

# *Art Beat, Inc.*



Employee manual  
2012-2013

# Welcome to Art Beat

*We* are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our business, and share commitment to achieving the goals as stated in our mission statement.

Art Beat is committed to quality and unparalleled customer service in all aspects of our business. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains the key policies, goals, benefits, expectations, and other information you will need here at Art Beat.

# *Art Beat*



## Mission Statement

“Art enables us to find ourselves and lose ourselves at the same time.”-Thomas Merton, No Man is an Island. Art Beat is a visual and performing art supplier for artists who seek the best quality products. Our target market is aimed at artists with affordable and great quality products. We plan to be recognized county wide as a main art provider, which has a large array from musical instruments to art utensils. Art Beat will have annual profitability and medium company growth. Such as our artists’ feel that true art comes from the heart, we would love to help our next Picasso or John Lennon!

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# Section 1 Introduction

## 1.1 Introduction

Art Beat is committed to quality and unparalleled customer service in all aspects of our business. As part of the team, we hope employees will discover that the pursuit of excellence is a rewarding aspect of their career here. This employee handbook contains the key policies, goals, benefits, expectations of, and other information you will need.

## 1.2 Policy Changes

Art beat has the right to change any policy, benefit, or procedure at any time. Employees will be notified when changes are applied.

## 1.3 Employment Application/ Background Check

Art Beat requires every person to fill out an individual application. Any one is allowed to apply at Art Beat, but a background check will be required.

## 1.4 Employment Relationships

If employed at Art Beat, employees will not be able to work at competitive companies or those business's closely linked to Art Beat products.

## 1.5 Equal Employment Rights

Art Beat prohibits employment discrimination based on race, color, religion, sex, or national origin or against individuals with disabilities in state and local governments.

## 1.6 Employment Orientation

Art Beat requires all new employee to attend orientation where a general overview of our policies and procedures is given to all new employees.

## 1.7 Employee Termination

This reprimand, except in the most severe of cases, should not, however, be the first step in correcting an employee's behavior. Verbal warnings come first. The number of these verbal warnings depends on the severity of the problem and your lenience. Note, though, you must document the verbal warnings in the employee's personnel file. If the matter becomes more serious, you will need this data. The written reprimand should mention the verbal warnings that preceded it.

# Section 2 Standard Policies

## 2.1 Policies

Every employee must follow all company policies. Employees are prohibited to discriminate, use profanity, harass; verbally, sexually, and physically.

## 2.2 Non-disclosure

As a company we have a strict policy against non-disclosure. All information is kept in files and will not be shared with anyone in or out of the company.

## 2.3 Office Hours

The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal work week. Salaried employees generally work the same hours, but may be required to work more hours as the work dictates.

1st Tardy – Reminder

2nd Tardy – Warning

3rd Tardy – Discuss with department supervisor.

4th – 6th Tardy – As every tardy increases an hour of community service will be added.

The community services ours will be adding up based on your amount of tardiness and un-excused absent.

## 2.4 Lunch Hours/Break Periods

Employees are entitled to take breaks as outlined and scheduled by their supervisor.

## 2.5 Personnel Files

The company maintains confidential personnel files on each employee in people services. These files contain documentation regarding various aspects of the employee's tenure with the company, such as performance appraisals, pay adjustment letters, any disciplinary actions taken, and letters of commendation.

## 2.6 Personnel Changes

2.6.1 Employees are responsible for notifying the HR. Information Systems (Records) office and the Benefits office of any changes in personal status that change benefits enrollment or contact information on a timely basis

2.6.2 Relevant changes in status include:

2.6.2.A Name change

2.6.2.B Change in address (home or campus)

2.6.2.C Change in marital status

2.6.2.D Emergency contact

2.6.2.E Change in beneficiary

2.6.2.F Change in dependents

2.6.2.G Change in tax withholding

2.6.2.H Change in employment status

2.6.3 Employees need to use the Employee Change of Personal Information form along with any associated documentation, to update their employee records. Employees may update their benefit information within 30 days after the change (listed above), at any time during the year by submitting a completed change of Status Form along with appropriate documentation.

2.6.4 A copy of the forms will be kept in record with human resources. Information Systems office and the Benefits office, but the employee is responsible for keeping a copy of any changes and verifying that the change has been executed as requested, such as through paycheck advises and mailings.

## **2.7 Performance Reviews**

Within one week of employment, job change or promotion, every employee will be given job objectives which detail the requirements and expectations of the position for which the employee was hired. After every evaluation, job objectives will be re-dated and reviewed, or rewritten if needed. In either case, your supervisor will review and discuss the objectives with you. You will be asked to sign a statement indicating agreement with, and understanding of the objectives.

## **2.8 Office & Building Safety**

As an employee, employees are expected to take an active part in maintaining this environment. Employees should observe all posted safety rules, adhere to all safety instructions provided by department supervisor and use safety equipment where required. Employees workspace should be kept neat, clean and orderly.

## **2.9 Visitors in the Workplace**

Our policy allows to have visitors but asks them to keep visitors to a minimum. Visitors might be required to wear a badge or other identification, or the employee who invited the visitor is might be required to accompany the visitor at all times.

## **2.10 Illness/Injury**

Supervisors are directly responsible for seeing that each employee in his/her area uses only safe procedures and equipment and that each employee has received appropriate safety training, in conjunction with the occupational safety and wellness specialist in human resources. Each employee will earn 56 hours of sick leave and will only be earned after completing a month of work at Art Beat, also it will be paid.



## 2.11 Pregnancy

(PDA) Law requires any employer with four or more persons on payroll to provide a worker up to four months of unpaid leave for her pregnancy, delivery and newborn care. Pregnant employees have those rights even if they must go out on such leave within days of taking on new employment. These protections extend to full time and part-time workers alike.

## 2.12 Drug Free Workplace

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. Distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

# Section 3 Employee Policies

## 3.1 Internet Usage

The Company provides access to the Internet as a means of obtaining information that will assist you in the performance of your job. Internet use should be used for company business only.

## 3.2 Employee Conduct-Disciplinary Action

For violation of any of the following rules, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge.

- 1. Initial discussion - Employees supervisor is notified and a discussion about their action and receive a mild warning.**
- 2. Oral warning - Employee is reminded of tardy, department supervisor is informed of employee's action.**
- 3. Written warning - Employee is given a written warning and their signature is required, and placed in employees personnel file.**
- 4. Final written warning - If the unacceptable misconduct continues the supervisor will consult with a human resources representative to issue a final written warning.**
- 5. Suspension - If the employee keeps misbehaving and breaking the company's policies, the employee will be suspended.**
- 6. Pre-termination - The pre-termination meeting will be conducted under the director of Human Resources and supervisor. During this meeting a discussion is held whether the employee will be terminate or given another opportunity.**
- 7. Termination - The employee will be notified right away and receive a written notification. The reason employee is terminated will be included in their letter.**

### **3.3 Company Image**

As an employee at Art Beat every employee will receive a company uniform. The uniform is required to be worn everyday except on special events, employee may be asked to be dressed professionally. The company Uniform is the company shirt and khaki pants or black pants.

### **3.4 Employee of the Month**

Each month, we will recognize a staff employee of the month and a faculty employee of the month from one of our company. It is discussed by the department managers, Chief Executive Officer and Chief Operating Officer during our Wednesday meetings.

### **3.5 Verbal/Physical/Sexual Harassment**

Harassment prohibited by this Policy includes conduct and behavior which substantially interferes with the mutual respect and collegiality afforded all individuals at Art Beat. In particular, harassment may include instances of verbal or physical behavior directed at an individual which is abusive of that individual's distinguishing characteristics, including race, age, religion, sexual orientation or national origin to such an extent as to substantially interfere with such individual's work or education or adversely affect the individual's living conditions.

### **3.6 Attendance**

Art Beat expects employees to be reliable in reporting for work as scheduled. Employees must notify their supervisor a minimum of one (1) hour in advance of the anticipated absence. This enables the employees supervisor to reassign your work and maintain standards of service. Daily calls to the department head or supervisor are required if the absence is of short duration, unless the department head or supervisor knows your absence will be for a specific period of time.

### **3.7 Punctuality**

Regular attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive at work on time responsibly, failure to do so detrimentally affects employees personnel record and be cited a warning of some kind varying on their situation.

### **3.8 Non-Discrimination**

Any employee who believes or feels they have been discriminated against should contact the human resources officer to obtain assistance and information concerning the filing of complaints.

### **3.9 Substances/Alcohol**

Employees with alcohol or drug problems are strongly encouraged to voluntarily contact their family physician or inform the company for assistance. Employees may seek help without a supervisor's knowledge or at least notify the company if its a problem. Any substance abuse weather prescribed medications or illegal drugs will not be tolerated on company property and employee will be sent home immediately asking for a drug test. Also employee will be issued a suspension from work if drug test is positive.

# **Section 4 Wages & salaries**

## **4.1 Pay Schedules/Hours**

The work schedule for the company is complex. No set pattern applies to all employees, but most operations are scheduled for five days, 8 hours per week.

## **4.2 Overtime**

Overtime pay is paid at one-and-one-half (1-1/2) times the employee's regular hourly rate for the amount of time worked overtime/after hours.

## **4.3 Wages & Salary Policies**

Salaries are developed on employees position in the company. Employees their maximum gross salary and it slowly goes down to what it is on the paycheck by deductions of federal withdrawing , Social Security, or medicare.

## **4.4 Work Schedule**

Employees have strict work hours and work days, employees must be at their work station when company hours are in progress. Failure to attend strict hours or works days will be followed by consequences.

# Section 5 Employee Benefits & Services

## 5.1 Holidays/Paid Vacations

Regular employees who work at least 1 month per year, are eligible for holiday pay. The following holidays are observed;

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day  
Day Before and After Christmas

Holidays that fall on a Saturday are observed the preceding Friday, and holidays that fall on Sunday are observed the following Monday. Employees will get 40 hours of vacation per year but will not be added up to the following year and be paid vacation.

## 5.2 Long/Short Term Disability

Short term disability benefits provide income continuation during periods of 15 days or less. If employees are disabled and are unable to perform their job due to major illness or accidental bodily injury, employee may file a disability claim to the state of California.

## 5.3 Benefits/Services

Art Beat provides a broad and competitive range of benefits in order to promote the health and general well-being of its workforce. In addition to comprehensive health and dental insurance plans, the company offers many other benefits, including various types of insurance coverage.

# Section 6 Job Descriptions

## 6.1 Chief Executive Officer

### Job Description

#### Chief Executive Officer (C.E.O.) DESCRIPTION

Location: Santa Ana, California  
Base Pay: \$85,000 -\$100,000  
Employee Type: Full-Time Employee  
Industry: Retail Merchandising  
Job Type: CEO - General Business  
Required Travel: Minimal

Chief Executive Officer looks after all of the Employees making sure everybody is on task and knows what they are suppose to do. They prepare and plan meetings that the vice presidents talk about the company. One of their main tasks is to review the business plan materials and determine what benefits the company. Chief Executive Officer will be working for the most time with the Sales Department both of them well be in charge of selecting the categories of products that well be sold.

The Requirements for this job would be, being a responsible person with a positive attitude. The C.E.O. is someone that likes to work hard and knows what are they doing and over all that their work is outstanding. A serious person is required for this job since he or she will be making decisions that may affect or benefit the company.

## 6.2 Chief Operation Officer

### Job Description

#### Chief Operating Officer (C. O. O.) DESCRIPTION

Location: Santa Ana, California  
Base Pay: \$85,000 -\$100,000  
Employee Type: Full-Time Employee  
Industry: Retail Merchandising  
Job Type: Administration - General Business  
Required Travel: Negligible  
Relocation Covered: No

Chief Operating Officer will take place if the Chief executive officer is absent or is unable to do their duties. He or she will provide firm-wide leadership, strategy, operations and management. The Chief Operating Officer will work with the Chief Executive Officer to continually refine and implement the strategic growth plan to expand of or company. He or she will have the responsibility to work with the Chief Executive Officer, and the leadership of each team to make sure all employees is accomplishing their goals.

The Requirements for this job are Responsibility including skills of a leader. Some one that likes to work hard and knows what are they doing an over all that their work is outstanding. A serious person is required for this job since he or she will be making decisions that may affect or benefit the company.

## **6.3 Chief Financial Officer**

### **Job description**

#### **Chief Financial Officer**

Location: Santa Ana, California  
Pay Range: 50,000-85,0000 a year  
Employee Type: Full-Time Employee  
Industry: Retail Merchandising  
Job Type: Accounting - General Business  
Required Travel: Negligible  
Relocation Covered: No

The Chief Financial Officer is in charge of overseeing the entire accounting process. Supervise the department staff. Determine the month-end closing and preparing a financial statement for the COO. Oversee all daily banking operations including payments of company bills, payroll, account receivable and supervise all tax process. And work with leadership to determine the company's start up cost.

## **6.4 Chief Marketing Officer**

### **Job Description**

#### **Chief Marketing of Marketing**

Location: Santa Ana, California  
Base Pay: \$55,000-75,000.00  
Employee Type: Full-Time Employee  
Industry: Retail Merchandising  
Job Type: Marketing - General Business  
Required Travel: Negligible  
Relocation Covered: No

Marketing requires you to be an outgoing person Loud and outspoken with a positive attitude out looking on getting things done. Therefore what marketing is responsible for is to find out the cost of our company uniforms, our products we'll be distributing to our customers, and analyzing marketing strategies. Develop and execute the firm's marketing plan, and assign responsibilities, deadlines, and budgets. Working with PR firms, writing and distributing press releases, pitching stories and interacting with the media, writing customer case studies and other marketing collateral, placing company speakers at events, submitting award applications and more. Establishes our client as a Thought Leader in the Carbon Management space.

## **6.5 Vice President of Human Resources**

### **Job Description**

#### **Vice President of Human resources**

Location: Santa Ana, California

Base Pay: \$55,000-75,000.00

Employee Type: Full-Time Employee

Industry: Retail Merchandising

Job Type: Human Resources - General Business

Required Travel: Negligible

Relocation Covered: No

The successful candidate will be a 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. Responsibilities include; direction of the planning, development, implementation and administration of salary determination and benefits, employee relations, training and development, and performance management. Coordinates the hiring process to fill vacant positions. Advise management personnel in appropriate courses of action in policy matters. Develops concise job descriptions for all positions in the company. Leads the development of an employee manual and dissemination of company policies and regulations to all employees. Maintains regular avenues for both internal and external communication. Will develop strategies to build company morale and promote greater productivity in the company.

## **6.6 Vice President of Digital Media**

### **Job Description**

#### **Vice President of Digital Media**

Location: Santa Ana, California

Base Pay: \$60,000.00 - \$70,000.00

Employee Type: Full-Time Employee

Industry: Retail Merchandising

Job Type: Information Technology - General Business

Required Travel: Negligible

Relocation Covered: No

Digital media producers supervise the creation of digital content from concept through to delivery. Similar to film, television and news producers, digital media producers hire artists and technicians, oversee idea development and manage financial decisions to bring a project to fruition. Mass communications companies increasingly employ digital media producers to deliver digital versions of their content online. Producers at Internet-based companies create unique audio, visual and text content, such as blogs and online games, for Web-based publication and distribution. Other digital producers oversee the creation of DVDs, training materials, marketing presentations and podcasts.

## 6.7 Vice President of Administration

### Job Description

#### Vice President of Administration

Location: Santa Ana, California

Base Pay: \$40,000.00 -50,000.00 per year

Employee Type: Full-Time Employee

Industry: Retail Merchandising

Job Type: Human Resources - General Business

Required Travel: Negligible

Relocation Covered: No

Manage on boarding and refine and deliver new hire training for the department. The Vice President of Human Resources Lies across Risk Management departments, with Corporate Treasury, Firm committees Human Resources & Controllers, and Internal Audit Department. Work confidentially on issues related to departmental budget, head count, and staff planning. Plan Effective business operation strategies, developing Marketing Material. Compile and deliver presentations to senior risk and business management. A partner with executive team and implement strategic and operational strategies. Developing, designing and improving internal systems that create and deliver firm services.

# Section 7 Company Forms

## 7.1 Trade Fair Evaluation

### Trade Fair Evaluation Sheet form

Name of Employee: \_\_\_\_\_

Evaluee: \_\_\_\_\_

\_\_\_\_\_

	1	2	3	4	5
Behavior					
Spokesman ship					
Productivity					
Responsibility					
Attendance					
Relationships					

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Signature: \_\_\_\_\_



## 7.2 Write-Up's

# Write - Ups



Date: \_\_\_\_\_

Time: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Reason of Write-Up: \_\_\_\_\_

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- Warnings:**
1. (Verbal Warning)
  2. (Discussion with employee and Supervisor)
  3. (Pay Deduction)

H. R. Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



# Performance Review

## 7.3 Company evaluation



### PERFORMANCE RATINGS

- 41 - 50 Clearly Outstanding
  - 31 - 40 Exceeds Expectations
  - 21 - 30 Meets Expectations
  - 11 - 20 Below Expectations
  - 00 - 10 Unsatisfactory
- 10% pay increase in monthly salary  
 5% pay increase in monthly salary  
 2% pay increase in monthly salary  
 1 month re-evaluation to improve for 1% pay increase  
 1 month reevaluation to improve or will be demoted or terminated

Name: \_\_\_\_\_

Performance Criteria	00-10 Unsatisfactory	11-20 Below Expectations	21-30 Meet Expectations	31-40 Exceeds Expectations	41-50 Clearly outstanding	Employee Rating	Supervisor Rating
Quality of Work <ul style="list-style-type: none"> <li>• Accuracy, Thoroughness, neatness</li> <li>• Results during peak workloads</li> <li>• Results on routine work</li> <li>• Results on special projects</li> <li>• Follows instructions &amp; Fulfills responsibilities</li> </ul>	Poor work requires constant checking due to errors. Frequently does not complete work or responsibilities Sloppy worker	Work often has unacceptable number of errors. Frequent review is necessary, can not be rallied upon to complete assignments	Work is done well with infrequent errors. Occasional review is necessary. Work is generally always completed on time and to the satisfaction of the supervisor	Work is consistently done well. Little review is necessary. Rarely makes errors. Always can be counted on to do a good quality job and takes pride in their work and assignments	Exceptional high quality of work at all times with no review of work necessary. Outstanding effort and always on time and the best quality possible.		
Quantity of Work <ul style="list-style-type: none"> <li>• Volume of work regularly produced</li> <li>• Speed, consistently &amp; timeliness of output</li> <li>• Organization of time and workload</li> <li>• Ability to complete entire assignments</li> </ul>	Cannot complete assignments with in allotted time. Does not use time wisely. Is not on task often and is generally lazy Work often has unacceptable number of errors. Frequent review is necessary, can not be rallied upon to complete assignments	Work often has unacceptable number of errors. Frequent review is necessary, can not be relied upon to complete assignments	Works at an normal and acceptable rate of speed and consistently completes assignments in allotted time. Stays on task and completes work	Uses time wisely and often produces completes work ahead of schedule. Can always be counted on to complete tasks	Always completes work in allotted time and consistently is ahead in work assigned. Works faster than most an gets more work done		
Attendance and Punctuality <ul style="list-style-type: none"> <li>• Degree of absenteeism</li> <li>• Degree of tardiness</li> <li>• Obtains readmit slip after absence</li> </ul>	Had excessive tardy/absences More than 3 tardies or absences.	Had excessive tardies/absences More than 2 tardies or absences.	Tardies/absences are no more than 1 for a 6 month period	Consistently on time and rarely absent.	Never tardy or absent		
Initiative <ul style="list-style-type: none"> <li>• Resourcefulness, ingenuity, &amp; creativity</li> <li>• Willingness to learn</li> <li>• Acceptance of responsibility</li> <li>• Takes action on own when appropriate</li> </ul>	Continually requires prodding to do work. Cannot be depended upon to complete assignments	Frequently requires coaching, extra help reminding and/or assistance to complete assigned tasks. Will do work only when told	Completes all assignments independently with little or no encouragement or guidance needed. Occasionally will do more work than assigned	Frequently exhibits high degree of resourcefulness and ingenuity. Seeks out improvement methods and finds things to do with out being told	Exceptionally resourceful and initiates suggestions for improvement and assumes additional job duties, always try to find things to do to help the company		
Interpersonal skills <ul style="list-style-type: none"> <li>• Courteous to others</li> <li>• Resolves conflicts &amp; problems</li> <li>• Cooperates with others in group</li> <li>• Contributes to team effort and spirit</li> </ul>	Makes little or no effort to be a part of the department. Not an effective team player in business	Generally gets along with others, has on occasion failed to cooperate and support the department and company when needed	Courteous and cooperative. Tries to maintain harmonious working relationship with others. Always supports the team and company effort	Enthusiastic team worker. Willing to carry a fair share of the load and maintains a positive attitude to contribute to the team effort.	Displays extraordinary ability to work with others has a positive attitude that motivates others. A outstanding team player always		

## 7.4 Benefits

You are eligible for benefits when you work a minimum of thirty (30) hours per week. These benefits include medical coverage, dental coverage, vision coverage and flexible benefits options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for health insurance.

If a covered dependent becomes ineligible based on plan rules it is your responsibility to notify Human Resources immediately. You must notify Human Resources of any changes in status within thirty (30) days of status change. This includes dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit plan eligibility.

### Medical coverage

You must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Information about current medical plans and premiums is available from Human Resources.

### Dental and vision Coverage

You must sign up for coverage thirty (30) days of employment or at the time of an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage.

## 7.5 Leave of Absence

If you exhaust all your annual and sick leave and still need time off for personal or health reasons, you may apply for a leave of absence for a period of up to three (3) months if you are a full-time employee.

Regardless of the reason for the leave, it is essential that the following department be notified to ensure that benefits are properly administered:

- Human Resources Department

Your supervisor (or department director) may or may not approve your request for a leave of absence. The decision is at his/her discretion. Service, employment record, and the reason for the absence. If your request is denied, you may appeal that decision. While you might originally request a leave of absence for a period of three (3) months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one (1) year.

You do not accrue sick and annual leave while you are on an approved leave of absence.

You must notify your supervisor of the anticipated date of your return to work prior to that date. Your supervisor is responsible for immediately notifying the Human Resources Department. When you return from a leave of absence, you will be placed in your previous position or a similar position, if available. If the same or similar position is not available, you will receive preference for employment in any available position for which you are qualified.

If you fail to return to work at the conclusion of your leave of absence, you will be terminated from employment. If you are unable to return to work, you are responsible for requesting an extension (in advance) from your supervisor or department director.

# Benefits

## Vision

H. M. O.

- 1 member \$29.95 (Company pays 10\$) Total of \$19.00
- 2 members \$35.06 (Company pays 10\$) Total of \$25.00
- 3+member \$72.26 (Company pays 10\$) Total of \$62.00

P. P.O. (More Reliable)

- 1 member \$95.06 (Company pays 10\$) Total of \$85.00
- 2 members \$139.06 (Company pays 10\$) Total of \$129.00
- 3+members \$192.26 (Company pays 10\$) Total of \$182.00

## Dental

H. M. O.

- 1 member \$6.95 (Company pays 4\$) Total of \$ 3.00
- 2 members \$11.95 (Company pays 2\$) Total of \$ 7.00
- 3+members \$15.95 (Company pays 10\$) Total of \$5.00

P. P.O. (More reliable)

- 1 member \$75.06 (Company pays 10\$) Total of \$65.00
- 2 member \$129.06 (Company pays 10\$) Total of \$119.00
- 3+members \$176.26 (Company pays 10\$) Total of \$166.00

## Health Care

H. M. O.

(Company pays first 80\$)

EE 111\$ Total of 31\$

EE+S 132\$ Total of 52\$

EE+C 252\$ Total of 172\$

EE+S+C 367\$ Total of 287\$

P. P.O.

(Company Pays First 80\$)

EE 287\$ Total of 207\$

EE+C 722\$ Total of 642\$

EE+S 837\$ Total of 757\$

EE+S+C 939\$ Total of 859\$

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EE Eligible Employee

EE+S Eligible Employee plus spouse

EE+C Eligible Employee plus child

EE+S+C Eligible Employee plus spouse plus

Signature: \_\_\_\_\_

## 7.6 Jury Duty or Court Appearance

When employee must miss work due to jury or witness duty, employee will be excused from your job. Notice must be given to your direct supervisor. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work related issues. If employee is paid regular salary, employee are required to turn in to the Accounting Department any pay you receive from the courts for jury duty. This does not include witness fees and expenses paid from other sources. At any time during jury or witness duty if you complete your assignment during regular work hours, you are expected to return to work immediately.

## 7.7 Holidays

You are eligible to be paid for these holidays if you work at least 20 hours per week on a regular basis. Offices may be closed without further notice on the following days:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Spring Holiday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Winter Holiday

If you are eligible for holidays, you will receive pay for each holiday – whether or not you are scheduled to work on those dates.

## 7.8 Annual Leave / Vacation

If you work 20 hours or more per week on a regular basis, you are eligible for annual leave. The following guidelines apply:

1. You may take annual leave anytime during the calendar year (with prior approval) January 1st through December 31st.
2. If you are involved in military training, you will continue to earn leave while being paid.
3. You accrue leave based on the number of paid hours in a pay period.
4. You may take annual leave in increments of quarter-hours. This means that the minimum amount of leave you can take is 15 minutes.
6. You may not take annual leave before you have earned it.
7. The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. For example, if you work four 10 hours days per workweek, you must use 10 hours of annual leave to have the entire day off. If you work 8 hours per day, then 8 is the number of hours of annual leave you must use to equal one day. \*
8. You may take annual leave in the year you earned it, or you may carry it over for use in later years. However, there is a limit to the amount of annual leave you may accrue.

9. If you earn annual leave in excess of the maximum amount listed on the table, it will be transferred to your sick leave account on the pay period following the anniversary date of your employment.

10. Authorized days off for annual leave will not be considered as working time for calculating weekly overtime.

11. When you terminate employment, you are entitled to payment for any unused annual leave that has accrued. Payment is based on the rate of compensation received at the time of termination. Vacation checks are computed on the regular payroll day and are available at the normal time and place. No checks are issued in advance.

## **7.9 Sick Leave Accrual**

If employee works over 20 hours or more per week on a regular basis, employee is eligible for paid sick leave for authorized absences as defined in this sick leave section.

The amount of sick leave you earn is based on the number of paid hours per pay period. The number of paid hours is multiplied by the accrual factor of .0462 to determine the total sick leave earned.

You may not use any hours of sick leave in advance of earning them. There is no “cap” or maximum for the amount of sick leave you can accrue. You may not convert unused sick leave into cash, personal holidays, or annual leave. In addition, unused days of accumulated sick leave are not paid when employment terminates.

### **Sick Leave Notification and Approval**

To be eligible for sick leave with pay, you must give your supervisor as much advance notice of an absence as possible. Notification must be no later than the scheduled start time of your workday. You must speak directly to your supervisor on each day of absence. If your supervisor is not available, you must speak directly to the manager or department director, or to the person designated by your supervisor.

### **Sick Leave for Family Illness or Injury**

With proper documentation, you may be permitted to use not more than twenty (20) working days of accrued sick leave in any calendar year to attend to, or provide care for, certain family members who are ill or injured.



# Art Beat

## EMPLOYEE MANUAL AGREEMENT

The Terms and Conditions are an important part of Art Beat's business.

By signing this agreement, I \_\_\_\_\_ acknowledge that I have received and read Art Beat employee manual. Also to this contract I am responsible of the actions & I will follow all company policies.

Employee's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Any Questions or Concerns  
Contact us at:  
[www.artbeat-online.com](http://www.artbeat-online.com)