



Pre-Job Policy

Purpose:

This policy is in place to ensure Acres Management effectively communicates to all site and field employees: relevant project / site related terms and conditions, requirements, expectations, and performance standards. It is expected that the vast majority of projects will be covered by standard company policy and the rare exception to standard company policy will require approval.

Scope:

This policy will apply to all Acres employees and projects.

Policy

A Pre-Job Agreement must be completed for all projects prior to mobilization to ensure all Acres site and field-based employees have all of the necessary job-related information to ensure they are fully informed about project / site related terms and conditions, requirements, expectations and performance standards before they arrive on site.

Pre-Job Requirements:

The Project Manager is responsible for completing an approved pre-job prior to mobilization. Terms outside of standard policy are in effect until the pre-job has all applicable levels of approval and are not retro-active.

- All pre-jobs require endorsement from Human Resources Manager and the Project Manager and approval from the Department Director.
- Projects being run outside standard Acres policy require preliminary approval from the Director, Corporate Services at time of tender and final approval prior to mobilization.

Project Team

For purposes of establishing a clear reporting relationship, each project can detail only 1 Project Manager and 1 Superintendent.

Project Start and End Date

Contractual start and end dates must be listed and can only be modified with an approved Change Order. Terms of the pre-job are in affect between the dates listed only.

Physical Site Address or Marshalling Point

Contractual location of project or marshalling point (where employees meet to make the trip to the worksite).

- Acres employees, including probationary employees who are terminated for cause, or voluntary quit, will receive transportation service to the marshalling point.
- Employees that quit prior to the end of their planned shift rotation will be responsible for their own costs.
- Employees failing to report for their planned paid transportation (ie. flights, bus, and ferry) will be responsible for any added travel costs, changed flight costs, hotel stays and meal costs.
- Employees that have had site privileges removed, will be responsible for all travel cost to their destination hub and will no longer be eligible for travel allowance.
- Employees who quit or are terminated are responsible for all arrangements / costs for shipping of personal items and tools.

Work Schedule

Acres standard site hours are Monday to Friday, 7:00am – 3:30pm however it is understood that start and end times vary by site, department, project and client requirements.

It is expected the project work schedule will be decided at time of tender and all associated costs will be covered in the estimate. If modified from what was bid at the time of tender, budgets must include an allowance to cover any change in costs.

Averaging Agreement

Please see Averaging Agreement Policy and Form

Travel and Living Out Allowance (LOA):

Please see Travel Allowance and LOA Policy

At the time of tender, estimators shall consult with Human Resources to confirm standard travel and LOA rates are appropriate for the project location and schedule. Standard travel and LOA rates apply to all projects and can only be over-ridden as follows.

- Where a survey of local accommodations reveals that the long-term rates are higher than the standard LOA compensation, HR will work with the Estimators to determine an appropriate and fair LOA rate on a project by project basis.
- Where a survey of local accommodations reveals that the peak season rates are higher than the standard LOA compensation, HR will work with the Estimators to determine an appropriate and fair LOA rate eligible during a defined peak season ONLY.

- Where standard travel logistics do not fit the project location, HR will work with Estimators to determine an appropriate and fair travel rate on a project-by-project basis.

An exception to standard travel or LOA rates will require approval from the Director, Corporate Services at time of tender for the exception to be considered at time of pre-job.

Uplift

At the time of tender, estimators shall consult with Human Resources to confirm standard labour rates are appropriate for the specific project.

Uplift may apply to hazardous scopes of work, remote locations or locations where Acres standard rates are out of market practice.

Uplift will be a percentage of standard labour rates and will apply to the specific project ONLY. Pay differentials require approval from the Director, Corporate Services at the time of tender for the exception to be considered at the time of pre-job.

Additional Terms and Conditions

Project / client / site specific terms and conditions which may include safety / certification requirements, background checks, pre-access and site alcohol and drug practices must be detailed.

Employees are required to sign their acknowledgement and agreement if pre-job includes non-standard terms and conditions prior to their mobilization to the project and / or site.