



Name: Rene DUNCAN

Taborca ID: 52028

Date of Hire: 05 / 22 / 2019

Date of Re-Act:      /      /     

### New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

### Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it

# Interview Note Sheet

Applicant Information	
Name: <u>Rene Duncan</u>	Interviewer: <u>Christyann Maulipe</u>
Date: <u>05/22/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Food service worker / concessions</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

## Relevant Experience & Summary of Strengths

Best Western Crown Plaza / Housekeeping experience Total of \_\_\_\_\_ in Food Service/Hospitality

seasonal work - concessions @ the fairgrounds

production control - shipping / receiving.

catering attendant for bbg / stanford

cashier

P.O.S. Experience: Y / N details: ace hardware

## Transportation

Car Public Transit Carpool ( Rider / Driver )

## Regions Available to work:

SF City San Jose SF North South San Jose SF Peninsula SJ Peninsula East Bay Outer East Bay

## Certifications (if any)

TIPS Serv-Safe LEAD Other \_\_\_\_\_ Will Submit

## Availability

Open AM only PM only Weekdays only Weekends only

## Details:

## Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie

Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy? Convention Candidate? Other Languages Spoken:

# Irene Duncan

669.293.4109 | id49084@gmail.com | San Jose, CA

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**Objective:** To obtain an entry level, full time position with opportunities for growth in the South Bay Area.

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**Education:**

Milpitas Adult Education

Milpitas, CA

Obtained ServSafe certification, 2017

Forklift certified 2019

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**Skills:**

- Good interpersonal and communication skills.
  - Strong time management skills and proven history of workplace punctuality.
  - Attention to detail and meticulous use of proper safety procedures
- 

**Experience:**

*June 2018 | Present | Highway Maintenance*

Center for Employment Opportunities | San Jose, CA

- Provide removal of debris and materials that may become hazardous to motorists
- Notify supervisor of areas in need of major repairs or renovations
- Participated in safety training and contributed to 100% team safety record
- Responsible for providing highway maintenance on local roadways within the Bay Area

*2008 | 2018 | Caretaker*

In House Care Take | San Jose, CA

- Prepared and served meals according to instruction and assisted with feeding
- Helped patient with bathing, dressing and grooming, and with toileting
- Assisted patient with movement using cane, walker, and wheelchair
- Monitored medication as specified on plan of care

*January 2000 | March 2008 | Assistant Tax Preparer*

Weaver Tax Service | San Jose, CA

- Data input of tax information utilizing Drake Income Tax Software
- Compiled income tax forms, schedules, and necessary paperwork for tax returns
- Interacted with clients, scheduled appointments, assessed necessary information as needed

*October 1997 | June 1998 | Housekeeper/Laundry Attendant/Dishwasher*

Best Western Pioneer Inn | Lahaina Playi, HI

- Maintained cleanliness of rooms, replenished hygienes and bath linens
- Interacted with maintenance regarding repairs
- Washed and folded bath and kitchen linens
- Restocked work carts with supplies and bed/bath materials



Name: Irene Duncanson

92%

Score 13/14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - ☒ e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
  - a) Floors Daily/Weekly
  - b) Toilets and latrines Daily/Weekly
  - c) Carpets in guest rooms Daily/Weekly
  - d) Carpets in offices Daily/Weekly
  - e) Soiled linen Daily/Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - ☒ c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - ☒ c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Let supervisor know immediately
10. What do you do if you find Lost and Found items in a guest rooms?

give to Front Desk or Supervisor
11. Describe the difference between a disinfectant and a cleaning solution?

disinfection - cleans ; disinfects germs bacteria  
cleaning solution cleans basic needs

$$\begin{array}{r} 1 \\ 275 \\ 275 \\ \hline 550 \end{array}$$

$$\begin{array}{r} 10.50 \\ 21.0 \\ \hline 31.50 \end{array}$$

$$\begin{array}{r} 125 \\ 90 \\ 79 \\ \hline 394 \end{array}$$

Cashier Test

Score 13 / 15

b 1 1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

9 2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

c 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- ☒ d) \$0.25

c 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 9.5 %?

0 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- d) \$4.50

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- ☒ d) \$12.00

a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- ☒ a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

- a 11) Counterfeit pens should be used on which three denominations?
- a) \$20, \$50, \$100
  - b) \$10, \$20, \$50
  - c) \$5, \$50, \$100
  - d) \$10, \$20, \$50
- a 12) How many times should you count change when giving it to the customer?
- a) one
  - ☒ b) two
  - c) three
  - d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21
- 14) What are the acceptable forms of ID for alcohol purchases? CA ID or State ID
- 15) How many \$20 bills are in a bank band? 100 bills

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ACROBAT OUTSOURCING  
TSC GROUP

## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Irene S. DUNCAN Date: \_\_\_\_\_  
Home Telephone (\_\_\_\_) \_\_\_\_\_ Other Telephone (408) 8170167  
Present Address 1144 S. Second St #406 Box 73  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address IreneDuncan912@gmail.com

### EMPLOYMENT DESIRED

Position applying for: hospitality - Concession Salary desired: 17.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

People Ready

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐

Temporary work, e.g., summer or holiday work? Yes ☒ No ☐ From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐

Company Website ☐ Other Web Posting ☐ Other Source ☒

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?

5/24/09

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

will work any shift or day except Tuesdays

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No ☒ If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No ☒ If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? VTA Yes ☒ No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No\_\_\_

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No\_\_\_

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Phillips Jr College	Clavis, Ca	AS	YES
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO

Special: WORKED FOR SERVICE AMERICA FOR 6 YRS. P/T. ALSO HAVE EXPERIENCE IN PRODUCTION/INVENTORY CONTROL FOR 7 YRS. HOSPITALITY INDUSTRY FOR 10 YRS

**EMPLOYMENT HISTORY**

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer

OEO

Type of Business

Telephone No. ( )

Supervisor's Name

Carl

Your Position and Duties

Highway maintenance worker. Pickup  
garbage etc from highways.

Dates of Employment: From 2000 To 2009

Reason for Leaving:

Employment expired.

Name and Address of Employer

Weaver Tax Service

Type of Business

Income Taxes

Telephone No.

(408) 288 0912

Supervisor's Name

Don Weaver

Your Position and Duties

Asst. Tax Preparer - Customer service, appt setting  
income tax prep on Drake Tax System. Acct. Pay/Rec.

Dates of Employment: From 2000 To 2008

Reason for Leaving:

Seasonal

Name and Address of Employer

Service American

Type of Business

Hotel/Club

Telephone No. ( )

Supervisor's Name

Your Position and Duties

Worked in concession stands, cashier, cook, clean-up  
customer service. Setup up/breakdown

Dates of Employment: From 1996 To 2000

Reason for Leaving:

Seasonal -

Name and Address of Employer

Type of Business

Telephone No. ( )

Supervisor's Name

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes\_\_\_ No\_\_\_

If so, describe: N/A

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Jackie Cruz Telephone No. (408) 990 5785  
Address: The Woods, Apts 501  
Occupation: Stocker/Cashier Relationship: Friend Number of Years Acquainted: 30

Name: Oly Mendez Telephone No. (408) 717 1749  
Address: Freemont  
Occupation: Retired Relationship: Friend/Co worker Number of Years Acquainted: 19

Name: Marguerite Telephone No. (408) 387 0946  
Address: San Jose Gorda  
Occupation: Retired Relationship: Friend Number of Years Acquainted: 5

**Please Read Carefully, Initial Each Paragraph and Sign Below**

W

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

W

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

W

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

W

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

W

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

[Signature]

Date

5-24-11





Your Hospitality Staffing Professionals

## Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. **All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207.** You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than **three** points in a 90-day period can result in termination of employment.

**Tardy** – Anybody not signed/ clocked-in by their start time. 1 Point

**Call Off** – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

**LM Call-Out** – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

**No Call No Show** – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Irene Dunne Date: 5-24-19

Signature: Irene Dunne

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# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: IRENE DUNCAN

Start Date: 05-22-19

## EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: ACROBAT OUTSOURCING

Physical Address of Main Office: 1585 THE ALAMEDA, BACK COTTAGE

Mailing Address: \_\_\_\_\_

Telephone Number: 408-316-9545

## WAGE INFORMATION

Rate(s) of Pay: \$17.00 Overtime Rate(s) of Pay: \$25.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

\_\_\_\_\_  
(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

CHRISTYANN MALUPE

(PRINT NAME of Employer Representative)



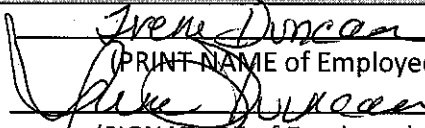
(SIGNATURE of Employer Representative)

5-22-2019

(Date)

Irene Duncan

(PRINT NAME of Employee)



(SIGNATURE of Employee)

5-24-19

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.