



EMPLOYEE MANUAL

2006-2007

WELCOME TO MAXED OUT

As your Chief Executive Officer it is my pleasure to welcome you to Maxed Out. To start off I want to thank you for joining our company and being part of the management team. It is my desire to bring you wealth of knowledge and experience in the auto modification and retail selling of car parts industry. Maxed Out will like you to contribute with your hard work and effort to make the best of our company and in return we will provide you with great benefits. This employee manual provides you with information and concise explanations of an assortment of policies and measures that apply to all of you, the employees of Maxed Out. Additional information is available through your Vice President of Human Resources. I ask each and every one of Maxed Out employees to please abide the company expectations this way our company can run smoothly and with no troubles. Thank you for your cooperation and lets make Maxed Out the best that it can be.

Sincerely,

Adeyling Fiallos
Chief Executive Officer
Maxed Out



MISSION STATEMENT

Maxed Out is dedicated to providing car products that combine quality performance with value pricing. We wish to establish a successful partnership with our costumers, our employees, and our suppliers. We strive to supply what the consumer is asking for. Constantly updating our inventory and providing new products and services to the areas of need will help ensure our success in a market driven by a consumer demand. We believe in our ability to meet or exceed their expectations for price, service and selection.



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SECTION 1 - INTRODUCTION

1.1 INTRODUCTION

This Manual is Designed to acquaint you with Maxed-out and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Maxed-out. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is conducive to both personal and professional growth.

1.2 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedures, speak with your direct supervisor.

1.3 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and 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 exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.4 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily and you are free to resign at any time for any reason or no reason. Similarly, Maxed-out is free to conclude its relationship with any employee at any time for any reason or no reason. Following the provisional period, employees are required to follow the Employment Termination Policy.

SECTION 2 – DEFINITIONS OF EMPLOYEE STATUS

2.1 EMPLOYEES” DEFINED

An “Employee” of Maxed Out is a person who regularly works for Maxed Out on a wage or salary basis. “Employee’s” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and other employed with the company who are subject to the control and direction of Maxed Out in the performance of their duties.

SECTION 3 – EMPLOYMENT POLICIES

Professional Behavior

People who work together have an impact on each other’s performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward customers and vendors will influence whether those relationships are successful for our Company. Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Company property, conducting Company business, or representing the Company at business or social functions. Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

- following all of the rules in this Handbook that apply to you
- refraining from rude, offensive, or outrageous behavior
- refraining from ridicule and hostile jokes



- treating coworkers, customers, and vendors with patience, respect, and consideration
- being courteous and helpful to others, and
- communicating openly with supervisors, managers, and coworkers.

Individuals who act unprofessionally will face discipline, up to and including termination.

3.1 NON-DISCRIMINATION

Maxed Out is strongly committed in providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to do business. All employment decisions at our Company—including those relating to benefits, placement, and termination—will be made without regard to race, sex, religion, national origin, citizenship status, physical or mental disability, or age. Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately report a complaint with the Human Resources Department, as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination—we cannot solve the problem until you let us know about it.

Managers are required to report any discriminatory conduct or incidents, as described in our Complaint Policy. Our Company will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

3.2 NEW EMPLOYEE ORIENTATION

During the first week of employment, you will be scheduled for a new employee orientation meeting. During this meeting, you will receive important information about our Company's policies and procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, and benefits paperwork.

Please feel free to ask any questions you might have about the Company during the orientation meeting. If additional questions come up after the meeting, you can ask your supervisor or the Vice president of Human Resources.



3.3 OFFICE HOURS

Our Company's regular hours of business are from 7:00am to 3:00pm, Monday through Friday.

All employees should report to work five minutes prior to work hours.

3.4 LUNCH PERIODS/ BREAK PERIODS

Employees are allowed a 10 -minute break every 4 hours. These breaks will be paid In addition all employees who work at least 8 hours in a day are entitled to take a 30 -minute meal break. Meal breaks are generally unpaid. However, employees who are required to work or remain at their stations during the meal break will be paid for that time.

3.5 PERSONNEL FILES

This Company maintains a personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency.

Although we cannot list here all of the types of documents that we keep in your personnel file, examples include: *Attendance Record, Emergency Form, Employee Application, Cover Letter, and Resume.*

3.6 PERSONAL DATA CHANGES

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify the *Human Resources Department* whenever any of the following changes:

- Your name
- Your mailing address
- Your phone number
- The name and phone number of the individual whom we should notify in case of an emergency

(Please Notify Us If Your Information Changes)



3.7 PERFORMANCE REVIEW

Because our employees' performance is vital to our success, we conduct periodic reviews of individual employee performance. We hope that, through these reviews, our employees will learn what we expect of them, and we will learn what they expect of us.

We require all employees to participate in the review process.

To learn more about our performance review system, contact the Vice-President of Human Resources.

3.8 EMPLOYMENT TERMINATION

We are committed in making your work experience at Maxed Out rewarding and successful. But if you decide to leave, please inform your Vice-President at least two weeks in advance, to allow time to find a new associate to take your place.

Violating any of these policies in this employee manual may terminate your job.

3.9 SAFETY

In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, roughhousing, and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The Company will look into the matter promptly.
- All employees must immediately report any workplace accident or injury to their supervisor or any employee in the *Human Resources Department*.

3.10 BUILDING SECURITY

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with these security precautions. When you leave work for the day, please do all of the Following: log out of your computer account store and secure tools. After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past our usual closing time, please let your supervisor know.



3.11 VISITORS IN THE WORKPLACE

Employees are allowed to have an occasional visitor in the workplace, but workplace visits should be the exception rather than the rule. If you are anticipating a visitor, please notify the *Human Resources Department* or your supervisor. When your visitor arrives, you will be notified. Visitors must wear an identification badge at all times when they are in our workplace. Visitors can get a badge at the *Human Resources Department*.

3.12 EQUAL EMPLOYMENT OPPORTUNITY

Maxed Out is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to do business.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with Human Resources Department, as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination □ we cannot solve the problem until you let us know about it. The Company will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

Vice-Presidents are required to report any discriminatory conduct or incidents, as described in our Complaint Policy.

Our Company will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

3.13 ATTENDANCE/PUNCTUALITY

You are important to the effective operation of Maxed Out. When you are not here at expected times or on expected days, someone else must do your job or delay doing his or her own job while waiting for you to arrive. If you work with customers or vendors, they may grow frustrated if they can't reach you during your scheduled work times.



As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday. (In Section 3.3 of this Handbook, you can find a description of this Company's work hour's policies.) Of course, things will sometimes happen that will prevent you from showing up to work on time. For example, weather, a sick child, or car trouble may delay you. If you are going to be more than 15 minutes late, please call the Vice President of Human Resources. If you cannot reach this person, please contact your supervisor. Please give this notice as far in advance as possible.

If you must miss a full day of work for reasons other than vacation, sick leave, or other approved leave (such as leave to serve on a jury or for a death in a family), you must notify the *Human Resources Department* as far in advance as possible. (You can find information about this Company's vacation and leave policies in Handbook Section 6.3 and 6.6) If you are late for work or fail to appear without calling in as required by this policy or by other policies in this Handbook, you will face disciplinary action.

3.14 REPORTING ABSENCE

An employee is to report an absence as soon as possible within the scheduled work period of the first day of absence. Failure to report absence on each day is considered an unauthorized absence and can result in loss of pay for the day or a WARNING.

Absence due to illness may require verification by medical authority.

3.15 PREGNANCY AND RELATED ILLNESS

Employees affected by illness or disabilities resulting from pregnancy, childbirth, and related medical conditions, are treated the same as employees affected by other illnesses or disabilities.

3.16 HARASSMENT

Harassment can take many forms, including but not limited to touching or other unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories, and sending email messages with offensive content. Unwanted sexual advances, requests for sexual favors and sexually suggestive gestures, jokes, propositions, email messages, or other communications all constitute harassment.



If you experience or witness any form of harassment in the workplace, please immediately notify the Company by following the steps outlined in our Complaint Policy (see Section 7.3 of this Handbook). We encourage you to come forward with complaints the sooner we learn about the problem, the sooner we can take steps to resolve it. The Company will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. All managers are required to immediately report any incidents of harassment, as set forth in our Complaint Policy.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

3.17 TELEPHONE USE

No personal phone calls are accepted during business hours. However, you will be contacted if you have an emergency call.

3.18 PUBLIC IMAGE INCLUDING TRADE FAIRS, CONFERENCES, AND SPECIAL EVENTS

Eye Wear

Sunglasses are not to be worn inside the operation while working.

Chewing Gum

Gum chewing is not permitted.

Hats/Hair Resistance

No employee should wear a cap, hat or visor unless it is issued as part of an approved uniform.

Pants, Shorts and Skirts



Employees should wear (black, green) dress pants nice long dress shirts with tie for men. Skirts, pants (black, green) should be, worn with all dress shirts. No jeans are allowed unless it's a day approved by the company.

Pagers/Cellular Phones

Employees may wear pagers or carry cellular phones during working time. All pagers and cellular phones are only should only be used for work related calls with the exceptions of emergency calls.

Make-up

Make-up should be appropriate for the job and time of day. Make-up should be used in moderation and should convey a conservative, naturally appearance.

Nail Polish

Fingernails should be clean and well maintained. Acrylic nails, tips, or any other nail accessory must not be over exaggerated.

Piercing

Any visible piercing must be clean and completely healed with no signs of infection. Multiple piercings may not be linked together via chains or other jewelry.

Hosiery/Socks

Hosiery and/or socks must be worn at all times and should be color-coordinated with the uniform/pants.

Shoes

All shoes must have closed toe and heel, be clean or polished and kept in good repair.

Tattoos

Tattoos may not contain any pictures or language that might be considered offensive to the general population.



3.19 ALCOHOL AND ILLEGAL DRUG USE

Policy Against Alcohol and Illegal Drug Use

This Company is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work— or who appear at work under the influence of alcohol or illegal drugs—harm both themselves and the work environment.

As a result, we prohibit employees from doing the following:

- Appearing at work under the influence of alcohol or illegal drugs
Conducting Company business while under the influence of alcohol or illegal drugs (whether or not the employee is actually on work premises at the time)
- Using alcohol or illegal drugs on the work site
- Using alcohol or illegal drugs while conducting Company business (whether or not the employee is actually on work premises at the time)
- Possessing, buying, selling, or distributing alcohol or illegal drugs on the work site. Illegal drug use includes outlawed drugs such as marijuana, cocaine, or heroin.

Employees who violate this policy may face disciplinary action, including termination.

3.20 SMOKING

For the health, comfort, and safety of our employees, smoking is not allowed during company hours or inside the building.

3.21 INTERNET USE

We offer you computer equipment including Internet access to help you perform your job.



3.21A PROHIBITED USES OF THE INTERNET

Employees may not, at any time, access the Internet using Company equipment or links for any of the following purposes: To visit web sites that feature pornography or violent images, or are otherwise inappropriate in the workplace.

We reserve the right to refuse the use of the Internet at any time.

SECTION 4 –WAGE AND SALARY POLICIES

4.1 OVERTIME

On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work a reasonable amount of overtime—this is a job requirement. We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

4.2 PAYDAYS

You will receive your paycheck on every 1st and 15th of every month. If payday falls on a holiday, you will receive your paycheck on the last workday immediately before payday.

4.2A ADVANCE POLICY

Please submit requests for pay advances to the Payroll Specialist; requests will be granted or denied at the sole discretion of the Company. If we grant your request for an advance, you may receive no more than one week of pay.



SECTION 5 – BENEFITS AND SERVICES

5.1 VACATION

Employees must schedule their vacations in advance, with their supervisor. We will try to grant every employee's vacation request for the days off of their choice. However, we must have enough workers to meet our day-to-day needs—which means we might not be able to grant every vacation request, especially during holiday periods.

5.2 HOLIDAYS

Our Company observes the following holidays each year: News Year's Day, Labor Day, Independence Day, Veterans Day, Thanksgiving, and Christmas.

If a holiday falls on a weekend, the Company will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday. These holidays will be paid at the regular rate.

5.3 MILITARY LEAVE

Maxed Out supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law. Employees who are called to military service must tell their supervisors as soon as possible that they will need to take military leave.



5.4 BENEFIT PLANS

Maxed out will pay one hundred dollars a month for any plan chosen by the employee. The remaining amount will be paid by the employee at his/her own expense. Pay will depend on plan chosen and number of dependents.

Eligible Employee Only:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$7	\$26	\$43	\$63	\$99

Eligible Employee Plus Spouse:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$199	\$252	\$299	\$355	\$455

Eligible Employee Plus Child or Children:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$194	\$247	\$292	\$347	\$456

Eligible Employee Plus Spouse Plus Child or Children:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$316	\$390	\$455	\$533	\$672

Out of Pocket Maximum:
Individual:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$3,500	\$3,000	\$1,500	\$1,500	\$1,500

Family:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$7,000	\$6,000	\$3,000	\$3,000	\$3,000



Medical Office Services:
Office Visits, Preventive physical,
Vision and hearing exams

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$50	\$30	\$20	\$15	\$5

Emergency Services:

Emergency Department Visits:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$150	\$100	\$100	\$100	\$100

Ambulance:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$300	\$75	\$75	\$75	\$75

Prescriptions (not deductible):
(30-100 Day Supply)

Generic:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
not covered	\$10	\$10	\$10	\$5

Brand:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
not covered	\$35	\$30	\$25	\$15

Hospital Care: Physicians', Services, room and board, tests, medications supplies, therapies

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	\$5 Plan
\$500 per day	\$200 per day	\$100 per day	\$100 per day	\$0

Skilled nursing care

\$0	\$0	\$0	\$0	\$0
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Vision Exam:

\$50 Plan	\$30 Plan	\$20 Plan	\$15 Plan	45 Plan
\$50	\$30	\$20	\$15	\$5



Dental Plans:
Eligible Employee Only

Routine 6 Month Check-Up

\$30 Total Pay

In Depth Check-Up

\$57 Total Pay

Full Mouth X-Rays

\$80 Total Pay

Panoramic Film

\$63 total Pay

Adult Teeth Cleaning

\$58 Total Pay

Child Teeth Cleaning

\$38 Total Pay

Protective Sealant/Tooth

\$27 Total Pay

Surface White Filling

\$66 Total Pay

Single Crown (High)

\$427 Total Pay

Single Crown (Basic)

\$398 Total Pay

Root Canal (Front Teeth)

4297 Total Pay

Root Canal (Bicuspid)

\$351 Total Pay

Root Canal (Molar)

\$434 Total Pay

Peril Scaling/Root Planning (P/Quadrant)

\$133 Total Pay

Full Upper Denture

\$752 Total Pay

Single Tooth Removal

\$73 Total Pay



SECTION 6 – EMPLOYEE COMMUNICATIONS

6.1 EXECUTIVE MEETINGS

The leadership members of Maxed Out will meet every Monday of each week to discuss employee recognitions, department check-ins, and

6.2 BULLETIN BOARD

You can find important information about this Company and important events posted on the bulletin board. This is also the place where we post important information regarding wage and company hours. We expect all employees to read the information on the bulletin board periodically.

Because this bulletin board is our way of communicating with employees, we do not allow anyone but managers and the Human Resources Department to post information there.

If you would like to communicate information to your coworkers, consider using the Company bulletin board. To post something, you must first give it to any employee in the Human Resources Department for approval. Employee notices may remain on the bulletin board for 30 days. After that period, they will be removed.

6.3 PROCEDURE FOR HANDLING COMPLAINTS

Maxed Out is committed to providing a safe and productive work environment. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence. Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to the *Human Resources Department* or to any supervisor. Any supervisor or manager, who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify the *Human Resources Department*.

We encourage you to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, the *Human Resources Department* will determine how to handle it. For serious complaints alleging harassment, discrimination, and other illegal conduct, we will immediately conduct a complete and impartial investigation. All complaints will be handled as



confidentially as possible. When the investigation is complete, the Company will take corrective action, if appropriate.

We will not take any punitive action against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the *Human Resources Department*.

SECTION 7 – JOB DESCRIPTIONS

7.1 JOB DESCRIPTIONS

Chief Executive Officer

Job Description- Chief Executive Officer

The position directs that the organization's growth planning and business practice. This position will always be for the supervise the external public image of the company and will work to maintain the companies mission. The CEO must be willing to lead an example for every else, be willing and able to take hands-on approaching on leading the company to the next level. The requirements for the job area Bachelors degree in business. Must posse's strong management background and previous experience performing strategic planning.

Yearly Pay: \$100,000.00

Employee Type: Full-Time Employee

Industry: Retail Merchandising

Vice President of Human Resources

Description- Vice President of Human Resources

The successful candidate will be part of the leadership team and work under the supervision of the Chief Operations Officer. The Vice President will be responsible for reviewing, recommending and overseeing the implementation of the organizational employee relations within the company. Maintains regular avenues for both internal and external communication. Will be in charge of working on the employee manual. You will also be working with Director of Human Resources and Benefits Coordinator.

Yearly pay: \$60,000.00

Employee Type: Full-Time Employee

Industry: Retail Merchandising



Vice President of Marketing

Job 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.

Yearly Pay: \$75,000.00

Employee Type: Full-time Employee

Industry: Retail Merchandising

Director of Sales

Description – Director of Sales

This position needs a person who will thrive on challenge and have the desire to be involved in the web-based sales industry. This is the duties that are included: Recruit, train and guide sales personnel, and Build client base. You always have to maintain the commission reports. Review monthly management reports and take appropriate action. The director of Sales will also research shipping costs and options for the company and will make recommendations to the Vice President of Sales for these options. A few requirements for this position are excellent verbal and written communication skills.

Yearly pay: \$55,000.00 plus commissions of meet sales targets

Employee Type: Full-time Employee

Industry: Retail Merchandising

Payroll Specialist

Description – Payroll Specialist

This position is responsible for the management of payroll and paycheck deductions for 30+ employees, managing and streamlining all internal payroll process. The process of the monthly employee paycheck and auditing payroll paperwork for compliance, accuracy and completeness, management of commission sales, vacation and sick accruals and management of the garnishment process. A few requirements that are needed for this position are a minimum of 3 years of experience in a payroll position. You have to be and excellent computer skills and a strong experience on working in Microsoft Excel.

Yearly Pay: \$34,000.00

Employee Type: Full-time Employee

Industry: Retail Merchandising



Executive Secretary

Description – Executive Secretary

The executive secretary will support both CEO and COO in all the number of duties. The responsibilities include the evaluation, tracking and coordination of work on assigned projects, prioritizing work and management of the company calendar and travel arrangements. This person will also responsible for making proof of complex documents for publishing, memos, reports, and all office purchase request. You will also assist the CEO and COO in needed functions and can direct administrative assistants to needed areas of the company.

Yearly Pay: \$35,000.00

Employee Type: Full-time Employee

Industry: Retail Merchandising



SECTION 8 – COMPANY FORMS

Application for Employment
Employee Evaluation Form
Trade Show Performance Form
Attendance Sheet
Position Pay Schedules
Leave of Absence Request form



The Human Resources Department used the following document to assist in preparation of this manual.

Guerin, L & DelPo, A (2005). Create Your Own Employee Handbook: A Legal and Practical Guide. (2nd Ed.) Nolo Publications.

