

EMPLOYEE MANUAL

How employment works at Nova. The field books say how we work; this says how we treat each other, how you get paid, and what we both signed up for.

Doc No.	NU-OPS-010	Rev	1.0	Status	ISSUED 9/1/26	Owner	Adam Pelewski	Applies to	All employees
---------	------------	-----	-----	--------	------------------	-------	------------------	------------	------------------

1. WELCOME & THE BASICS

Nova Underground builds underground utility infrastructure. The work is real, the standards are written down, and the people who meet them get paid, promoted, and trusted. This manual is part of a set: the **Field Recipe Book (NU-OPS-002)** tells you how to do the work, the **Accountability System (NU-OPS-008)** tells you how standards are enforced, and this manual covers everything around them.

At-will employment. Employment at Nova is at-will: you can leave at any time, and Nova can end employment at any time, with or without cause or notice. Nothing in this manual, and nothing anyone says verbally, creates a contract for a fixed term. Only a written agreement signed by the Owner can change this.

2. PAY & CLASSIFICATION

- **Field crew are W-2 hourly employees** — no day rates, no 1099 field labor. Overtime at 1.5× after 40 hours in a work week.
- **Payday is every other Friday** (bi-weekly) by direct deposit. Your W-4, Georgia G-4, and bank information are collected with your onboarding paperwork — all in before your first shift.
- **Time is recorded the way your supervisor directs** — clock in when you arrive at the posted yard/site, out when released. Time not recorded is time we can't prove; fixing a missed punch is a same-day text to your supervisor.
- **No cash advances and no off-books deals.** Every dollar between you and Nova runs through payroll. Deductions happen only with your written authorization on file, or as required by law.
- Your first **60 days are a working evaluation**; at day 30 you and your supervisor sit down and talk about how it's going — explicitly, not by default.
- Final paychecks are paid on the normal payroll schedule. Company property (tools, PPE, keys, fuel cards) comes back before or with your last day.

3. SCHEDULE & ATTENDANCE

- Start times and locations **vary by job and are posted the night before in the crew chat**. Default report: 6:30 AM at the yard (471 S Cemetery St, Norcross) unless the post says otherwise. The nightly post is the schedule — check it every night.
- **Can't make it? Call your supervisor — a phone call, not a text — the night before, as soon as you know.** Something happens overnight? Call the moment it does — a late call always beats silence, but a same-morning call-off counts as an absence. A no-call no-show is a serious violation (NU-OPS-008), and a second one ends employment.
- Reliable transportation to the posted location at the posted time is a condition of the job.

4. CONDUCT & DISCIPLINE

Discipline at Nova is not a mood — it's the **NU-OPS-008 points system** you signed at day-one training: points cite written rules, add up on a rolling 90-day clock, and climb a fixed ladder (coaching → verbal → written → final → termination). The zero-tolerance list (strike cover-up, falsified records, red-tagged equipment, drugs/alcohol on site, fighting, second no-call no-show) skips the ladder entirely. Ninety clean days puts you first in line for raises and lead roles.

5. SAFETY — THE DEAL

- The **7 Safety Rules** from day one apply every day. The Never lists in your role booklet are conditions of employment.
- **Stop-work authority:** anyone — newest laborer included — can stop work over a safety concern, and nobody gets points, punished, or laughed at for calling one. Wrong-but-honest safety calls are free. Ever.
- **Report every injury the shift it happens** — even "it's nothing." Late-reported injuries hurt you (claim problems) and Nova (we can't fix what we don't know). NU-OPS-009 covers what happens next, including the posted panel of physicians for treatment.
- Nova issues PPE except work boots — you provide your own. Worn/damaged PPE gets replaced by asking, not by working without it.
- **Drug & alcohol: zero on site.** It's on the zero-tolerance list — no warnings, no ladder.

6. RESPECT — EEO & HARASSMENT

- Nova hires, pays, and promotes on work and reliability — never on race, color, religion, sex, national origin, age, disability, veteran status, or any legally protected status.
- **Harassment of any kind — including sexual harassment, slurs, "jokes," hazing new guys — is not tolerated** on our sites, in our trucks, or in our chats.
- **Report it directly to the Owner (Adam)** — in person, call, or text. Every report gets looked at. **Retaliation against anyone who reports in good faith is itself a termination offense.**

7. TIME OFF & HOLIDAYS

Item	Policy
Holidays	The yard is dark New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas. Unpaid during your first year; after 1 year of employment these become paid holidays.
Planned time off	Unpaid. Request to your supervisor 7 days ahead ; approved against the schedule, first-asked first-approved.
Weather days	Called by the nightly post. No post saying stay home = we work.
Legally protected leave	Jury duty, voting, and military service leave honored per law.

8. TRUCKS, TOOLS & COMPANY PROPERTY

- Trucks follow the **Truck Housekeeping Standard (NU-OPS-006-B)**: a place for everything, reset daily, scored Friday. Clean is a gate — trucks that fail don't roll.
- Tools are counted out and counted in (Crew Lead's count). Report losses same day — no points for honesty. Nova never deducts from your pay without your written authorization on file.

- Company vehicles: valid license required, no phones in hand while driving, seatbelts always, no passengers who don't work here. Tickets in a company truck are yours.
- The yard and equipment are monitored by cameras. Company property (trucks, fuel cards, phones, accounts) is for Nova work.

9. HOW WE COMMUNICATE

- **The crew chat is the official channel** — nightly schedule, weather calls, truck audit scores. Being in it is part of the job; checking it nightly is on you.
- Problem ladder: Crew Lead → Supervisor → Owner. Skipping levels is fine for safety, pay problems, or anything under Section 6 — never punished.
- Only the Owner speaks for Nova: contracts, prices, media, lawyers, angry homeowners — "Adam handles that, I'll loop him in now" (NU-OPS-005).

ACKNOWLEDGMENT OF RECEIPT

Signed at day-one training, filed in the personnel file.

I acknowledge that I have received and reviewed the **Nova Underground Employee Manual (NU-OPS-010)**, and that I have been walked through its companion documents at day-one training:

- The 7 Safety Rules and my role's Never list (NU-OPS-002 / my role booklet)
- The Truck Housekeeping Standard (NU-OPS-006-B)
- The Accountability & Points System (NU-OPS-008) — signed separately
- Injury reporting — same-shift rule (NU-OPS-009)

I understand that my employment is **at-will**, that this manual is not a contract, and that Nova may revise it with notice. I understand that the current version lives with the Owner and posted copies at the yard/office.

Employee name (print)

Employee signature

Date

Witness (trainer/supervisor)

Date