



**SIDWELL**<sup>®</sup>  
COMPANY  
MANUAL



## HISTORY OF THE COMPANY

The Company was organized in 1927, succeeding the W. W. Hixson Mapping Company, which was a branch-off from the Ogle Map Company which dates back to the later 1800's.

At the time of organization, Mr. Joe H. Sidwell purchased from the Hixson Company numerous rights to atlases of counties in the Midwest. During the period from 1927 through 1947, these atlases were serviced from time to time; and many counties were remapped to afford clients better coverage.

From 1947 through 1955, continued expansion of areas in the Midwest and the development of internal photographic reproduction of maps and diazo printing of services replaced the previous method of offset printing.

During the years 1955 through 1960, the Company experienced further growth and entered the tax mapping field. One of the largest projects ever completed in the Country was the tax mapping and parcel numbering of Cook County, Illinois, involving approximately 1.3 million parcels.

In 1958 the Company was incorporated under the laws of the State of Illinois and succeeded the proprietorship of Joe H. Sidwell.

During 1960 the Company acquired equipment and personnel and entered the aerial survey reproduction field. From 1960 through 1977 it showed continued expansion in the tax mapping field. In this field we have mapped approximately 4,000,000 parcels covering approximately 24,000 square miles through 1977.

In 1966 we obtained our first stereoplotter and entered the topographic and planimetric mapping field. Since that time, through 1977, we have completed over 1,000 topographic mapping projects covering over 500,000 acres.

The future is only limited by our own imagination and ability to improve our services and products, and to develop new services and products for our clientele.

WAGE AND SALARY POLICY

**NEW EMPLOYEES:**

New employees are hired on a trial basis. Periodic reviews and evaluations will be made during the first year of employment, and pay increases will keep pace with the employee's work progress and value to the Company.

**FULL-TIME EMPLOYEES:**

Employees working 30 hours per week or more on a regular basis will be considered full-time employees.

**EMPLOYEES WITH OVER ONE YEAR'S SERVICE:**

Periodic reviews and evaluations of each employee are made at least annually and more frequently if needed. Pay increases may be awarded for --

- (1) increased responsibility.
- (2) increased job proficiency and productivity.
- (3) increased job knowledge and efficiency.
- (4) to keep pace with the cost of living.
- (5) length of service with the Company.

**WORK DAY - WORK WEEK:**

The regular work day will consist of eight hours as follows:

8:00 a.m. - 12:00 p.m.

12:30 p.m. - 4:30 p.m.

Variations of the hours may be required for certain employees.

The work week period will begin on Tuesday morning and end on the following Monday evening.

Time and one-half the regular rate of pay will be paid for hours worked in excess of 40 hours per work week.

All overtime must be approved in advance by the Supervisor.

**TIME KEEPING:**

Each employee will keep a written record of time worked on forms provided by the Company. The time should be checked, totaled and attested to by noon of the first day following the end of each work week.

**COFFEE BREAK POLICY**

Two coffee break/rest periods are provided daily for employees. Break periods are of ten-minute duration, with five minutes allowed to go to and from the break area.

**POLICY REGARDING PERSONAL PHONE CALLS**

Personal telephone calls will not be accepted for production personnel during the regular work day, except for emergency situations. Outgoing calls during breaks and lunch will be restricted to essential business calls.

VACATION POLICY

The Company provides vacations with pay for all eligible employees for the purpose of rest and relaxation.

All full-time employees are eligible for vacations. Temporary and part-time employees are not eligible.

Employees are eligible for vacations as of March 1 each year in accordance with the length of their continuous service (measured from employment date to March 1 of any year).

Employees with less than one year service as of the beginning of the vacation year (March 1) will be eligible for vacation calculated as follows:

$$\frac{\text{No. of weeks worked}}{52 \text{ weeks}} \quad \times \quad 10 \quad = \text{Vacation Days}$$

Employees completing one year of service as of the beginning of the vacation year (March 1) will be granted ten days of paid vacation.

Employees completing eight years of service as of the beginning of the vacation year (March 1) will be granted 15 days paid vacation.

Employees completing 15 years of service as of the beginning of the vacation year (March 1) will be granted 20 days paid vacation.

In the event a holiday observed by the Company falls within the vacation period, the vacation may be extended.

Scheduling of vacations will be controlled by the employee's Supervisor so that an orderly flow of production can be maintained.

Employees are encouraged to use all their vacation time in consecutive days. In no event will vacations be taken in more than two time periods.

In the event of termination, the terminating employee will receive vacation earned during the previous vacation year not yet taken. An employee who has not completed a vacation eligibility year (leaves prior to March 1) is not eligible to a prorated vacation.

Vacation time cannot be accumulated from year to year unless approved by the Management.

HOLIDAY POLICY

The company recognizes certain days during the year as paid holidays for its employees .

All full-time and part-time employees with 30 days' service with the Company are eligible for holiday pay .

Full-time employees will be paid 8 hours for holidays , and part-time employees will be paid time equal to the time they would normally work .

The Company recognizes the following as paid holidays:

New Year's Day	Thanksgiving (2 days)
Memorial Day	Christmas Day
Independence Day	*Company Floater
Labor Day	**Your Birthday

\* This day to be designated by the Company at the beginning of each year .

\*\* This day to be designated by the employee within the same month of the birthday , with approval of Supervisor .

When a holiday falls on a weekend, either the Friday preceding or the Monday following , to be determined by the Company , will be substituted for the holiday .

## GROUP INSURANCE

The Company makes available to all full-time employees, on a voluntary basis, a Group Insurance Plan. The cost of the Group Insurance Plan is 60% paid by the Company and 40% paid by the employee. Employee payments are collected each payday as a payroll deduction. A summary of coverage follows:

- I. Hospitalization
  - A. Deductible: A \$50.00 deductible applies to hospitalization charges. This amount will be reimbursed to the employee by the Company.
  - B. Inpatient Hospital Coverage: 100% of all covered inpatient hospital charges for the first 365 days, and 80% of those charges during the succeeding days of that spell of illness. The daily maximum for room and board charges is the full cost of a semi-private room.
  - C. Nursing Home Coverage: 100% of all covered nursing home charges for room and board, and 80% of other covered charges for 100 days. The daily maximum for room and board charges is the full cost of a semi-private room.
  - D. Home Care Coverage: 80% of all covered home care charges for 100 days.
- II. Other Medical Care
  - A. Deductible: A \$50.00 deductible per person applies to other covered medical care for each calendar year. One deductible per year for single coverage; maximum of three deductibles per year for each family.
  - B. Other Medical Care Coverage: 80% of all covered charges incurred during a calendar year in excess of the deductible.
  - C. Stop Loss Provision: After benefits become payable for \$2,500.00 of other medical care charges incurred in a calendar year, benefits are 100% of such covered charges incurred during the rest of the calendar year, except those made by a Registered Professional Nurse or a Licensed Practical Nurse, to which 80% remains applicable.
  - D. Maximum Benefit: Unlimited lifetime for all covered charges, except \$30,000.00 lifetime maximum for payments of covered charges for nervous or mental disorders.

- E. Accidental Injuries: 100% or the first \$300.00 of covered charges which are due to injuries sustained in an accident and incurred within 90 days after the accident.

III. Coordination of Benefits

Medical care insurance benefits under this plan for all employees and dependents will be coordinated through a non-duplication of benefits provision with any similar benefits provided for them under other employee benefit plans. Also, medical care insurance benefits under this plan will be integrated with benefits under the Federal Medicare Program.

IV. Life Insurance Benefits

Life insurance is provided to employees in the following amounts:

Salesmen, Supervisors and Foremen	\$30,000.00
Other Full-Time Employees	\$10,000.00

V. Accidental Death and Dismemberment (AD&D)

Coverage: The amount of AD&D for each employee is the same as his life insurance amount.

VI. Maternity Benefits - Self Insured

- A. Eligibility: Insured employees, insured dependent spouses and insured unmarried dependent daughters are eligible. Conception must occur while insured.
- B. Benefits: The Company will pay a pregnancy benefit of 80% of care, treatment, services or supplies, or \$800.00, whichever is less.
- C. Restrictions: A pregnancy benefit will not be payable for:
  - 1. Care, treatment, services or supplies (a) for which the insured individual is not legally obligated to pay, or (b) which are furnished without charge, paid for, or reimbursable by or through any governmental organization.
  - 2. Care, treatment, services or supplies normally furnished without charge, had no insurance existed.

3. Costs incurred by pregnancy that are covered and reimbursed by all other benefits of the insured individual.
4. Performance of a Caesarean section. This procedure is covered under the surgical provisions identified in the Group Insurance Plan.

VII. Emergency Coverage

Costs are 100% covered with no deductible, providing treatment is made within 48 hours of injury.

VIII. Disability Income Protection

Provided to all full-time employees and will pay up to 60% of the employee's base salary (less any other benefits) in the event an employee should become disabled by accident or sickness.

### PROFIT SHARING

An employees' Profit Sharing Plan was established in 1964 and amended in 1976. The general provisions of this Plan are:

Eligibility - To be eligible, an employee must:

- (1) Be a permanent employee, completing 1,000 hours of service per year.
- (2) Have completed three years of continuous service with the Company.

Contributions - During profitable years, and as determined by the Board of Directors of the Company, contributions will be made to the Plan. These contributions are invested, and the income and appreciation or depreciation is allocated to all participant accounts. Further information regarding this Profit Sharing Plan may be obtained from the President.

### BONUS

In years where substantial profits are earned, an annual bonus as determined by the Board of Directors may be paid to deserving employees with over one year's service who are not eligible to participate in the Profit Sharing Plan.

### MILITARY LEAVE OF ABSENCE

Reserve Training - Employees fulfilling military reserve obligations will be granted a leave of absence in addition to the normal vacation period. These employees will be paid the difference between their military pay and their normal 40-hour work week salary.

### TUITION REFUND

Employees are encouraged to further their education in the technical areas involving their work and for general education purposes. Employees who participate in an approved course of study and satisfactorily complete the course will be refunded the tuition and book expense involved.

### SICK LEAVE

General Policy - Sick leave or an excused absence may be granted for personal illness or death in the immediate family or household -- or other emergency. The amount and approval of all sick leave will be at the discretion of Management.

Eligibility - All full-time employees with over six months' service with the Company are eligible.

Approval - A written sick leave request must be submitted to your Department Head for approval, and must be approved by the Personnel Manager and President. A physical examination and/or a doctor's statement may be required as evidence of personal illness. The payment of salary during an absence may not be considered obligatory on the part of Management. Management reserves the right to approve or disapprove all requests on their individual merit.

Sick leave is not to be regarded as time off to which you are entitled. It is to provide for employees who are actually ill or faced with an emergency.

LEAVE OF ABSENCE

PROCEDURES FOR GRANTING LEAVE OF ABSENCE REQUESTS

- I. Employee Request in Writing
  - A. Exact dates of leave of absence
  - B. Reason for request
  - C. Sign and date request
  - D. Submit for approval to Supervising Manager, Personnel Manager and President
  
- II. When Leave of Absence is Approved
  - A. Employee should be given a statement granting leave of absence with the exact dates requested and/or granted.
  - B. The employee should also be given a statement indicating that in order to protect the employee's service, the Company should be notified if the dates of the leave of absence change so that an extension of leave of absence may be submitted for approval.
  - C. Arrangements should be made with Personnel for continuance of group, disability and life insurance. An insurance payment card will be issued, and insurance premiums may be paid in advance or paid monthly. Payments will not be left unpaid until the end of the leave of absence, unless the leave of absence period is less than one month.
  - D. Insurance premiums to be paid by an employee granted a leave of absence will be the same amount as when the employee was in active service for the Company.

