

The history of equal employment opportunity law employment essay

[Law](#)



**ASSIGN
BUSTER**

INTRODUCTORY STATEMENTThis handbook is designed to acquaint you with KC Computer Brokers and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by KC Computer Brokers to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy. As KC Computer Brokers continues to grow, the need may arise and KC Computer Brokers reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or KC Computer Brokers to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

CUSTOMER RELATIONSCustomers are among our KC Computer Brokers' most valuable assets. Every employee represents KC Computer Brokers to our customers and the public. The way we do our jobs presents an image of our entire KC Computer Brokers company. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

NATURE OF EMPLOYMENTEffective Date: 01/01/2013

RevisionEmployment with KC Computer Brokers is voluntarily entered into,

and the employee is free to resign at will at any time, with or without cause. Similarly, KC Computer Brokers may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between KC Computer Brokers and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at KC Computer Brokers' sole discretion. These provisions supersede all existing employee policies and practices. EQUAL EMPLOYMENT OPPORTUNITY Effective Date: 01/01/2013 Revision Date: In order to provide equal employment and advancement opportunities to all individuals, employment decisions at KC Computer Brokers will be based on merit, qualifications, and abilities. KC Computer Brokers does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. KC Computer Brokers will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to KC Computer Brokers. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources. Employees can raise concerns and make reports without

fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. BUSINESS, ETHICS AND CONDUCT Effective Date: 01/01/2013 Revision Date: Business

The successful business operation and reputation of KC Computer Brokers is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of KC Computer Brokers is dependent upon our customers trust and we are dedicated to preserving that trust. Employees owe a duty to KC Computer Brokers, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public. KC Computer Brokers will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and if necessary with the Operations Manager or CEO for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every KC Computer Brokers employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of

employment. IMMIGRATION LAW COMPLIANCE Effective Date: 01/01/2013

Revision Date: KC Computer Brokers is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to starting work.

Former employees who are rehired must also complete the form if they have not completed an I-9 with KC Computer Brokers within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. OUTSIDE EMPLOYMENT Effective Date: 01/01/2013 Revision Date:

Employees may hold outside jobs as long as they meet the performance standards of their job with KC Computer Brokers. All employees will be judged by the same performance standards and will be subject to KC Computer Brokers' scheduling demands, regardless of any existing outside work requirements. If KC Computer Brokers determines that an employee's outside work interferes with performance or the ability to meet the requirements of KC Computer Brokers as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with KC Computer Brokers. Outside employment that constitutes a conflict of interest is prohibited. Employees may not

receive any income or material gain from individuals outside KC Computer Brokers for materials produced or services rendered while performing their jobs. (See also Policy 712) Non-Disclosure/Confidentiality Effective Date: 01/01/2013 Revision Date: NON- DISCLOSURE The protection of confidential business information and trade secrets is vital to the interests and the success of KC Computer Brokers. Such confidential information includes, but is not limited to, the following examples: ♦ compensation data ♦ computer processes ♦ computer programs and codes ♦ customer lists ♦ pricing Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. CONFIDENTIALITY Many of the relationships in the facility are strictly confidential and employees are required to exercise the utmost discretion in their conversation and communication concerning customers. They are asked to avoid loose reference to any of the facilities' affairs. Employees should refer any request received for information from the press, radio or television to the supervisor who will notify the Administrator. Employees will not voluntarily disclose information received or acknowledged regarding customers except to persons authorized to receive such information. Contract record releases will be processed only by authorized staff who have been trained in the proper procedures for release. All employees are responsible for being thoroughly acquainted with the facilities confidentiality policies and the regulations and will sign a written acknowledgement of such knowledge. Your salary and merit increases are considered to be a private matter between the employee

and management. Any discussion concerning your specific salary with other employees is considered a breach of confidentiality. Any breach of confidentiality is considered a reason for termination. WORKFORCE CONFIDENTIALITY AGREEMENTI understand that KC Computer Brokers has a legal and ethical responsibility to maintain customer privacy, including obligations to protect the confidentiality of customer information and to safeguard the privacy of customer information. In addition, I understand that during the course of my employment/assignment/affiliation with KC Computer Brokers, I may see or hear confidential information such as financial data and operational information pertaining to the practice what KC Computer Brokers is obligated to maintain as confidential. As a condition of my employment/assignment/affiliation with KC Computer Brokers, I understand that I must sign and comply with this agreement. By signing this document, I understand and agree that: I will disclose Customer Information and/or Confidential Information only if such disclosure complies with KC Computer Brokers policies, and is required for the performance of my job. My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems and other equipment are to be kept confidential at all times. I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification. I will not discuss any information pertaining to the company in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the lunchroom, on public transportation, at restaurants, and at social events). I understand that

it is not acceptable to discuss any company information in public areas even if specifics such as a customer's name are not used. I will not make inquiries about any company information for any individual or party who does not have proper authorization to access such information. I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or purging of Customer Information or Confidential Information. Such unauthorized transmissions include, but are not limited to removing and/or transferring Customer Information or Confidential Information from KC Computer Brokers' computer system to unauthorized locations (for instance, home). Upon termination of my employment/assignment/affiliation with KC Computer Brokers, I will immediately return all property (e. g. keys, documents, ID badges, etc.) to KC Computer Brokers. I agree that my obligations under this agreement regarding Customer Information will continue after termination of my employment/assignment/affiliation with KC Computer Brokers. Pg 10

DISABILITY ACCOMODATION Effective Date: 01/01/2013 Revision Date: KC Computer Brokers is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based

on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis. KC Computer Brokers is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. KC Computer Brokers will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. KC Computer Brokers is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws. Because of special provisions of the law, it is necessary that an employee who has a physical or mental impairment report this impairment to the employer at the time of employment or immediately after the handicap is incurred. Pg 11JOB POSTING, TRANSFERS AND EMPLOYEE REFERRALSEffective Date: 01/01/2013 Revision Date: KC Computer Brokers provides an opportunity to indicate their interest in open positions and advance within KC Computer Brokers according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although KC Computer Brokers, reserves its discretionary right to not post a particular opening. Job openings will be posted by e-mail, on the company bulletin board, or both... and normally remain open for five days. Each job posting notice will include the dates of

the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications or for which they show above average potential. To apply for an open position, employees should submit a written request for transfer to the Human Resources Director listing job-related skills and accomplishments. It should also describe how their current experience with KC Computer Brokers and prior work experience and/or education qualifies them for the position. Upon receipt of an employee's request for transfer, the HR Director along with the Manager/Supervisor having the job opening, will verify the employee's qualifications, attendance and disciplinary record. The employee will then be considered along with all other applicants for the position. The final hiring decision rests with the appropriate Supervisor/Manager, the HR Director, and the Administrative Director. It is their responsibility to review all applications for transfer/promotion. Only when employees are substantially equally qualified in the selection criteria will seniority within the company be considered in the selection process. The Administrative Director has final responsibility for insuring that employees receive fair and equitable treatment and that the provisions outlined herein are applied uniformly and consistently. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be

known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of KC Computer Brokers. Pg 12

JOB POSTING, TRANSFERS AND EMPLOYEE REFERRALS- cont. Effective Date: 01/01/2013 Revision Date: KC Computer Brokers also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the company, and not make commitments or oral promises of employment. An employee should submit the referral's resume and/or completed application form to the Human Resources Director for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

LENGTH OF SERVICE Effective Date: 01/01/2013 Revision Date: Length of service (first within the department, and then within the company) will be the determining factor in awarding promotions providing all other selection criteria is substantially equal. Should a reduction in force in any area of job category become necessary, it shall be based on length of service, within the newest employees being laid off first, again provided ability and performance are substantially equal.

EMPLOYMENT CATEGORIES Effective Date: 01/01/2013 Revision Date: It is the intent of KC Computer Brokers to clarify the definition of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and KC Computer Brokers. Each employee is

designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour notification by KC Computer Brokers' management. In addition to the above categories, each employee will belong to one other employment category: REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work KC Computer Brokers' full-time 40/hr/wk schedule. Generally, they are eligible for KC Computer Brokers' benefit package, subject to the terms, conditions, and limitations of each benefit program. REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week. Regular part-time employees are eligible for some benefits sponsored by KC Computer Brokers, subject to the terms, conditions, and limitations of each benefit program. PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of KC Computer Brokers' other benefit programs. INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with KC Computer Brokers is appropriate. This period is normally 90 days. TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the

work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way EMPLOYMENT CATEGORIES... cont. imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers compensation insurance and Social Security), they are ineligible for all KC Computer Brokers' other benefits programs. ACCESS TO PERSONAL FILE Effective Date: 01/01/2013 Revision Date: KC Computer Brokers maintains a personal file on each employee. The personal file includes such information as the employees job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of KC Computer Brokers, and access to the information they contain is restricted. Generally, only supervisors and management personnel of KC Computer Brokers who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact Human Resources Director. With reasonable advance notice, employees may review their own personnel files in KC Computer Brokers' offices and in the presence of an individual appointed by KC Computer Brokers to maintain the files. EMPLOYMENT REFERENCE CHECK Effective Date: 01/01/2013 Revision Date: To ensure that individuals who join KC Computer Brokers are well qualified and have a strong potential to be productive and successful, it is the policy of KC Computer Brokers to have the option to check the employment references of all applicants. The Personnel Department may respond in writing or by phone

inquiry to those reference check inquiries on prior employees. Responses to such inquiries will be limited to factual information that can be substantiated by KC Computer Brokers records. PERSONNEL DATA CHANGES Effective Date: 01/01/2013 Revision Date: It is the responsibility of each employee to promptly notify KC Computer Brokers of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department. All professionally registered or licensed personnel are required to keep their licensures or registrations current. Failure to do so may result in termination or reduction in functional responsibility and salary. A copy of the current license with certificate numbers must be placed in the employees personnel file when employed and upon each renewal. The Human Resource Department is responsible for maintaining the personnel files when an employee is hired and upon each renew of their licensure. The employee must provide the HR Department with the original of the license or registration for review and duplicating. It is the responsibility of the employee to advise the HR department of license status changes on a timely basis in order to ensure proper documentation and compensation. INTRODUCTORY PERIOD The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. KC Computer Brokers uses this period to evaluate employee capabilities, work habits, and overall performance.

Either the employee or KC Computer Brokers may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If KC Computer Brokers determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the regular employment classification. EMPLOYMENT APPLICATIONSEffective Date: 01/01/2013

Revision Date: KC Computer Brokers relies upon the accuracy of information contained in the employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. PERFORMANCE EVALUATIONEffective Date: 01/01/2013

Revision Date: Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are scheduled approximately every 12 months, coinciding generally with the

anniversary of the employee's original date of hire. Merit-based pay adjustments are awarded by KC Computer Brokers in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Several key factors indicative of job proficiency have been identified for use as guidelines in determining eligibility for pay increases. These factors, which taken into consideration all major aspects of an employee's job performance include: attendance, punctuality, length of service, compliance with policies and procedures, job knowledge, and actual job performance. Employees may be eligible for a pay increase upon reaching their anniversary date until the maximum range of the jobs pay classification had been reached. Any salary adjustments are at the sole discretion of management, taking the employees evaluation into consideration.

JOB DESCRIPTION
Effective Date: 01/01/2013
Revision Date: KC Computer Brokers makes every effort to create and maintain accurate job descriptions for all positions within KC Computer Brokers. Each description includes a job information section, a job summary section (giving a general overview of the jobs purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section. KC Computer Brokers maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and

establishing a basis for making reasonable accommodations for individuals with disabilities. The Department or Operations Manager, along with the Director of Human Resources, prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the positions duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your Department or Operations Manager if you have any questions or concerns about your job description.

SALARY ADMINISTRATION Effective Date: 01/01/2013 Revision Date: The salary administration program at KC Computer Brokers was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, KC Computer Brokers is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area. Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. KC Computer Brokers periodically reviews its salary

administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of KC Computer Brokers and based on each employee's individual contributions to KC Computer Brokers. Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Director is also available to answer specific questions about the salary administration program. Your salary and merit increases are considered to be a private matter between the employee and management. Any discussion concerning your specific salary with other employees is considered to be a breach of confidentiality.

EMPLOYEE BENEFITSEffective Date: 01/01/2013 Revision Date: Eligible employees at KC Computer Brokers are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook. The following benefit programs are available to eligible employees:

- *Bereavement Leave*
- *Family Leave*
- *Health Insurance*
- *Holidays*
- *Jury Duty Leave*
- *Licensure Assistance*
- *Personal Leave*
- *Personal Time Off (PTO)

Some benefit programs require contributions from the employee, but some are fully paid by KC Computer Brokers. PAID

TIME OFF (PTO) BENEFITSEffective Date: 01/01/2013 Revision Date: PTO is available to eligible employees to provide opportunities for rest, relaxation, sick time and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use paid time off as described in this policy:

- *Regular full-time employees (scheduled to work 40 hours/week)
- *Regular part-time employees (scheduled to work 30-39 hours/week)

The amount of PTO employees receive each year increases with the length of their employment as shown in the following schedule.

- *After 90 days of eligible service the employee is entitled to 40 PTO hours.
- *After 1 year of eligible service the employee is entitled to 120 PTO hours each year.
- *After 3 years of eligible service the employee is entitled to 140 PTO hours each year.
- *After 5 years of eligible service the employee is entitled to 160 PTO hours each year.
- *After 7 years of eligible service the employee is entitled to 180 PTO hours each year.
- *After 10 years of eligible service the employee is entitled to 200 PTO hours each year.

The length of eligible service is calculated on the basis of a benefit year. This is the 12-month period that begins when the employee starts to earn PTO time. An employee's benefit year may be pro-rated for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule. PTO cannot be used from future accruals without PRIOR approval from Management. PTO can be used in minimum increments of two hours. To take PTO employees should request advance approval from their supervisors (see guideline to schedule PTO).

Requests will be reviewed based on a number of factors, including business needs and staffing requirements. PTO is paid at the employee's base rate at the time PTO is used. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. PAID TIME OFF Cont. Effective Date: 01/01/2013 Revision Date: At the end of the year the employee can roll over up to 40 hours of remaining PTO. If the employee chooses to do this a request must be submitted to the Human Resources Administrator by no later than December 15th. If an employee fails to provide two week's notice, or is terminated for cause, all PTO will be forfeited and not paid out upon termination. Upon termination of employment, employees will be paid for unused PTO that has been earned through the last anniversary date if appropriate notice has been given (See Policy 708- Resignation) not to exceed the following maximums: 91 days to 11 months 20 hr max 1-2 years 60 hr max 3-4 years 70 hr max 5-9 years 80 hr max 10+ years 110 hr max