

BCC Employees Only

- Employee Information (PDF):

- [Employee Handbook and Benefits](#)
- [Work Rules](#)
- [Profit Sharing Quarterly Payout History](#)
- [Employee Newsletters](#)
- [International Contacts and Phone Numbers](#)
- [401\(k\) Investment Options](#)

- Request for Payment (MS-Excel):

- [Suggestion Plan Payout](#)
- [Car-Pool Fuel Payment](#)
- [Tuition Pre-Approval or Reimbursement](#)
- [Employee Expense Report](#)
- [Estimated Quarterly Profit Sharing Payout](#)

- Forms Download (MS-Word):

- [Insurance Enrollment Change Form](#)
- [IT and Email Service Request](#)
- [Vacation and Leave-of-Absence](#)
- [Military or Jury Duty Service](#)
- [Time-Off for Community Service](#)
- [Charity Cash Contribution](#)

- Self-Paced Learning (WMV Video with PDF):

- [LEAN Black Belt or Green Belt Training](#)
- [Six-Sigma](#)
- [Metrics and Goal Setting](#)
- [Continuous Improvement](#)
- [GED Practice Exams](#)
- [Home Budgeting](#)
- [Pre-Paid Legal Services](#)
- [Credit Counseling](#)
- [English-as-a-Second-Language Courses](#)

This page contains information and forms designated solely for employee use. Employees must login before they may access any information or forms. Once logged-in, click on any desired item to download.