



MYRIAD DELIVERY ASSOCIATE PERFORMANCE and BEHAVIOR EXPECTATIONS

The below statements describe the general nature and level of work being performed within this classification. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job.

Myriad team members:

1. arrive on time everyday according to scheduling in Paycom. Two consecutive absences without notice to your supervisor will be considered a **voluntary resignation**. Frequent tardiness and absenteeism may result in disciplinary action up to termination.
2. maintain a FICO driving score of 840 and above and deliver a minimum of 20 stops an hour after the first 30 calendar days of employment.
3. attempt to deliver ALL packages in their van and minimize returning packages to station.
4. do not take toll roads.
5. message dispatch in the Myriad Team Chime room before RTSing.
6. badge out at the RTS station after your route.
7. abide by ALL safety policies published in the cost containment program.
8. report accidents and any damage to company items to leadership.
9. observe and apply lunch breaks according to CO Labor and Employment Laws.
10. use equipment, materials, and supplies for official use only.
11. clean and remove trash in their vans after use.
12. complete their assigned route. (abandoning a route will result in immediate termination)
13. wear the assigned uniform.
14. refrain from conducting personal business on Myriad time.
15. look for ways to streamline procedures without jeopardizing the accuracy of the overall procedure.