

## Hesston Corporation policies and procedures binder

### Section 1, Pages 1 - 30

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Creator: Hesston Corporation. Farm Equipment Division

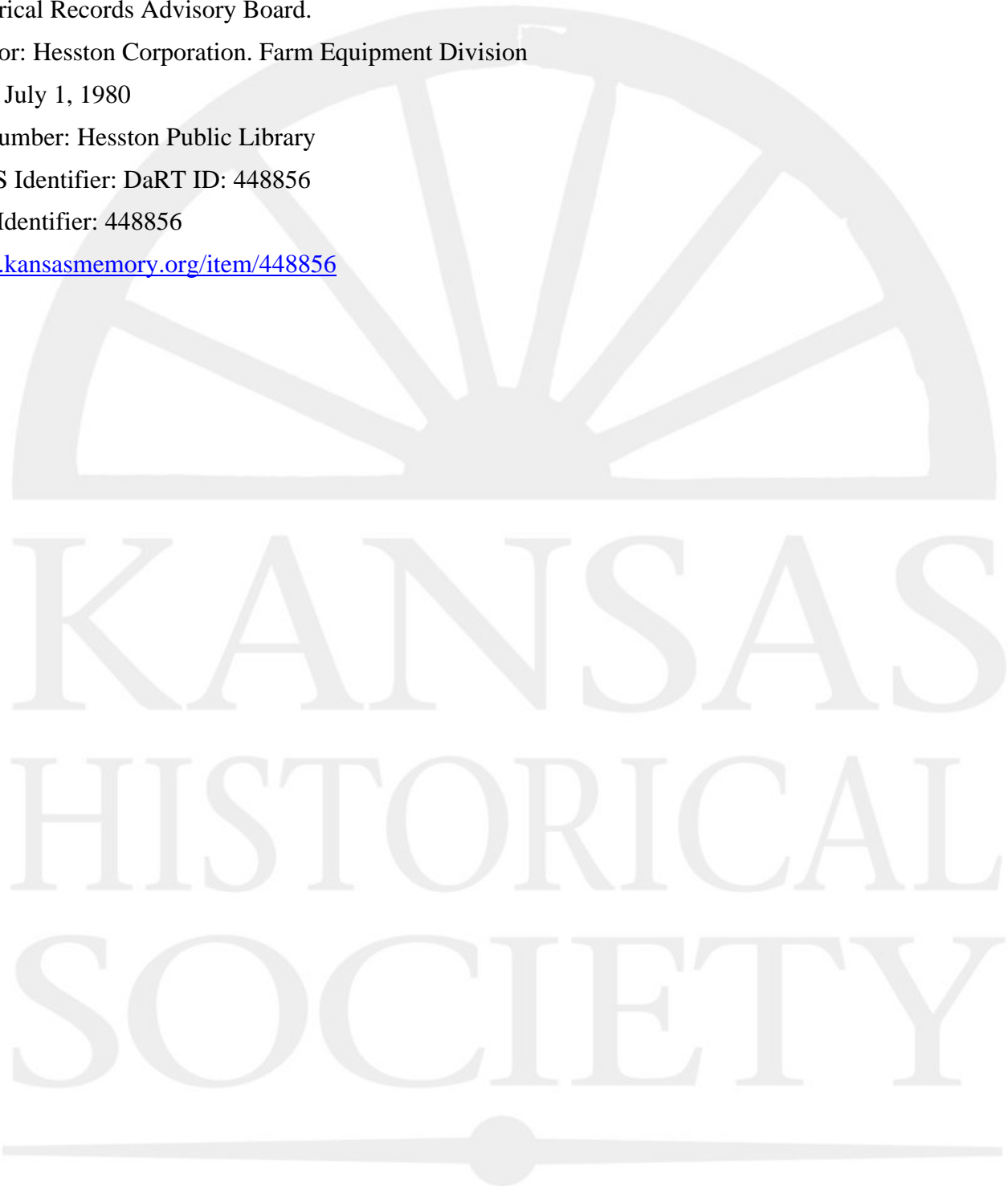
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### Personnel Policies and Procedures



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### HESSTON CORPORATION FARM EQUIPMENT DIVISION PERSONNEL POLICIES AND PROCEDURES

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INTRODUCTION

### Introduction

Purpose and Use of This Manual



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### PURPOSE AND USE OF THIS MANUAL

#### PURPOSE

This Personnel Policies and Procedures Manual brings together in a convenient form personnel policies and procedures which apply to all Hesston Farm Equipment Division employees.

Every supervisor in the company should have a manual. It is designed to serve as a ready reference for all supervisors regarding questions on personnel administration.

#### HOW TO USE THIS MANUAL

For purposes of this manual, a policy is defined as a general statement of the company. Procedures are specific steps for carrying out the policies.

The area of personnel policies and procedures has been broken down into 15 major categories to allow an orderly arrangement of material in this manual. Every policy is labeled with a title and located in one of the 15 major categories. A table of contents shows which policies are listed in each category and an index provides easy reference.

#### WHO IS RESPONSIBLE FOR THIS MANUAL

It is the function of the Personnel Department to develop and update these policies and procedures. Personnel may be assisted by many supervisors who make valuable suggestions for the implementation and clarification of policies.

It is the responsibility of each supervisor to apply these policies to all employees in a consistent manner. The Personnel Department will assist supervisors at any time in interpretation or application of these policies and procedures.



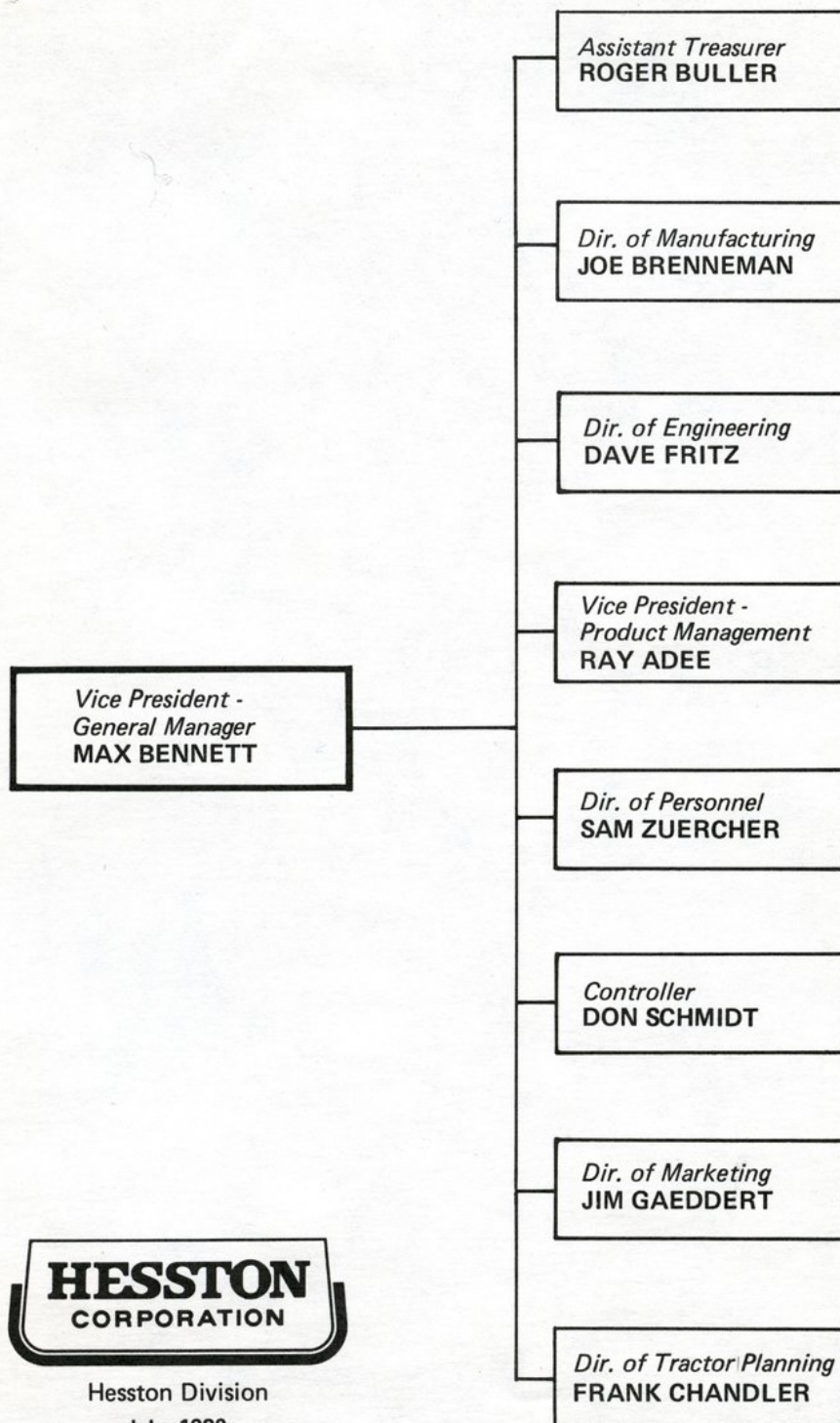
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ORGANIZATION

### Organization

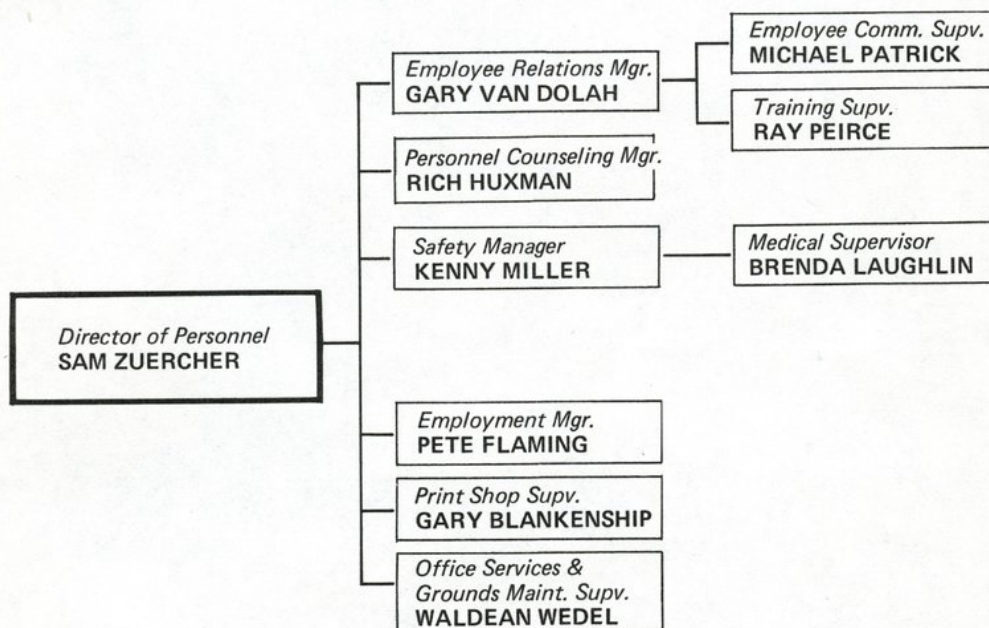
Organization Chart - Corporate  
Organization Charts - Farm Equipment Division

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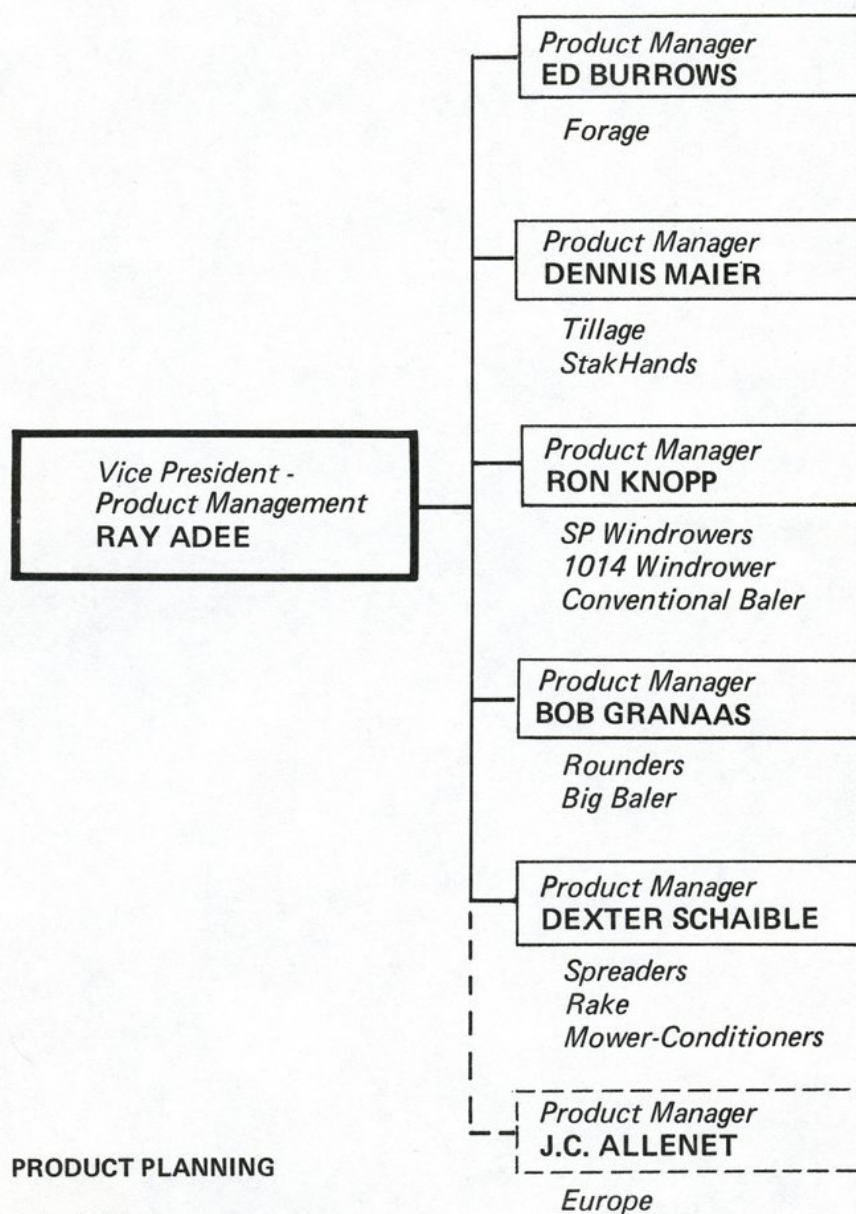
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PERSONNEL & ADMINISTRATIVE  
SERVICES

July, 1980

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PRODUCT PLANNING

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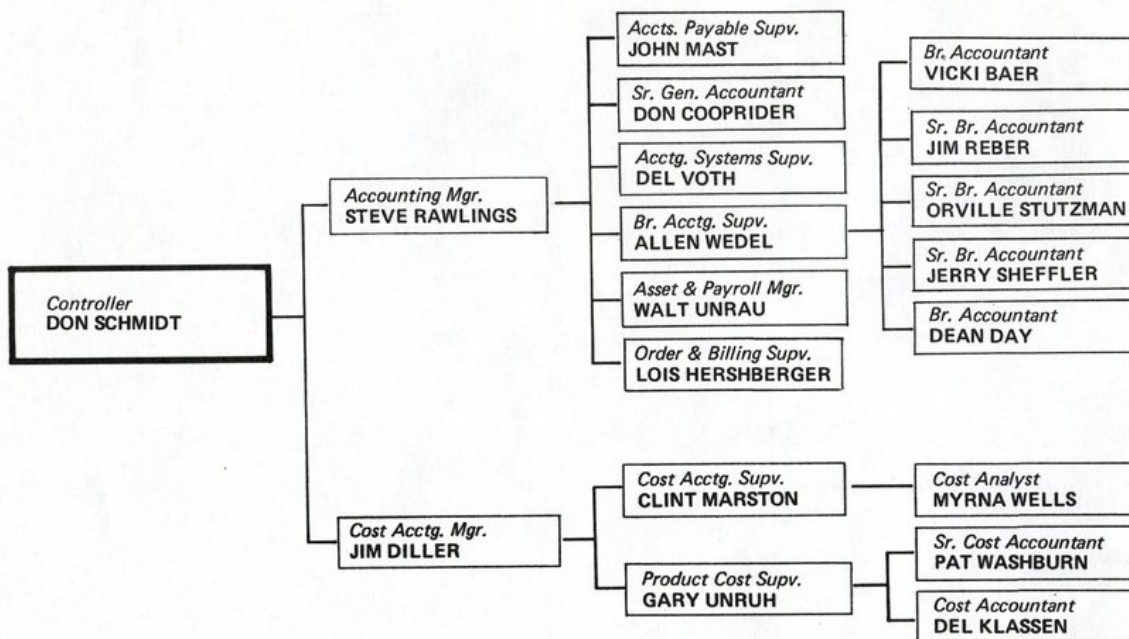
*Director of  
Tractor Planning*  
FRANK CHANDLER

*Prod. Mgr. - Tractors*  
JIM CALLAWAY

TRACTOR PLANNING

July, 1980

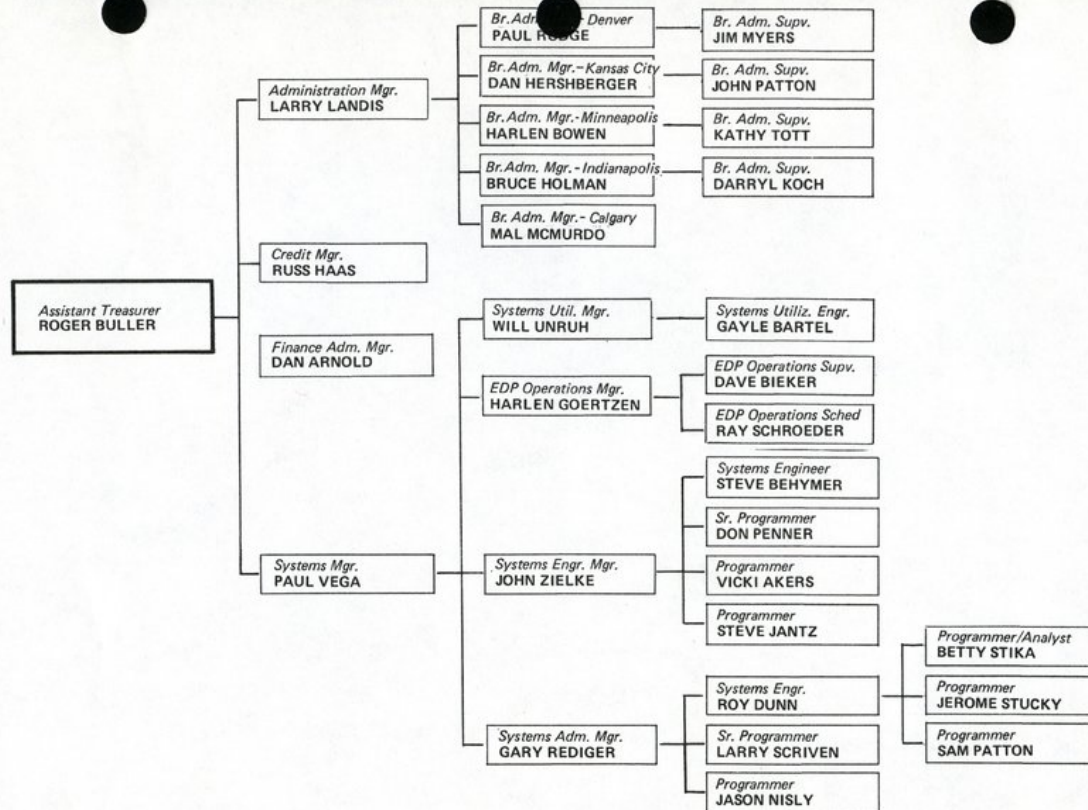
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CONTROLLER  
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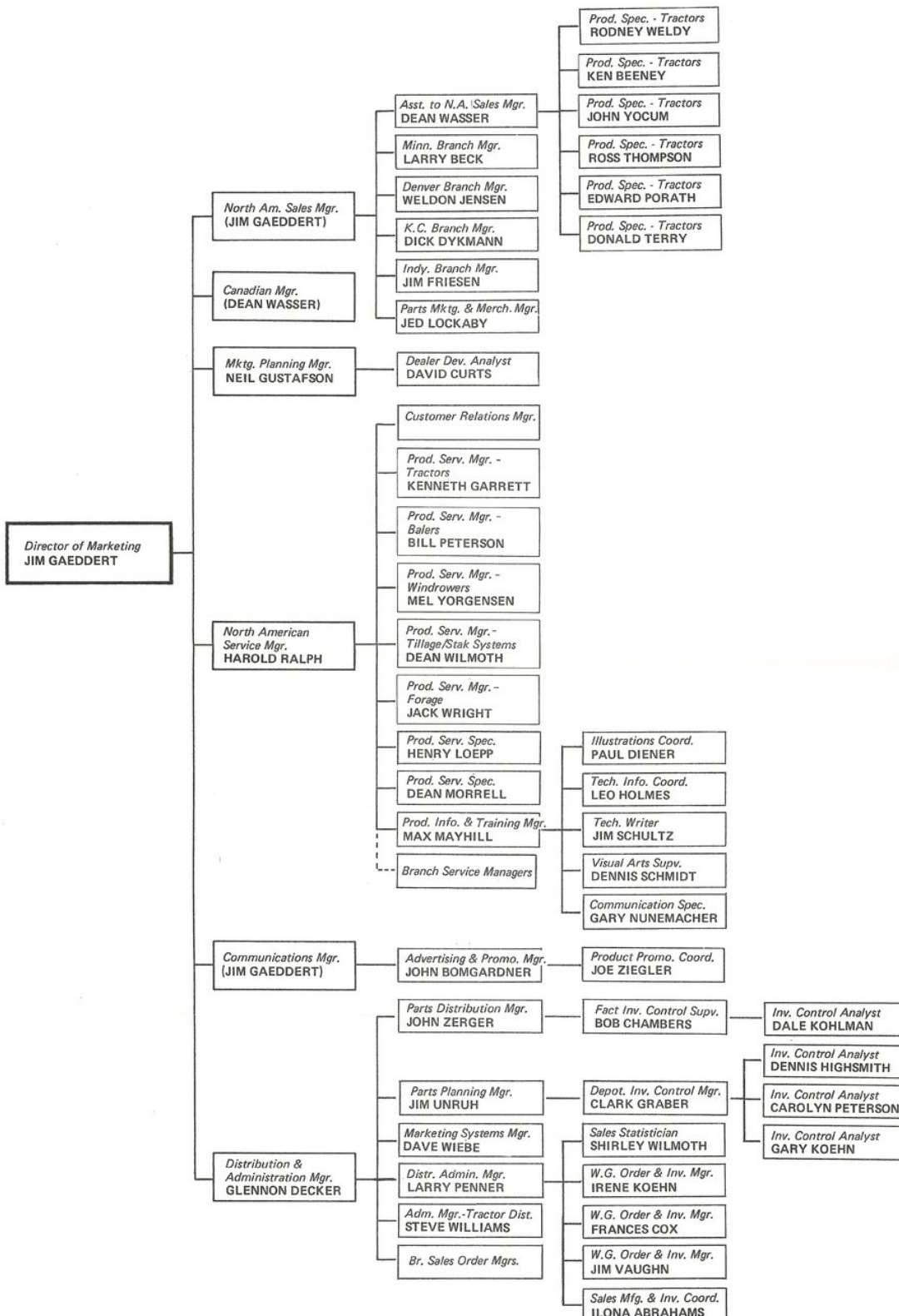
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ASSISTANT TREASURER

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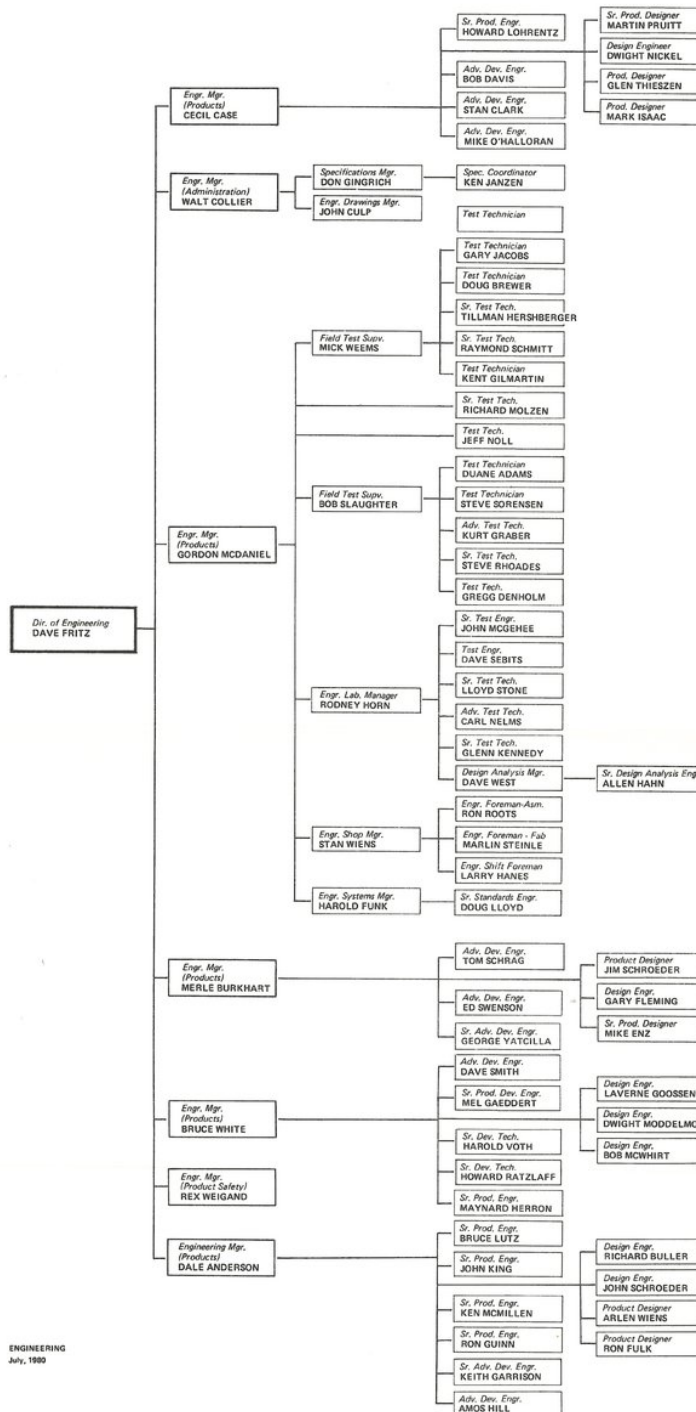
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MARKETING  
July, 1980

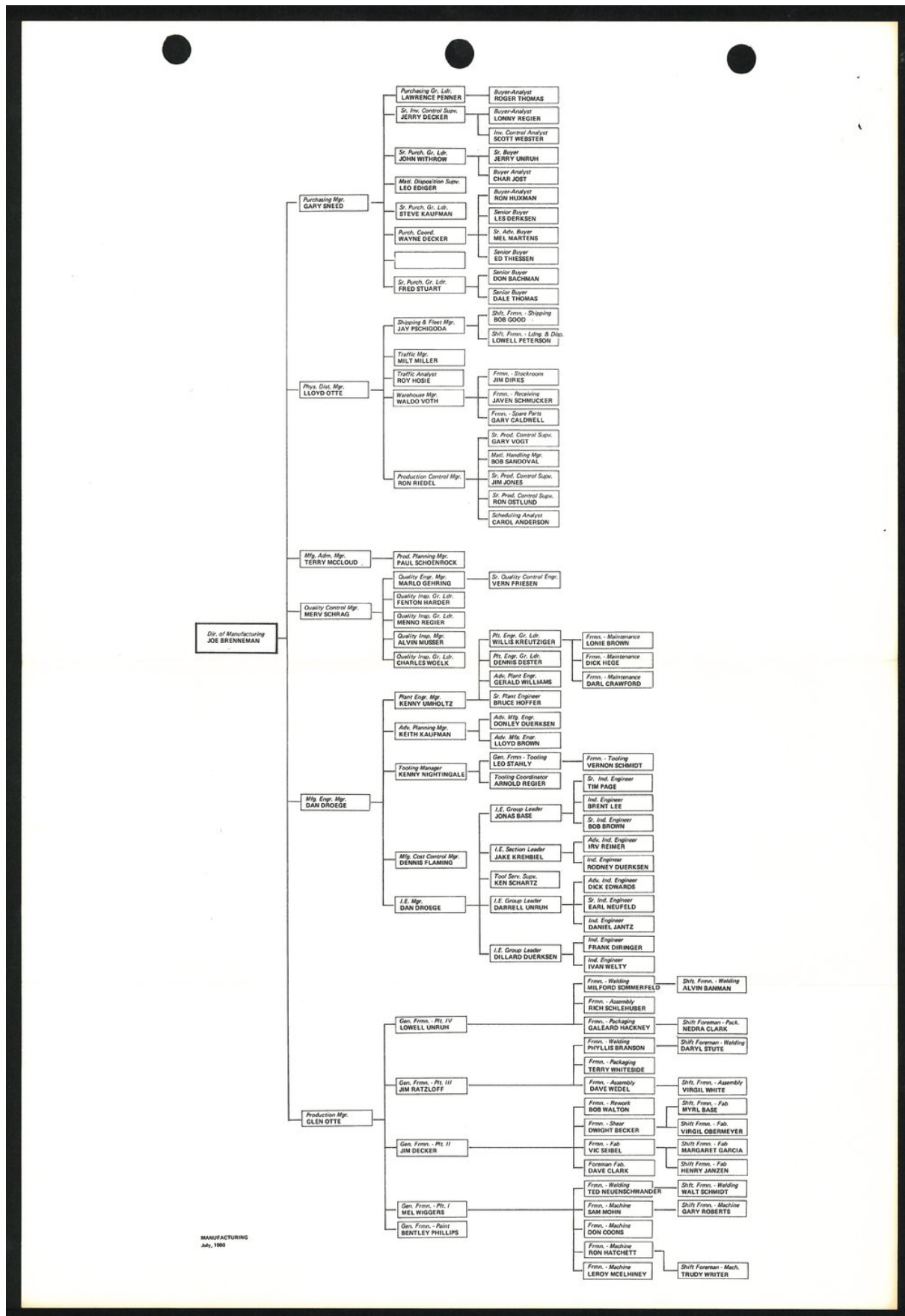


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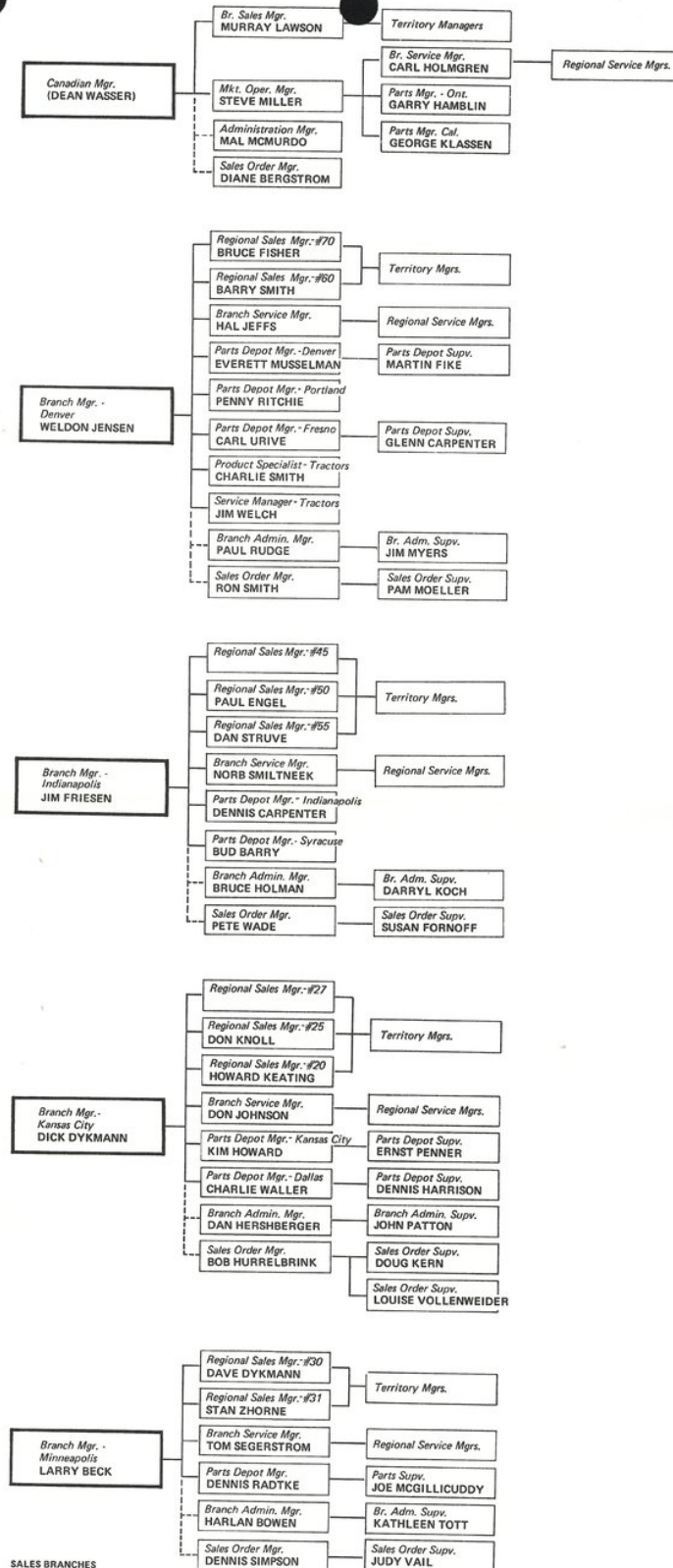


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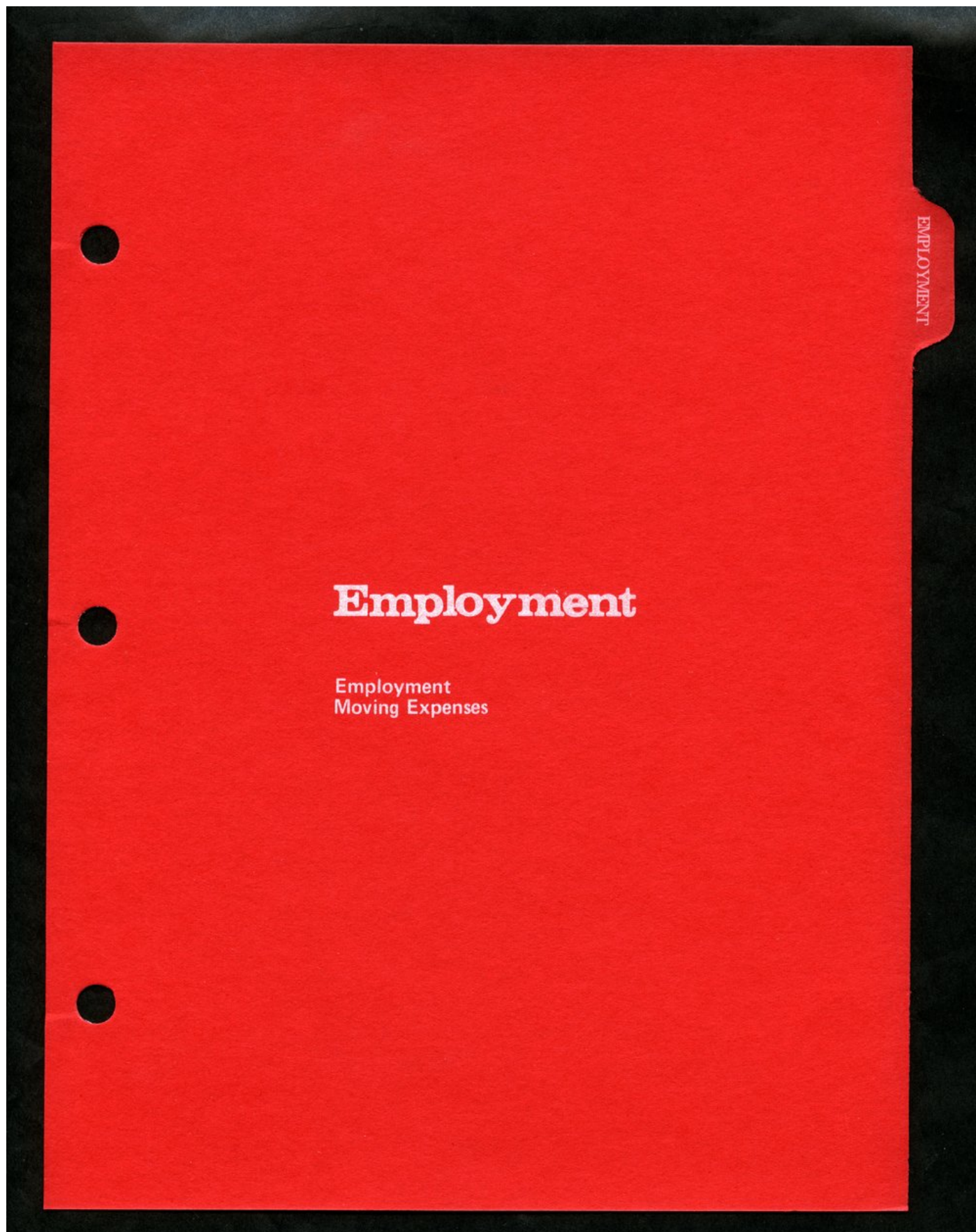




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### EMPLOYMENT

#### POLICY

To maintain high standards in recruiting and selecting employees. Employment standards must result in hiring highly qualified people who are capable of performing efficiently and who have the capacity to grow along with the positions for which they are hired. In addition, there should be available within the company employees who have the qualifications to move up to the next level of employment when openings occur.

Recruiting and evaluation practices should be reviewed periodically to insure that the desired results are being achieved.

It is the policy of the company to extend equal employment opportunity to all qualified persons in all occupations and at all levels of employment without regard to race, religion, color, sex, national origin, ancestry, or age between 18 and 65 years.

All hourly employees shall serve a sixty (60) day probationary period. All salaried employees shall serve a six (6) month probationary period.

#### PROCEDURE

##### FUNCTIONS OF THE PERSONNEL DEPARTMENT IN EMPLOYMENT

The Personnel Department shall function as a service department to all departments and divisions of the company in matters pertaining to employment. These services include organization of new employees at all levels.

The Personnel Department does not have the authority to make final selections, except in the case of Personnel Department employees. The final authority to select an employee rests with the supervisor.

When it is more practical, as in the case of unskilled factory personnel, the Personnel Department will make the final selection with the permission of the supervisor. Under such conditions the supervisor still has the final authority because he may request termination of any employee who does not meet his approval during the probationary period.

The Personnel Department does have authority to screen employees. No employees shall be hired by the supervisor without the approval of the Personnel Department. Supervisors are expected to make maximum use of the Personnel Department and

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employment services. The Personnel Department will screen employees so the company abides by the federal law which prohibits the employment of individuals under the age of 18 years. No close relatives should be placed in, or transferred to, the same department. The Personnel Department shall employ the best practical and most feasible techniques available in all services provided in the field of employment.

### THE SUPERVISOR'S RESPONSIBILITY IN EMPLOYMENT

The supervisor should first study the proposed or existing job to determine what the duties are and that all duties listed are necessary. Perhaps the duties can be distributed among other employees.

If a new employee is needed, an "Employee Requisition" form should be filled out. In the case of technical and salaried positions, a job description should be attached to the requisition. The qualifications desired should be included on the requisition in all cases except unskilled and semi-skilled jobs.

All "Employee Requisitions" for production workers must be approved by the general foreman and the production manager. All requisitions for indirect hourly and salaried employees must be approved by the department manager and the controller.

Requisitions should be sent to the Personnel Department. Sufficient time for recruiting, screening, selecting, and orienting the new employees should be allowed. The time needed to fill positions varies a great deal. A minimum of two weeks should be allowed for production and indirect hourly openings.

Good organization and manpower planning are of utmost importance to assure adequate time to get the best employees.

The supervisor is responsible for making the final selection from the applicants screened by Personnel. The supervisor should make full use of the services of the Personnel Department. These services include recruiting, screening, evaluating qualifications, checking references, testing, etc.

If the supervisor desires additional information before making a selection, the Personnel Department will provide it if it is available. The Personnel representative will make a recommendation if the supervisor asks, but the supervisor is not bound by such a recommendation.



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### MOVING EXPENSES

#### POLICY

To assist with payment of moving expenses for new salaried employees or present salaried employees who are transferred at company request.

#### PROCEDURE

The Personnel Department will inform the employee or new hire of company policy. Information concerning origin, destination, and the approximate date of the move will be furnished to the Traffic Department by the Personnel Department.

Carrier contact and claim settlements are to be handled by the Traffic Department. The Traffic Department will contact at least two carriers and request moving estimates, informing the carrier of company policy. The Traffic Department will give authorization for the move to the selected carrier either by letter or by phone.

The company will pay storage costs only in unusual circumstances. Payment will be made upon the recommendation of the supervisor and the approval of the Personnel and Traffic Departments. Statements from carriers must be approved by the Traffic and Personnel Departments before payment is made.

Costs paid by the company include moving of all usual household goods which would be moved if the employee were paying the bill (list must be approved by Personnel and Traffic), as well as the following:

- Insurance coverage of \$1.25 per pound
- Connecting and disconnecting of appliances
- Packing of dishes and other breakable items, such as mirrors
- Mattress covers or boxes and wardrobes for clothing not in drawers.

Costs not paid by the company (this list is not all-inclusive):

- Moving of boats, trailers, frozen foods, pets, building materials, firewood
- Wiring and plumbing installations or additions
- Taking down and erecting TV antennas
- Hanging and cleaning of drapes
- Housecleaning and maid service
- Extra insurance on valuables, such as jewelry.
- Heavy power tools and lawn tractors require special approval.

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Employees (not new hires) who move from one area to another at company request shall be reimbursed for the following:

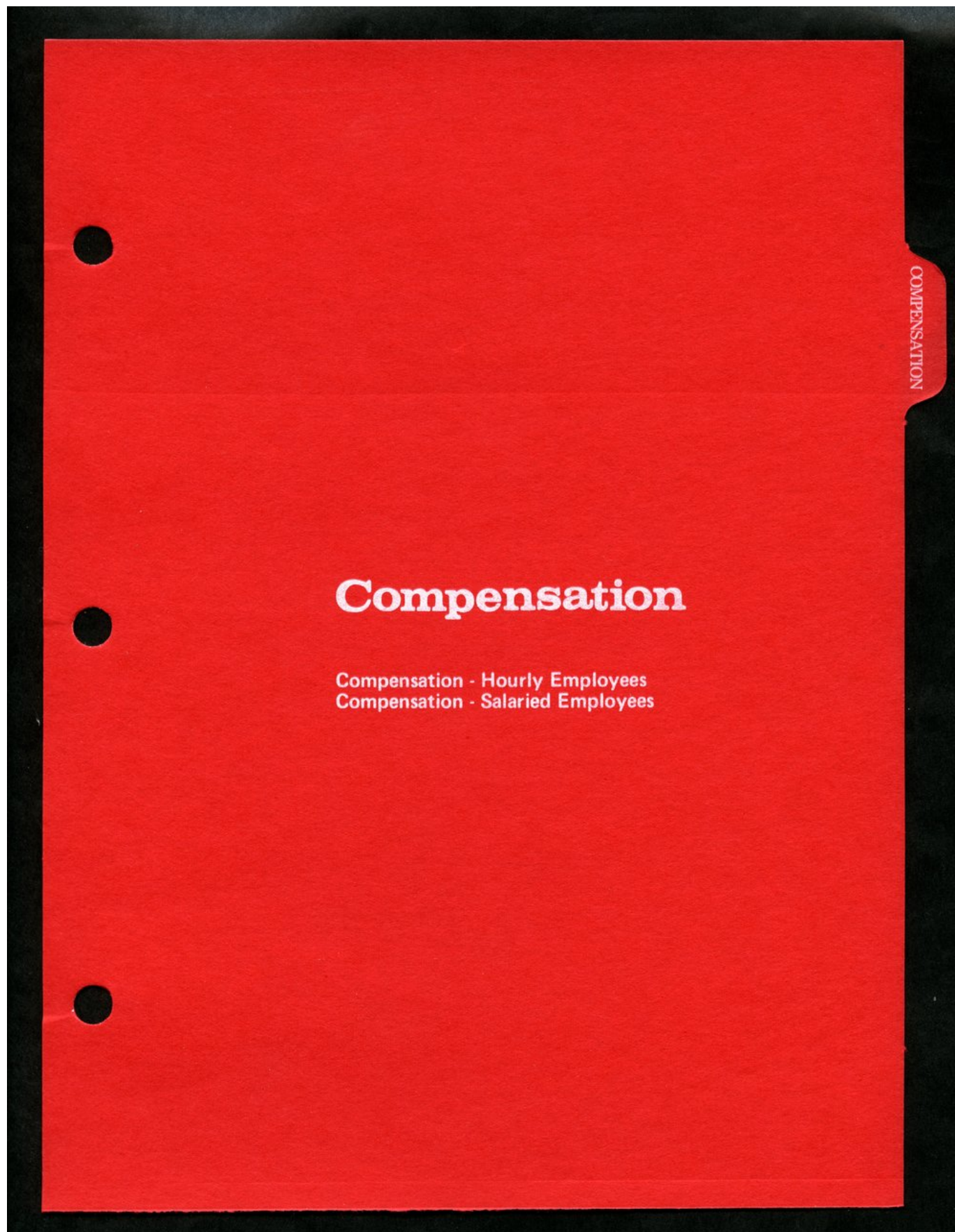
Real estate fee for sale of house, if any, plus incidental closing fees.

Closing costs on the purchase of a home at the new location, provided the employee owned a home at the previous location. Closing costs include loan fees, appraisal fees, mortgage registration, recording of the deed, and bringing the abstract up to date or title insurance.

Prepayment of taxes, insurance, and interest are not paid by the company.



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### COMPENSATION: HOURLY EMPLOYEES

#### POLICY

To pay competitive wages and other fringe benefits to Hesston employees as compared to related industries in Kansas.

#### PROCEDURE

##### WAGE INCREASES

###### Regular Increases

A new employee will automatically receive a regular increase of twenty cents (20¢) per hour at the end of the first eight weeks of employment.

Progression within the rate range is a ten cent (10¢) per hour increase every twelve weeks until the employee reaches the top rate for his classification. The notice for a regular increase will be sent to the supervisor from the Personnel Department. The supervisor must approve or withhold the increase and return the notice to Personnel. Employees who do not make satisfactory progress between regular reviews may have the regular increase withheld upon recommendation of the supervisor and approval of the department head and the Personnel Department. The reason for withholding a regular increase must be written on the notice.

###### Merit Increases

In addition to the regular increase, a supervisor may give an employee a merit increase at any time for doing outstanding work or increase his wage so it will be in line with his performance. The request for a "Change in Status" for a merit increase will be filled out by the supervisor and sent to the Personnel Department. In no case will regular or merit increases pay an employee more than the top rate of his classification.

A merit increase will become effective the beginning of the pay period after it is received in the Personnel Department. In no case may a merit increase be retroactive.

###### General Wage Increases

The general wage structure is reviewed periodically and adjustments are made to bring the rate range in line with area practices and conditions.

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### Cost of Living Increases

The Consumer Price Index is reviewed periodically and a cost of living adjustment will be made on a quarterly basis if there is sufficient movement in the Index.

## COMPENSATION: SALARIED EMPLOYEES

### POLICY

In order to attract and retain high-quality people, it is the policy of the Farm Equipment Division to pay competitive salaries, bonuses, and other fringe benefits to its employees. This applies to the areas from which employees must be recruited.

### PROCEDURE

#### ORGANIZATION RESPONSIBILITIES

Each year prior to July 1, the Personnel Department will make a study of salary rate ranges and make a recommendation on new rate ranges to the Division Staff. Rate ranges will be established and these will serve as guides to supervisors for salary administration.

Each year the Personnel Department will confer with the Controllers Department to establish an overall guide for increases. A recommendation will be made to the Division Staff and requires their approval. Such recommendations will be based on a study of industry practices, economic factors, and government regulations affecting salary adjustments at the time. This procedure is necessary to insure consistency in administration and for adequate control.

If it becomes necessary to create new positions during the year, it is the supervisor's responsibility to formulate a job description in order that the duties and level of responsibility may be adequately appraised. The rate range for the position will be established jointly by the department manager and the Personnel Department.

Any individual salary increases require supervisor, department head, and Personnel Department approval. Supervisors are not to advise employees of a salary change without prior approval as outlined in this policy.

#### RATE RANGES DEFINED

Minimum -- The minimum of the rate range is established as a guide for new employees who meet minimum requirements. Employees may be employed for a



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reasonable period of time below the minimum of the rate range on a training basis if they do not meet the minimum requirements.

**Going Rate --** The going rate is the top rate paid for satisfactory performance and is considered an above-average rate for comparable positions as defined in the above policy.

**Exceptional Performance --** In order to receive an increase above the going rate, the employee must consistently demonstrate exceptional performance and in no case shall anyone be paid more than the top rate for exceptional performance.

### PROGRESSION

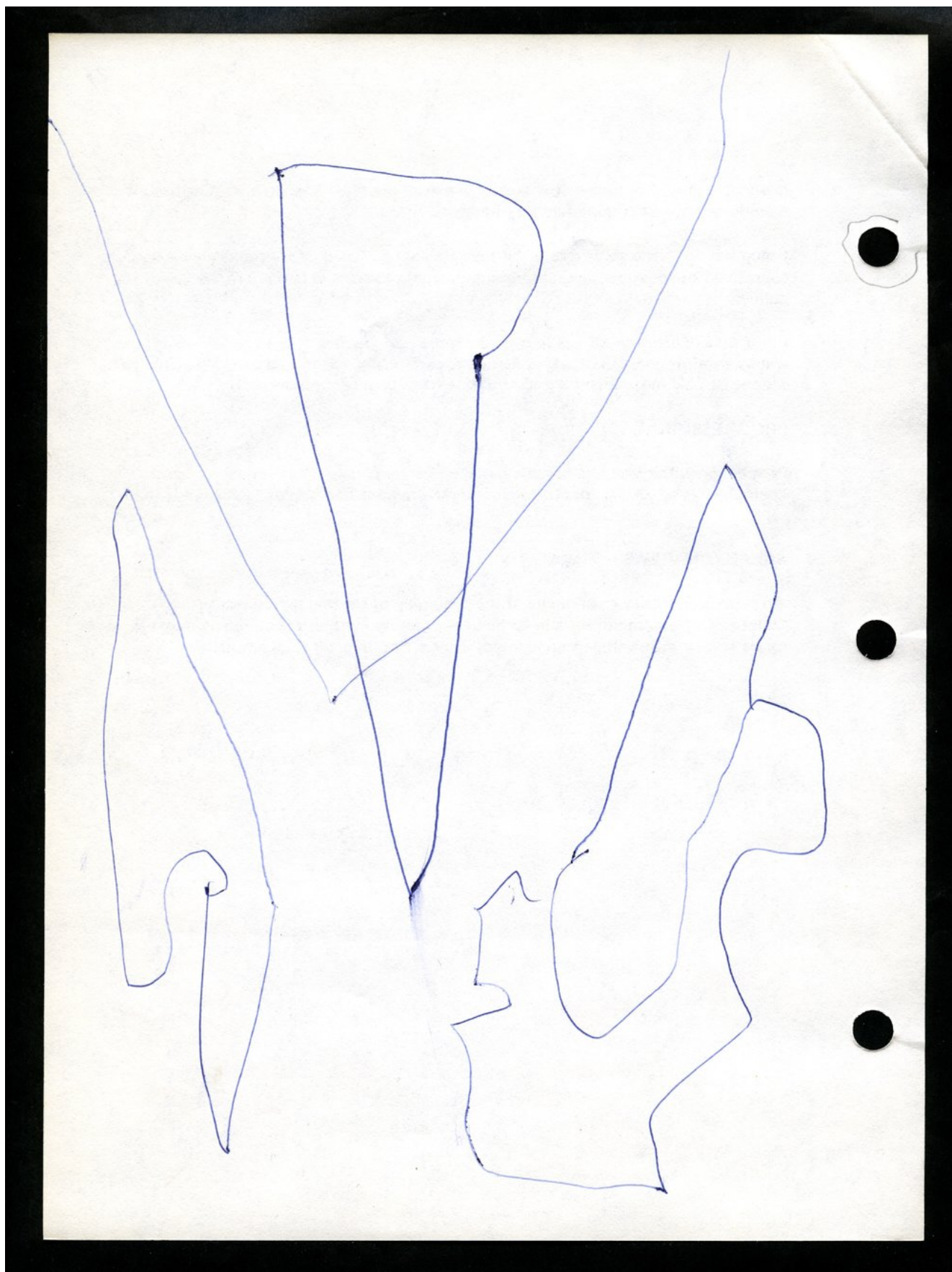
Progression within the rate range is based on performance. The "minimum" and "going" rates serve as guides for evaluating the relative position of each employee.

### SALARY REVIEWS - TIMING

All salaries are reviewed annually at the beginning of the pay period nearest to October 1. New employees and employees promoted within the company may have a salary review within three to nine months after employment or promotion.

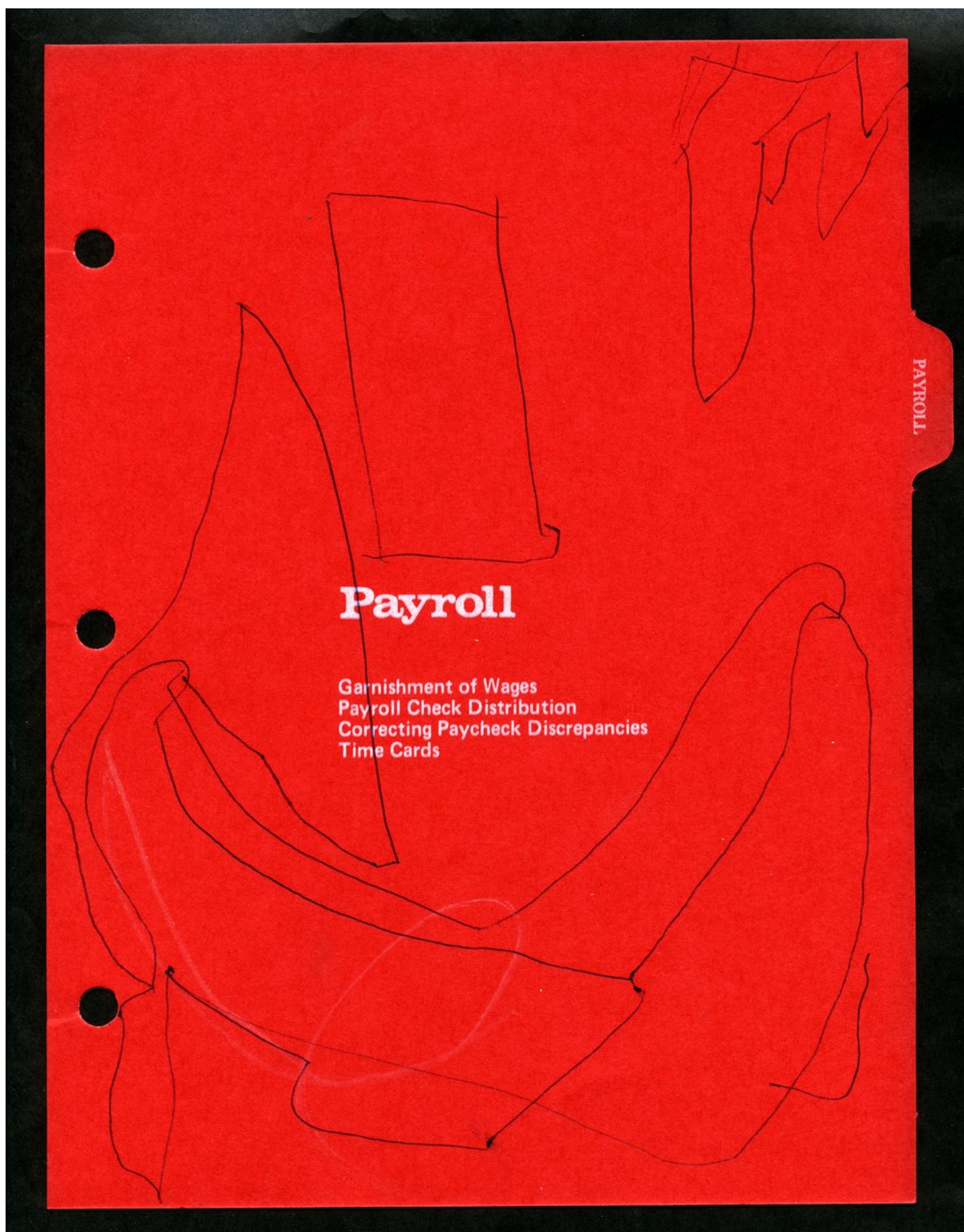


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### GARNISHMENT OF WAGES

#### POLICY

To notify an employee when a wage attachment or garnishment of the paycheck is being made. Each employee is responsible for handling his own personal financial affairs. However, an employee who receives a garnishment should be counseled for the purpose of preventing additional garnishments. The employee should be made aware of the very difficult bookkeeping burden a garnishment creates for the company.

#### PROCEDURE

A garnishment is served to the Personnel Department by a law officer.

The Personnel Department then contacts the employee and also the Payroll Department to stop the employee's paycheck.

The employee's paycheck is retained by the Payroll Department until a release by court order is received.

If the garnishment is not released, the Personnel Department must file an answer at the courthouse within a specified time and, upon receipt of a court order to pay, must send the paycheck to the court or plaintiff.