



NOTICE TO NEW CALIFORNIA EMPLOYEES

TAP Worldwide, LLC • 400 W Artesia Bl • Compton, CA 90220 • 310-900-5500

dba: Transamerican Auto Parts • Transamerican Wholesale • Pro Comp Wheels • Pro Comp Tires • 4 Wheel Parts • 4 Wheel Parts Performance Center • Dealer Services International • Smittybilt • 4 Wheel Drive Hardware • United Web Sales • Off-Road Adventures Magazine • Performance 4 Trucks • Rubicon • G2 • Trailmaster • LRG • TAP Manufacturing Group

INSTRUCTIONS

Effective January 1, 2012, California Labor Code section 2810.5(a) requires that the following information be provided to each employee at the time of hire.

Hiring Manager/Supervisor: Complete all sections of this form, and sign and date where indicated. If the employee will be eligible for a bonus, attach a copy of the bonus plan. Give the completed form to your new employee on the first day of work. The new employee should sign and date, where indicated. Make a copy of the signed form, and send/fax it to HR. Give the original, signed document to the new employee (along with a copy of the bonus plan, if applicable).

EMPLOYEE

Employee Name: _____ Store #: _____ Hire Date: ____/____/____

WAGE INFORMATION

Rate of Pay: \$ _____ hourly biweekly

Overtime Rate of Pay: \$ _____ hourly biweekly

NOTE: If this job is bonus-eligible, attach a copy of the bonus plan.

- Employment agreement is verbal
- Regular Pay Days are every other Friday (Biweekly)

WORKERS' COMPENSATION INSURANCE INFORMATION

Insurance Carrier's Name: Federal Insurance Co
 Address: 15 Mountain View Rd
 City, State, Zip: Warren, NJ 07059
 Telephone Number: (909) 903-2000
 Policy Number: 71720336

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 - requesting or using accrued sick days;
 - attempting to exercise the right to use accrued paid sick days;
 - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 - cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The employee identified on this notice accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

ACKNOWLEDGMENT OF RECEIPT

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

(SIGNATURE of Employer representative)

(SIGNATURE of Employee)

(Date)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.