

Welcome To Southwind

Updated October 2023

Welcoming Packet Outline.

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Introduction.

Dear new teammates,

We are thrilled to extend a warm welcome to you as we embark on this exciting journey together! With great enthusiasm, we welcome you to our organization as part of the recent acquisition.

Southwind is a leading home services company that specializes in providing homeowners with high-quality, reliable, and efficient services. We pride ourselves on our commitment to excellence, and we strive to exceed our customers' expectations every day.

This acquisition marks a significant milestone for both companies, bringing together a wealth of experience, expertise, and diverse perspectives. As we join forces, we are committed to creating a stronger, more dynamic organization that is poised for even greater success.

We understand that transitions can be both exciting and challenging, and we are here to support you every step of the way. Our team is ready to assist you with any questions you may have and provide the necessary resources to ensure a smooth integration process.

We look forward to getting to know you and collaborating with you to achieve our shared goals. Your contributions will play a vital role in shaping our shared success and the future of our organization.

Welcome aboard! We are excited to have you as part of our team and look forward to a prosperous and fulfilling journey together.

Best regards,



Josh Herron
CEO



Tyler Staszak
CFO

Our Vision Statement.

At Southwind, we believe that anything is possible. We cultivate leaders in an exceptional way, changing the lives of our team and our customers. We believe by investing in people, we **can change the world.**

Our Core Pillars.



[Click here to watch CEO Josh Herron's breakdown of our core pillars.](#)

Integrity

Doing what you say you're going to do and choosing the right thing, not the easy thing. Having integrity will carry you far in life because people will be able to count on you and trust you.

Be Exceptional

Doing your best, no matter the situation. We aim to go above and beyond to exceed our customers and teammates expectations. In everything we do, we try to be the most exceptional at it.

People Development

Learning new skills to become a better person, every single day. A major focus of ours is to help you become what and who you want to be, both inside and outside of work.

Alignment

Being on the same page of what is most important. In order to achieve success in any capacity, you have to be aligned with your team. We focus on always striving for full alignment before pressing forward in whatever we are doing.





Contact Information

Contact Information

HR General Inquiries

 hr@wearesouthwind.com

 (913) 273-0986

 (913) 354-5499

 9851 Widmer Rd
Lenexa, KS 66215

General Manager:

Director of Operations:

Area Director:

Business Coach:

HR Business Partner:

Recruiter:



Compensation

Compensation

Key Website: <https://hcm.paycor.com/authentication/signin>

Paycor

Formal Business Name:

FEIN:

Pay Schedule

- Bi-Weekly
 - Monday-Sunday
 - Check Dates on Fridays
- Base Hourly Wage:
- Profit Share: Percent of the revenue per job (what they put on the truck) that the business obtains. The percentage varies based on certification level (job title). Max out at 4%.
- Tips: Cash goes home with you daily, credit card tips are put on your checks.

Pay Schedule Transition

- Last Check Date with Previous Employer:
 - Dates Included:
- First Check Date with (business name):
 - Dates Included:



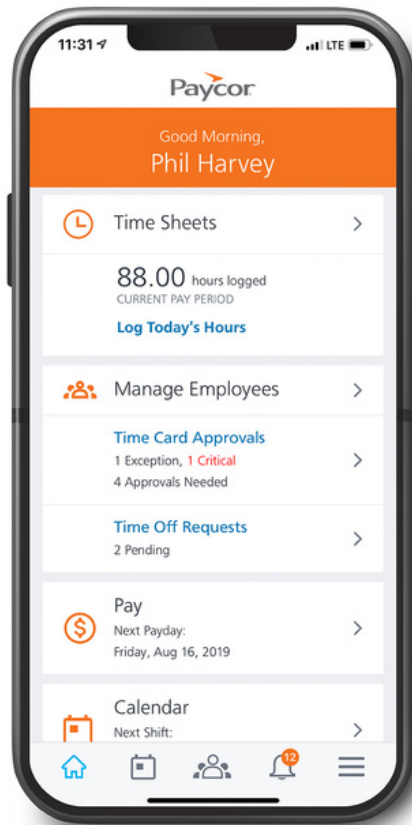
- Username:
- Password:



Download the Paycor app on iPhone or Android!



Compensation Continued



Paycor Capabilities

- Initial Onboarding
- Handbook + Policy Review
- Review Check Stubs
- Update Tax Information
- Review Yearly W2s
- See available sick pay / PTO balance

Direct Deposit

- Strive to be a fully paperless payroll
- Multiple direct deposit options
- You can contribute a specific percent or dollar amount into specific accounts
- Pay Card options, provided by Southwind or can utilize prior pay cards
- No direct deposit, no problem! We can provide a pay card option which functions similar to a debit card
- How to make changes?
- You can ask your General Manager for the Direct Deposit Change Form or it can be accessed by [clicking here!](#)



PTO & Leave

PTO

We acknowledge prior year(s) of service from the current company.

- Available for regular full-time non-exempt employees.
- PTO does not accrue during the first six (5) months of employment.
- PTO accrual will roll over to the next will but will never exceed the maximum hours.
- Accrued on all hours worked
- Accrual follows below:

Employee's Continuous Length of Service	Factor	Minimum	Maximum Hours Cap
0-5 months	0	0	0 hours
After 6 Months	.016	16	16 hours
1 year	.020	24	40 hours
2 years	.039	40	80 hours
3-5 years	.058	80	120 hours
5 or more years	.058	120	120 Hours

Hours worked x Factor = Accrual PTO

Where Do I see my balance?

- Paycor App or Paycor Online
- Bottom of your check stubs

How to Request PTO?

- Request in advance via Southwind App, notify your GM
- GM will email payroll
- PTO must be used in 4 hours increments
- Payment of PTO upon separation of employment is not available unless specified within state law



PTO Continued

Family Leave (Maternity / Paternity)

- Prior year(s) of service is recognized*
- Must be employed for at least 1 year of continuous service
- 40 hours
- FMLA paperwork required before payment
- Request through hr@wearesouthwind.com

Sick Pay

- Sick Pay is only offered in states that require it by law.
- We follow all state and federal guidelines on the accrual of sick leave
- Sick Leave is requested through the Southwind App and approved by your supervisor or General Manager



Benefits

Benefits

Key Website: <https://www.employeenavigator.com/benefits/account/login>

Employee Navigator: Home Landing for Benefit Enrollment

Bukaty: Insurance Brokerage

Medical: Aetna

Supplemental: Guardian

FEIN Number:

Benefit Transition

- Current Benefits End:
- Southwind Benefit Enrollment:
- Southwind Benefits Begin:

Enrollment Periods

- Acquisition: The transition of ownership, resembling new hire enrollment
- New Hire: The first month after a 60 day waiting period
- Open Enrollment: Q4- election review and selection for the following year

FAQs

- Can I enroll in benefits outside of the enrollment period?
 - Life Events
 - Loss of Coverage
 - Marriage / Divorce
 - Birth of a child / adoption
- Can I drop my insurance if I can no longer afford it?
 - Life Events
 - Severe reduction in hours
 - Prior coverage
 - Marriage
 - Spouse Open Enrollment

[CLICK HERE FOR THE BENEFIT PAMPHLET & PRICNG GUIDE!](#)



401k

401k

Key Website: <https://my.vanguardplan.com>

Vanguard

Requirements

- 18 years old
- 12 months of continual service
- Prior service recognized
- 1000 hours of service
- Full Time Teammate

Company Match

- Southwind matches up to 4% match with a teammate deferral of at least 5%
- Total savings = 9%
- Seven year vesting period



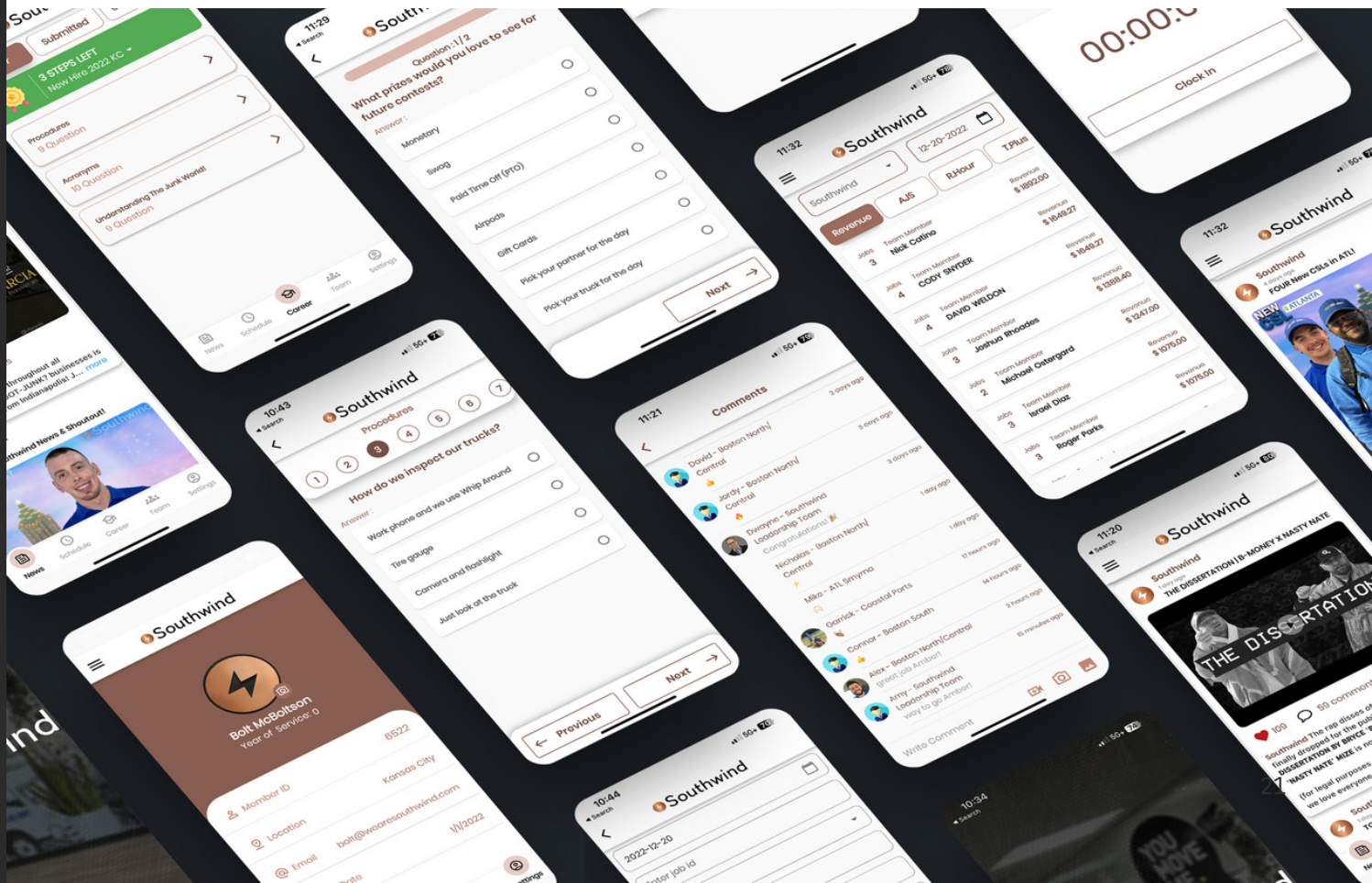
Southwind App

Southwind App

- Utilized for teammate engagement across all brands
- Clock in and out
- View schedule
- Request time off
- Training and Development
- Resource Library



Download the Southwind App on iPhone or Android!



FAQs

FAQs

FAQ's coming soon!

If you have any immediate questions, [please email HR here.](#)



