



Employment Contract

Name:

Offer Date:

Expires:

Congratulations! A Cut Above (ACA) is pleased to offer you the position of Crew Leader. You will report to _____ or any other person that ACA may assign. Our shop location and your worksite is located at 45910 Old Ox Rd. Sterling, Virginia 20166 or any other place as assigned. This offer of employment is contingent upon the successful completion of various background checks and investigations that may include, but are not limited to, the validation of your application, resume, references, and criminal records. This contingency will be automatically removed upon the approval of the results and approval by ACA. The responsibilities and requirements of this position are identified in the Job Description included with this Offer Letter and are subject to change as determined by ACA.

The compensation for this position is \$ _____ per hour and will be paid semi-monthly (*10th and 25th of each month*) and on a non-exempt basis. Your position has been classified as a non-exempt position under the Fair Labor Standards Act and, as such, you will be paid for the productive hours that you work including overtime. Hours worked above forty (40) hours in any single workweek, defined by ACA as Monday through Sunday will be paid at a rate of time and a half. Time worked more than 40 hours per work week must be pre-approved by the A Cut Above corporate management team. Overtime hours assigned by ACA must be worked as a requirement of your employment.

You will be allowed 80 hours of accrued PTO (*Paid Time Off*). For crew leaders employed at ACA less than 3 years, PTO is accrued at .04 PTO hours per 1 work hour completed. For crew leaders employed at ACA 3+ years, PTO is accrued at .06 PTO hours per 1 work hour completed. PTO does rollover annually, but is capped at 80 hours at any given time. Please provide at least 2 weeks notice for requests longer than 3 days and at least 1 weeks notice for requests less than 3 days. You can enter your request for PTO through our HRIS (*GUSTO*). More info about our PTO and other policies can be found in our [Employee Manual](#).

Full-time Hereemployees are encouraged to take advantage of our Health Reimbursement Arrangement (*QSEHRA*). You may be eligible to be reimbursed up to \$300 per month for individuals and \$600 per month for families. Any insurance plan that



It's not just a name, it's how we do business

meets the Affordable Care Act requirement for having health coverage is eligible to be reimbursed per the terms of our QSEHRA. More info about our QSEHRA and other employment policies can be found in our [Employee Manual](#).

Currently, A Cut Above offices will be closed annually from Christmas Eve through New Years Day each year and may change as ACA deems necessary. All employees will have unpaid time off during this period.

Please indicate your acceptance of this employment offer and the associated terms and conditions, by providing your signature and date in the space provided below. ACA is an "at-will" employer, which means that either you or ACA may terminate the employment relationship at any time and for any reason or no reason. Nothing contained in this offer or by any oral or written statement made by ACA or any of its principals and agents shall be construed to alter your status as an "at-will" employee.

Once again, congratulations, and welcome to ACA! We are very excited to have you join our team and we trust that your knowledge, experience, and professionalism will greatly contribute to the overall success of the company.

Sincerely,
A CUT ABOVE, LLC

A handwritten signature in black ink, appearing to read "Ch-K".

Chris Korfonta
Chief Operating Officer

Acceptance of Offer

Signature

Date

Print Employee Name