



---

770 CR 4380 DECATUR, TX 76234 + 817 999 8321 + ADMIN@WISECOES.COM

## **Operating Guidelines**

All work performed is considered sub-contracted. You are an independent contractor for WiseCo Electric Services LLC, not an employee. You will be paid as an independent contractor for WiseCo Electric Services LLC in the form of commissions for hours worked. You are responsible for accounting for your own expenses and taxes. You will receive a 1099 at the end of the year for your total earnings amount.

### **General Requirements**

To work for WiseCo you must submit a Form W9 with your tax ID and current address on it. Unless specially approved you are required to be 18 years old or older and a US citizen. As a WiseCo representative you are always expected to follow safety protocol and training protocol. For details on safety and other training guidelines please visit the member section at [www.wiseco.es.com](http://www.wiseco.es.com). All individuals are required to wear the appropriate attire (hard hat, vest, safety glasses, id, appropriate shoes). When working as an individual DE you are required to have a smart phone or other device capable of taking pictures and receiving and sending emails while onsite. While working in a DE team either you or your partner will be required to have a smart phone or other device capable taking pictures and receiving and sending emails while onsite.

### **Field Coordination**

You will have a field coordinator and a team lead on every job you are asked to work. If you ever feel your safety is at risk or are unsure of your surroundings, stop what you are doing and contact your field coordinator or team lead. Your field coordinator and team leads are there to help you complete your work effectively, efficiently and safely.

### **On Site Requirements**

When you are working in the field it is imperative that you do not touch or handle any power lines or related materials. You are required to get owner's permission before entering any private property. All individuals are required to wear the appropriate attire (hard hat, vest, safety glasses, ids, suitable shoes). When working as an individual DE you are required to have a smart phone or other device capable of taking pictures and receiving and sending emails while onsite. While working in a DE team either you or your partner will be required to have a smart phone or other device capable taking pictures and receiving and sending emails while onsite. This is not a comprehensive list of all On Site Requirements.

## **Communication**

Proper communication is extremely important in our line of work. Contractors are expected to respond in a timely manner to all texts and calls during working hours. Time is of the essence. You are expected to respond to all communications involving call out and login requirements as well as releases. Most communication is done through text due to the large number of people engaged and the quick time frames to which we are held.

## **Meal Allotments**

Meal allotments will be paid after 8 hours of consecutive work. Meal allotment amount is \$15 per meal per individual.

## **Hotel Allotments**

Hotels will be paid for out-of-town work over eight hours. Out of town work will be considered if it is more than 250 miles from Decatur, TX or more than 250 miles from your residence.

## **Time Sheets**

All time sheets are required to be in to WiseCo administration within 24 hours of working. Hours, mileage, position (DE, Driver, Wire Guards), team member (if applicable), and location worked must be indicated on your time sheet to be paid correctly.

## **Hours**

### *Job Start Time*

In general, your paid hours will start when you are engaged and leave your location to stage. Because of the nature of our business, you are on call. When a storm event occurs, you may be called and asked to be present as early as possible, other times we may have notice. The job start time is greatly dependent on the company with whom WiseCo Electric Services is contracted. If we have worked a shift with the contractor and they ask us to be back the next day or later in the day at a specific time, you will be paid for the travel time to location in advance of job start time.

### *Job End Time*

Like job start times job end times will be variable and somewhat unpredictable. As soon as WiseCo Electric Services is notified we are no longer needed or the job is complete, we will contact you via text, email, or phone to notify you.

## **Pay Rate and Position**

When you are called out, you will be told in advance by WiseCo what position in which you will be working. In certain cases, you may be splitting time between Driver and Damage Evaluator as well as Wire Down Guard (as needed). In these split time cases, you will need to indicate on your time sheet what capacity you worked in and hours at that position to get paid accordingly. If there is any question on your time sheet you may be contacted by WiseCo. If we are unable to reach you to verify times and positions you will be paid at the lowest applicable rate. To avoid payment delays or errors please respond in a timely manner.