior consent, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

I, _____ accept the terms and conditions of this agreement.

Applicant Signature: _____

Manager Signature: _____

Date: _____