



WORKING for SHARP & FELLOWS, INC.

Where Safety is Everyone's Job

Overview:

Sharp & Fellows, Inc. is a privately-held company that has been around for nearly 150 years. Our primary business is the construction and maintenance of railroad tracks for industrial customers. We are a small, drug-free business that strives to provide its valued employees with fair compensation, good benefits and, above all, a safe working environment.

What We Provide to Employees:

In addition to wages and six paid holidays each calendar year, after 90 days of continuous employment with Sharp & Fellows, employees are eligible to participate in the employee benefits plan, which includes:

- Health insurance, including dental and vision coverage. Sharp & Fellows pays approximately 80% of the monthly insurance premium¹. Employees pay the rest through paycheck deductions.
- Matching 401(k) Retirement Plan: employees are eligible to contribute to a 401(k) retirement savings account. Sharp & Fellows will match the employee's contribution up to 4% of their gross (pre-tax) pay. That means for every \$1 an employee contributes to plan, Sharp & Fellows will contribute \$1 as well, up to the maximum of 4%. This is to help employees save for retirement. There are many rules that govern how an employee may withdraw their money from a 401(k) so we recommend a new employee consult with an income tax professional to learn more.
- Long Term Disability Insurance: Sharp & Fellows provides each employee with Long Term Disability insurance at no cost to the employee.
- Life Insurance: Sharp & Fellows provides each employee with a \$50,000 Life Insurance policy at no cost to the employee.
- Paid major holidays (7 per calendar year).
- Paid sick days (up to 5 per calendar year).
- Accrued paid-time-off (PTO or vacation days).

What We Require from Employees:

- Candidates must successfully pass pre-employment drug and alcohol screening, a physical health assessment and a background check.
- Employees must remain drug-free and submit to random drug and alcohol testing at any time. Even though recreational use of certain drugs is legal in California, Sharp & Fellows performs work that is regulated by the Federal Department of Transportation (DOT). The DOT prohibits the use of all illicit drugs and controlled substances, including marijuana and any substance that contains THC or CBD. Therefore, Sharp & Fellows' employees are subject to random drug and alcohol testing under these Federal rules.
- Understand English well enough to understand and follow instructions from supervisors and to understand Sharp & Fellows' safety initiatives.
- Have reliable transportation and get themselves to and from the work locations, which can be anywhere in Southern and Central California.
- Be able to meet the physical demands of the job.
- Provide themselves with proper work boots with safety (steel) toes.
- Commit to Sharp & Fellows safety and teamwork values: *Safety is Everyone's Job!*

¹ Sharp & Fellows' insurance contribution may vary from 65% to 80% depending on several factors.



What Employees Can Expect:

- A safety-focused work environment where the safety of our employees is Sharp & Fellows' top priority. Employees are expected to learn and understand the Company's safety programs and rules, and to abide by those rules when working. Employees always have the right (and the obligation) to bring a safety issue to the attention of their supervisor and to not perform any action that is contrary to their personal safety or the safety of others.
- Our work is physically-demanding and at Sharp & Fellows, we work together as a team. We work out-of-doors in all weather and temperature conditions. For Laborers it involves lifting and carrying heavy materials and tools, and being on their feet most of the time. For Equipment Operators it involves not only operating the machines, but also assisting the Laborers with their work whenever necessary. Even the Foremen and Lead Workers share in all tasks. However, it is very rewarding to see how your work makes an important contribution to our national economy and the creation good jobs for many people.
- A variety of working assignments: projects vary and offer employees many different and interesting experiences on the job.
- Opportunities to expand their skills and advance their careers. Laborers who are dependable and work safely and efficiently may learn to become Equipment Operators, a Lead Worker or a Foreman for the Company, assuming more responsibilities and earning more money.

When & Where We Work

- Our work is generally performed Mondays through Fridays during daylight hours. Our workday usually runs from 6:30 a.m. to 3:30 p.m. However, employees can expect occasional times when it is necessary for us to work on weekends, holidays or different times, including at night.
- Our customers are located all over Southern and Central California. Since employees must drive themselves to the job site, Sharp & Fellows provides employees with compensation (extra pay) for travel to distant work locations and, where appropriate, provides overnight accommodations and money for meal expenses.

Thank-you for your interest in working at Sharp & Fellows, Inc.!

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