

BIG BLUE NEWS

HR

CHANGES IN 2022 HANDBOOK

Our new Employee Handbook was posted and effective January 1, 2022! There are two ways all employees can view this anywhere you have internet access- in the Files tab in BambooHR or the Documents tab in GreenShades. New exciting changes include a new PTO scale and benefits availability for new hires the 1st of the month following 30 days of employment.

COMPANY CORE VALUES

Magnum's new core values align with the acronym SHINE: **Safety, Honesty, Innovation, Nimble, and Essential.**

MISSION STATEMENT

"To provide efficient, innovative supply chain network solutions, while maintaining consistent growth, profit, and an employee-focused culture."

NEW PTO SCALE

Non-Exempt/Hourly Employees: Bi-Weekly			
Years of Service	Bi-Weekly Accrual (Hours)	Annual Accrual (Hours)	Annual Accrual (Days)
0 through 36 Months (3 years)	3.69	96	12
37 months (3 years) through 60 months (5 years)	4.62	120	15
61 Months (5 years) through 108 Months (9 years)	5.54	144	18
109 Months or more (9 yrs +)	6.77	176	22

Exempt/Salaried Employees: Bi-Weekly			
Years of Service	Bi-Weekly Accrual (Hours)	Annual Accrual (Hours)	Annual Accrual (Days)
0 through 36 Months (3 years)	4.62	120	15
37 months (3 years) through 60 months (5 years)	5.54	144	18
61 Months (5 years) through 108 Months (9 years)	6.46	168	21
109 Months or more (9 yrs +)	7.38	192	24

OTR Employees: Bi-Weekly (Eligible for use after 12 months of employment)			
Years of Service	Bi-Weekly Accrual (Hours)	Annual Accrual (Hours)	Annual Accrual (Days)
0 through 12 Months	2.15	56	7
12 Months through 36 Months	3.08	80	10
37 months through 60 months	4.31	112	14
61 Months or more	5.23	136	17

OTR Employees: Weekly (Eligible for use after 12 months of employment)			
Years of Service	Bi-Weekly Accrual (Hours)	Annual Accrual (Hours)	Annual Accrual (Days)
0 through 12 Months	1.08	56	7
12 Months through 36 Months	1.54	80	10
37 months through 60 months	2.15	112	14
61 Months or more	2.62	136	17

MEET DIANE, NEW HR DIRECTOR

Meet Diane Jones, Magnum's new Human Resources Director! Diane brings over 20 years of service in Human Resources to Magnum, with experience in Healthcare, Software Development, Consumer Products, and Telecommunications. She is a certified Human Resources professional who has worked with employees and all levels of management to help people be their best at work. Outside of work, Diane is known as 'Mom' to four adult children. She enjoys reading, crocheting, going to dinner with her husband and chatting with her friends. Diane is extremely excited to see what 2022 brings for Magnum. Welcome to the team, Diane! We're excited to have you!



HR BUSINESS PARTNERS

We have moved to a Business Partner Structure to have an HR representative partnered with different divisions of Magnum. This person will be your main contact for any day-to-day questions:



LTL
Lisa Jagerson



OTR/DED
Jessica Blomquist



WAREHOUSE, LOGISTICS, SHOP & CORPORATE
Jennifer Moran



BENEFITS
Tara Veit

SOCIAL MEDIA POLICY

Magnum encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others.

ON-DUTY USE OF SOCIAL MEDIA: Employees may engage in social media activity during work provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission.

RESPECT: Demonstrate respect for the dignity of the company, its owners, customers, vendors, and employees. Employees must not engage in harassing or discriminatory behavior that targets employees or individuals.

POST DISCLAIMERS: A person who identifies themselves as a company employee on a social media platform, must include a disclaimer on their profile page. "The views expressed on this website/blog are mine alone and do not reflect the views of my employer."

For more information, see page 41-42 of the 2022 Employee Handbook.



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