

ATHLETIC
EMPORIUM
"ALL OUT, ALL GAME, ALL SEASON!"

Employee
Manual

2010-2011

1401 S. GRAND AVE SANTA ANA CA, 92705
WWW.ATHLETICEMPORIUM.COM



Welcome to Athletic Emporium!

Thanks for joining the
Athletic Emporium Team!

Here in Athletic Emporium we strive to be friendly, fast, and fun place to work and shop. I would like to personally welcome you to the company. Athletic Emporium will provide great benefits and give you an inside look at the world of Athletics. I encourage you to use this hand book to learn what Athletic Emporium expects from you, and how you can better serve your customers.

At Athletic Emporium we believe that no one employee is more important than another. Feel free to ask questions. We want you to feel comfortable working here at Athletic Emporium.

We plan to keep on growing not only as a company itself but as a team as well.

I know you will enjoy working at Athletic Emporium. Thank you for choosing our team.

Victoria Rosas
Chief Executive Officer - Athletic Emporium

Victoria Rosas
Chief Executive Officer- Athletic Emporium

ATHLETIC EMPORIUM

"ALL OUT, ALL GAME, ALL SEASON!"

Commission Statement

Athletic Emporium's commission is to merchandise and advertise sports equipment to adults non-gender specific. Athletic Emporium is focused on fulfilling all customers with our commodities.

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION

- 1.1 INTRODUCTION
- 1.2 CHANGES IN POLICY
- 1.3 EMPLOYMENT APPLICATIONS
- 1.4 EMPLOYMENT RELATIONSHIP

SECTION 2 – STANDARD POLICIES

- 2.1 EMPLOYMENT POLICIES
- 2.2 NON-DISCRIMINATION
- 2.3 NON-DISCLOSURE
- 2.4 OFFICE HOURS
- 2.5 LUNCH AND BREAKS
- 2.6 PERSONNEL FILES
- 2.7 PERSONAL CHANGES
- 2.8 PERFORMANCE REVIEW
- 2.9 SAFETY
 - 2.10 BUILDING SAFETY
 - 2.11 VISITORS IN WORKPLACE
 - 2.12 ATTENDANCE

- 2.13 PUNCTUALITY
- 2.14 HARRASMENT
- 2.15 PRGNANCY/ ILLNESS
- 2.16 DRUG FREE WORK PLACE

SECTION 3- EMPLOYEE POLICIES

- 3.1 INTERNET USAGE
- 3.2 EMPLOYEE BEHAVIOR
- 3.3 CORRECTIVE ACTION
- 3.4 PUBLIC IMAGE

SECTION 4- WAGES AND SALARIES POLICIES

- 4.1 PAYDAYS
- 4.2 OVERTIME

SECTION 5- JOB DESCRIPTIONS

SECTION 6- EMPLOYEE BENEFITS AND SERVICES

6.1 HOLIDAYS

6.2 VACATION

6.3 STATE DISABILITIES

SECTION 7- COMPANY FORMS

SECTION 1- INTRODUCTION

1.1 INTRODUCTION

Athletic Emporium has designed this manual to apprise all employees with the company and provide the information about the companys working conditions, benefits and policies.

All the information embraced in this manual applies to all the employees of Athletic Emporium. All the policies mentioned in this manual are considered a condition of extended employment. This manual is not intended as a promise of employment or contract between Athletic Emporium and the employees. This manual is just a summary of the companys policies, which are cited as a source of information.

All employees are responsible for reading, understanding and accepting the demands of this manual. Athletic Emporium's objective is to improve employees with a work environment that is accommodating to professional and personal growth.

1.2 CHANGES IN POLICY

This manual supplements all previous employee manuals that have been assigned from time to time on materials reinforced in this manual.

Athletic Emporium reserves the right to interpret, changes, eliminates, reject and withhold with or without notice of any part of the companys policies, benefits or procedures at any time. The company will notify all employees of any changes.

No individual, manager, director or supervisor has any authority to change any of the companys policies. If any employee has questions regarding changes or what is contained in this handbook, employees are more than welcomed to ask the Vice President of Human Resources.

1.3 EMPLOYMENT APPLICATIONS

Athletic Emporium relies in the accuracy of information contained in the employment application and the accuracy of the other data given throughout the hiring process and employment. If there is to be found any falsifications or wrong material in any of the information given in these documents may result in exclusion of any individual from any considerations for employment in this company.

1.4 EMPLOYMENT RELATIONSHIP

Every employee will enter Athletic Emporium voluntarily and are free to resign at any time they wish to with reason or no reason unless employee is under a contract. Athletic Emporium is free to conclude its relationship with any employee at any time. There for all employees are required to follow the employment policies.

1.5 EQUAL EMPLOYMENT OPPORTUNITY

Athletic Emporium gives each employee an equal opportunity. All their work for the company will be treated equally regardless of race, origin, color, religious belief, age, sex (including pregnancy), disability, sexual orientation, or any other protected by state, country or employment laws.

1.6 NEW EMPLOYEE ORIENTATION

During first week of employment, every employee will be schedule for a new employee orientation. During this meeting employee will receive very important information about the Company policies and procedures. Every employee will be asked to complete any necessary paperwork and terms relating to employment, which include emergency contact forms and benefits paperwork.

Employees should feel free to ask any questions regarding company during the orientation meeting. If employee has any other additional questions he or she is more than welcome to ask their supervisor or the Vice President of Human Resources.

SECTION 2- STANDARD POLICIES

2.1 EMPLOYMENT POLICIES

People who work together have an impact on each others performance, productively and personal satisfaction in their jobs. As well as how employees act toward the customers and vendors will influence if relationship will be successful or not to the company. Everyones affects on each other not just on their selves the company expects all employees to act in a professional manner when ever in the company property or outside events.

2.2 NON-DISCRIMINATION

Athletic Emporium is intensely committed in providing equal employment opportunities for all employees and applicants. All decisions in the company will be made regardless to race, religion, age, and sex. If any employee believes he or she has been discriminated in any way they should report or talk to the Human Resources Department.

2.3 NON-DISCLOSURE

As employees of Athletic Emporium, employees will not improperly use or disclose any confidential business information to any outside or inside resource. Any employee found to be guilty of disclosing private information will be subject to termination of Employment and legal action.

2.4 OFFICE HOURS

Athletic Emporium's business start from 7:00am to 2:00pm, Monday-Friday. All employees must report to work at least five minutes in advance to working hours.

2.5 LUNCH AND BREAK PERIODS

Athletic Emporium takes on consideration that in order to function as a company all employees must have and maintain a healthy life. Keeping that in mind employees are allowed a 10-minute break every four hours. These breaks will be paid by company and will not be deducted from check. In addition all employees who work at least 8 hours in a day are offered to take a 30 minute break meal break. Meal breaks are also paid, unless employee passes the 30 minute break. If any employee is required to remain working in their departments during meal break lunch break will be doubled.

2.6 PERSONNEL FILES

Athletic Emporium is required to maintain a personnel file of each employee. The purpose of this is to allow the company to make decisions and take actions that are personally important to employees, which include notifying any family members in case of any emergency.

Employee's personnel files include the following:

- Job Application
- Resume
- Cover Letter
- Emergency Form
- Health Record
- Records of Corrective Action

2.7 PERSONAL CHANGES

It is the responsibility of each employee to provide changes in personnel data as quickly as possible. Personnel should always be accurate and current at all times. This is mandatory because the company uses the information in employee's personnel file to take actions on employee's behalf. We urge that all every employee notifies the Human Resources Department when ever any of the following changes:

- Name
- Address
- Telephone Number
- e-mail
- Name and phone number of individuals whom company may contact in case of any emergency.

2.8 PERFORMANCE REVIEW

In order for Athletic Emporium to make sure all employees are working to their expectations, performance reviews will be conducted by the Human Resources Department after every semester of work, and during company's trade fairs. Athletic Emporium hopes that through these reviews, our employees will learn what the company expects from them, which company will also learn what employees expect from the company.

It is mandatory that all employees participate and cooperate in the performance review process. If any employee is interested in learning more about the performance review system, they are more than welcome to contact the Vice President of Human Resources.

2.9 SAFETY

In order to provide a safety workplace for everyone, Athletic Emporium asks every employee to follow our safety expectations.

Employees must follow supervisor's safety instructions.

Employees must immediately report any workplace or area condition that they believe is unsafe to their supervisor. Company will try to fix immediately.

Employees must urgently report any accident or injury to a supervisor or employee in the Human Resources Department.

2.10 BUILDING SAFETY

Every employee's responsibility is to help maintain the workplace secure from any intruders. Every employee must follow security precautions. When leaving from work place it is mandatory to log out of any computer account and store tools properly. If any employee will like to keep working past usual closing time, it is required that they let their department supervisor know.

2.11 VISITORS IN WORKPLACE

Every company department is allowed to have an occasional visitor in their workplace. If any department is anticipating a visitor, they are to notify the Human Resources Department or supervisor. When visitors arrive the department will be notified. Every visitor is to wear any identical badge at all times when they are in any workplace of the company. Badge can be obtained from the Human Resources Department.

2.12 ATTENDANCE

In order for our company to be successful, it is mandatory that every employee be present and punctual because when entering the company all employees commit to try their best to have an average attendance. Athletic Emporium will be enforcing the rules as necessary.

Employees are only allowed to have an absence per month, unless they are in vacations, holidays, or any other emergency situation. If this is not followed company will be deducting money from employee's pay check for every time they fail to be present.

Athletic Emporium expects that every employee notify the Director of Administration of their absence as soon as possible during the scheduled work period. Failure to report absence will be considered an unexcused absence which company will not tolerate.

2.13 PUNCTUALITY

It is very important to Athletic Emporium that all employees are punctual. When employee is late and not on time all the work gets delayed. When working with customers or vendors, they may get frustrated and think employee is not serious about their job. If any employee thinks they will be delayed it is required that they call their supervisor or Director of Administration to inform them. If employees must miss a full day for reasons of sickness or any other emergency, it is required that the employee notify the Human Resources Department in advanced as possible. If any employee is late for work or fail to appear without calling or informing as required, employee will face disciplinary action.

2.14 HARRASMENT

Athletic Emporium is committed to providing a work-environment free of harassment to every single employee. Asexual harassment is defined as unwelcomed or unwanted sexual physical contact, request or propositions for sexual favors and other verbal, visual, or conduct made by same one. Harassment can take forms like posting offensive pictures or jokes or stories or even sending e-mail messages with any type of offensive content. This conduct can be severe and have a negative impact on the individual's performance or create an offensive environment. Harassment can occur from members of the same or opposite sex.

If any employee is harassed, or knows someone who has or is been harassed, he or she must report it immediately to any supervisor or the Human Resources Department.

Any employee that is found to be guilty of harassment will be taken corrective action depending on the severances and will be taken to any authority department.

2.15 PREGNANCY/ ILLNESS

If any employee is to be affected by illness or disabilities resulting from pregnancy or conditions they will be treated the same way. A Doctors note will be expected and required from employee verifying illness or disabilities. The human Resources Department will take care of everything that is required.

2.16 DRUG FREE WORKPLACE

Athletic Emporium forbids any employee to use tobacco products on any company's areas. If any employee failures to follow policy corrective action will be a signed.

As any other Company Athletic Emporium is committed to maintain a drug free workplace for all employees. The following rules are to be are to be followed by all employees.

It is prohibited the manufacture, possession, sale or purchase of any illegal drugs including tobacco products. Employees may not bring any alcoholic beverages.

If any employee is ever to be found under the influence of illegal drugs , alcohol, or controlled substances during any company business, we recognize.

SECTION 3- EMPLOYEE POLICIES

3.1 INTERNET USAGE

Athletic Emporium will offer Internet access to help all employees perform their jobs. Internet is not to be used in any none appropriate use. Every employee has a great responsibility when using Internet. If internet usage is non-properly used then supervisor will have to deduct internet usage. All employees will be given 5 min. at beginning of work to check e-mail.

3.2 EMPLOYEE BEHAVIOR

It is very important for Athletic Emporium that all employees act in the best ethical manner as possible in the working place or any other company's property or events. The following are considered unacceptable:

- The use of company's equipment for non-business purposes.
- Behavior leading to any damage of company's property.
- Disruptive behavior/activities in workplace.
- Unacceptable conduct/employee performance.
- Theft of any property that belongs to the company or any other employee.
- Any fighting, threatening or personal abuse.

Failure to abide by this polices will be subjected to proper corrective action.

3.3 CORRECTIVE ACTION

Every employee of Athletic Emporium must abide by all the company's policies. When ever an employee fails to follow any of the policies, every director or supervisor as well as the vice-presidents will take corrective action in their department depending on the measure of the police broken.

The corrective action in Athletic Emporium progresses on the times a policy has been broken. Degrees are as followed:

- 1 Degree One: Warning
- 2 Degree Two: Talk with employee and supervisor
- 3 Degree Three: Pay Deduction
- 4 Degree Four: Suspension from privileges, except the ones regarding work purposes and pay deduction.
- 5 Degree Five: Removal from business trips and pay deduction

3.4 PUBLIC IMAGE

Athletic Emporium will have a uniform with specific company colors each employee is required to buy their own uniform for work days. Employees are allowed to dress professional during special events and also for work. Uniform must be worn specially during events such as trade fairs. Shirts are provided by the company, but pants and shoes must be purchased on their own. If any employee refuses to wear uniform when they are told to Athletic Emporium will make a deduction from employee's pay check.

EYE WEAR

Sun glasses are not permitted during work time or any special outside events.

CHEWING GUM

Athletic Emporium will not tolerate any employee chewing gum at any time during workplace or event it is considered disrespectful.

PHONE USAGE

Employees are not allowed to carry phones or pagers during work time will only be allowed to be used for work related calls or emergency calls only. Employees may be allowed to use any electronics during breaks.

NAILS

Employee's nails are to be clean and well maintained. Acrylic nails or other nail accessories may not be exaggerated.

PIERCINGS

Any visible piercings must be clean and completely healed with no signs of infections. Athletic Emporium does not allow any disturbing or unprofessional piercing in eyebrows, tongue, nose or lips. The idea is to always look professional and give all customers a good impression about the company.

TATTOOS

Tattoos are to be covered at every time. They should not contain any unappropriated language or artwork that may be consider offensive to anyone.

SHOES

All shoes must be closed toe for men and women and should be kept in a good condition.

SECTION 4- WAGES AND SALARIES POLICIES

4.1 PAYDAYS

Every employee will be paid on the first day of each month for all the hours they have worked through the month. The checks will be given out by every supervisor in the departments. If any employee feels they are missing money it is mandatory they report it as soon as possible to the Human Resources Department. There might times when an employee will get promoted and they will

be eligible for a pay increase.

4.2 OVERTIME

There may be occasions when Athletic Emporium may ask the employees to work beyond their regular schedule hours based on the company's needs. Any employee that volunteers to work overtime will be paid overtime as it required by the law. For employees to work overtime they will first have to obtain their supervisor's approval hours in advanced. Working overtime without any approval may be considered a violation to the company's policy and could lead to corrective

action.

SECTION 5- JOB DESCRIPTIONS

Vice President of Marketing

Location: Santa Ana, CA
Base Pay: \$55,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandising

Description- Vice President of Marketing

The Vice President of marketing will work under the leadership of the CEO and will be a member of the leadership team. This person will be responsible for the Strategic Marketing Plan component of the company business plan. This position will develop all the company sales and promotional literature, contracts video and commercial services. You will be working with Vice President of sales and Chief Technical Officer. To develop a seamless company product line and marketing strategy.

Vice President of Sales

Location: Santa Ana, CA
Base Pay: \$55,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandise

Description- Vice President of Sales

Works in the coordination with both the Marketing VP and CTO to develop a seamless products presentation via both catalog and the web.
Helps to develop a solid sales strategy for the company's business plan.
Supervises the sales team in product development, develop sales procedures and policies and invoice flow between the sales and accounting departments within the company. Establishes monthly sales targets to meet the company bottom line of profit and also reports to the CEO in by the presentation of monthly sales reports and year-end company sales report.

Chief Technical Officer

Location: Santa Ana, CA
Base Pay: \$60,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandising

Description- Chief Technical Officer

The position will be a part of the company leadership team and we are searching for talented technical professionals with all levels of information technology and communications skills. The CTO will lead the development and articulation of: the company vision and scope and high level design recommendations on a new web-based business. Lead in development of strategic e-business solutions. Needs to be well versed in Internet technologies and will develop and oversee the company front end and back-end web site. Develop a site plan and will supervise the web development team to maintain consistency between product a catalog and the web site. Develop and conduct a biannual public interest survey on the company web site and based on the results make recommendations for site revisions.

Chief Executive Officer

Location: Santa Ana, California
Base Pay: \$85,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandising

Description - Chief Executive Officer

This position directs that the organization's growth planning and business practice. It will always supervise the external public image of the company and will work to maintain the company's mission. It will also lead the marketing, sales, and IT departments and will report directly to the company board of directors. This position requires high-level multi-tasking, conducting regular leadership meetings and positive reinforcement of the company staff. A bachelor's degree is required. A strong work ethic and leadership qualities are essential.

Chief Operations Officer

Location: Santa Ana, California
Base Pay: \$85,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandising

Description – Chief Operations Officer

This position will lead the Administration, Human Resources and Accounting departments and will report directly to the company board of directors. Responsibilities include general coordination and constant communication with the internal departments and supervision of the overall operations of the company. Strong emphasis will be in the development of the company business plan and coordination of communication between all of the departments. The COO must be willing and able to take hands-on approach in leading the company to the next level of the company's growth. Bachelor's degree in business related area required. A strong work ethic and leadership qualities are essential.

Chief Financial Officer

Location:	Santa Ana, California
Pay Range:	\$85,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising

Description – Chief Financial Officer

This person will work under the direction of the Chief Operating Officer. Works with the COO develop a clear cash flow process for the company. It oversees all daily-banking operations including payment of company bills, payroll, and account receivable. Prepare budgets and forecasts. Supervise all tax processes. Bachelors degree is required as is a type "A" personality and is a very hard worker who is satisfied only when the job is done right. Background includes positions of leadership.

SECTION 6- EMPLOYEE BENEFITS AND SERVICES

6.1 HOLIDAYS

Our company only observes the most important holidays each year like: Memorial Day, Independence Day, Labor Day, Thanksgiving, Veterans Day, Christmas and New Year's Day.

When any holiday falls on a weekend the company will be informing when the holiday will be observed. If the holiday takes place on a Saturday the entire company will have the day off the preceding Friday. If it happens to be on a Sunday then the day off will be on the upcoming Monday.

These holidays will be paid for all employees at regular rate.

6.2 VACATION

Athletic Emporium recognizes that all our employees work hard and deserve to take some time off to relax, rest and enjoy a vacation or attend any personal event. This is why the company offers a paid vacation system. All of the employees that have worked for a good amount of time in the company are eligible for a paid vacation.

6.3 STATE DISABILITY

Athletic Emporium understands that there might be some circumstances when an employee may suffer from an illness or injury outside the work place that prevents employees from working. If this was to happen to any employee state disability insurance may provide them with a percentage of their salary while they are unable to work. If any employee is interested in finding more about states disability insurance they are more than welcome to contact the Vice-President of Human Resources. If any employee has an injury or illness that is work related they might be eligible for worker's compensation.

HEALTH PLANS

INDIVIDUAL HEALTH PLAN A- KAISER PERMANENTE ESTIMATED MONTHLY PREMIUM- \$87

Procedure Description	Individual
Annual Deductible	\$5,000 (Hospital Only)
Annual Out-of-Pocket Limit	\$7,500 (Hospital Only)
Lifetime Maximum	\$5,000,000
Office Visits	\$20 Per Visit
Prescription Drugs	\$10 Generic
Laboratory & Radiology	30% In Hospital
Annual Physical Exam	\$25 Copay at healthy Check Centers
Annual OB-GYN Exam	30%- Deductible Waived
Well Baby Care	\$35.00
Outpatient Surgery	30% all charges except \$380 per day
Emergency Room	30% plus \$100 (waived if admitted)
Ambulance	30% (750 Maximum ground trip)
Home Health Care	Not Covered
Mental Health Services	Not Covered
Chiropractic Care	Only covered as in - patient only
Acupuncture/ Acupressure	Not Covered
Inpatient Hospital	30% all charges except \$650 per day
Maternity Care	Not Covered
Mental Health	Not Covered

FAMILY PLAN A- KAISER PERMANENTE

\$25 CO-PAYMENT PLAN

Procedure Description	Members Pay
Medical Calendar-year deductible	None
Pharmacy calendar-year deductible	\$250 for brand drugs
Annual out-of-pocket maximum	\$2,500/\$5,000
Lifetime benefit maximum	None
Primary and specialty care visits	\$25 per visit
Well-Child visits from 0 to 23 months	No Charge
Scheduled prenatal care and first post-partum visit	No Charge
Eye exams and hearing tests	\$25 per visit
Chiropractic office visits	Not Covered
Physical, occupational, and speech therapy visits	\$25 per visit
Outpatient Surgery	\$100 per procedure
Allergy injection visits	\$5 per visit
Vaccines (immunization)	No Charge
Most x-rays and lab tests	\$10 per encounter
Individual Visits	\$25 per visit
Group visits	No Charge
Room and board, surgery, anesthesia, x-ray, labs, and medical.	\$200 per day

Emergency department visits	\$100 per visit (\$100 co-payment if admitted directly to the hospital)
Emergency Ambulance Services	\$100 per trip
Covered items in according with our drug formulary obtained plan	\$250 drug deductible
Generic drugs	\$10 up to a day \$100 supply
Brand- name drugs	\$35 up to \$100 day supply
Group therapy visits	\$12 per visit
Durable medical equipment (DME)	Not covered
Inpatient psychiatric care	\$200 per day
Inpatient detoxification	\$25 per visit
Outpatient group therapy visits	\$5 per day
Transition residential recovery	\$100 per admission
Home health care	No charge
Skilled Nursing facility care	No charge
Hospice care	No charge

Dental Plans

DENTAL PLANS
INDIVIDUAL I-\$99.95 PER YEAR

Procedure Description	Discounted fee (for plan members)	Usual fee	Member Savings
-----------------------	-----------------------------------	-----------	----------------

Routine 6 month check up	\$29	\$40	\$11
In depth check up	\$39	\$67	\$28
Full mouth x-rays	\$71	\$104	\$33
Four bitewing x-rays	\$34	\$49	\$15
Panoramic Film	\$57	\$87	\$30
Adult teeth Cleaning	\$55	\$75	\$20
Child teeth cleaning	\$41	\$53	\$12
Protective sealant/ tooth	\$24	\$43	\$19
1 surface white filling for back or 1 front tooth	\$80	\$121	\$41
Single crown-porcelain on high noble metal	\$593	\$867	\$274
Single crown- porcelain on noble metal	\$575	\$838	\$263
Root canal treatment molar	\$574	\$829	\$255
Perio scaling and root planning (per quadrant)	\$122	\$208	\$86

SECTION 7- COMPANY FORMS

Trade Fair Form

Write Ups Form

Confiscated Item Form

Authorized Leave of Absence

Classroom Review

Evaluations Form

ATHLETIC EMPORIUM *TRADE FAIR*

Name of Employee: _____ Ratings
 Job Title _____ A Accomplished D Need Improvement
 Department: _____ B Above Average F Unsatisfactory
 C Intermediate

EVALUATION					
TRADE FAIR	A	B	C	D	F
Smiles & Attitude					
Presents customer w/ Invoice purchased					
Priorizes Work & Customers					
Meets Customers Requirements					
Self-Motivates on time					

ATHLETIC EMPORIUM *TRADE FAIR*

Name of Employee: _____ Ratings
 Job Title _____ A Accomplished D Need Improvement
 Department: _____ B Above Average F Unsatisfactory
 C Intermediate

EVALUATION					
TRADE FAIR	A	B	C	D	F
Smiles & Attitude					
Presents customer w/ Invoice purchased					
Priorizes Work & Customers					
Meets Customers Requirements					
Self-Motivates on time					

ATHLETIC EMPORIUM ALL OUT. ALL GAME. ALL SEASON! WRITE-UPS

Employee Name: _____

Date: _____ Time: _____

Supervisor Name: _____

Reason of Write-Up: _____

Number of Warnings: 1. (just warning) 2. (talk with both employee & supervisor)
3. (pay deduction)

Comments: _____

Signature of HR: _____ Signature of Employee: _____

Signature of Supervisor: _____

Athletic Emporium

CONFISCATED ITEM

Date: _____

Employee Name: _____

ID# _____

Dept. _____

i-PODS/MP3

Make-Up

Players

Others: _____

Submitted by: _____

Employee Signature: _____

Athletic Emporium

CONFISCATED ITEM

Date: _____

Employee Name: _____

ID# _____

Dept. _____

i-PODS/MP3

Make-Up

Players

Others: _____

Submitted by: _____

Employee Signature: _____

Athletic Emporium

AUTHORIZED LEAVE OF ABSENCE

EMPLOYEE NAME

EMPLOYEE ID#

JOB POSITION

Reason of request: _____

Justifiable Reasons:

1. Pregnancy (12 weeks) / Father (6 weeks)
2. Family care, injured from military (36 weeks)
3. Off to the military (26 weeks)
4. Personal (6 days)
5. Death in family (3 days)

DIS/APPROVED

HR SIGNATURE

DATE

EMPLOYEE SIG.

DATE

CEO/COO SIG.

DATE

Athletic Emporium

CLASSROOM REVIEW



NAMES T R I B E TOTAL

Steven Aguilar						
Victor Aguilar						
Monserrat Alvarez						
Luis Ayala						
Melissa Becerra						
Daisy Cardoso						
Emmie Chavez						
Jacqueline Contreras						
Bryan Corona						
Andrew Gonzalez						
Abraham Gonzalez						
Josephine Jimenez						
Luis Lujano						
Allen Maceda						
Elizabeth Marroquin						
Edita Medrano						
Andrea Moreno						
Julissa Partida						
Edgar Ponce						
Mriel Renteria						
Vicky Rosas						
Felicity Ry						
Claudia Tejada						
Mayra Vargas						
Christopher Vega						
Evelyn Velasquez						
Yaritza Victoriano						
Bernardo Zamora						

HUMAN RESOURCES _____

DATE _____

Athletic Emporium

EVALUATIONS

Director Supervisor: _____

Job Title: _____

Department: _____

Performance, Behavior, Managerial

Unacceptable* * * * * Supreme

1. Ability	0	1	2	3	4
2. Understanding	0	1	2	3	4
3. Attitude	0	1	2	3	4
4. Cooperation	0	1	2	3	4
5. Contribution	0	1	2	3	4
6. Prepare for Advance	0	1	2	3	4

Comments: _____

Signature of Supervisor: _____ Signature of HR: _____

Signature of Employee: _____ Date: _____

**ATHLETIC EMPORIUM MAY BE
CONTACT AT:**

www.athleticemporium.com

1401 S. Grand Ave.

Santa Ana CA, 92705

(714) 568-7000