

# ACROBAT OUTSOURCING

## TSC GROUP

Douglas Landau

Taborca ID: 58429

Date of Hire: 9/9/2019

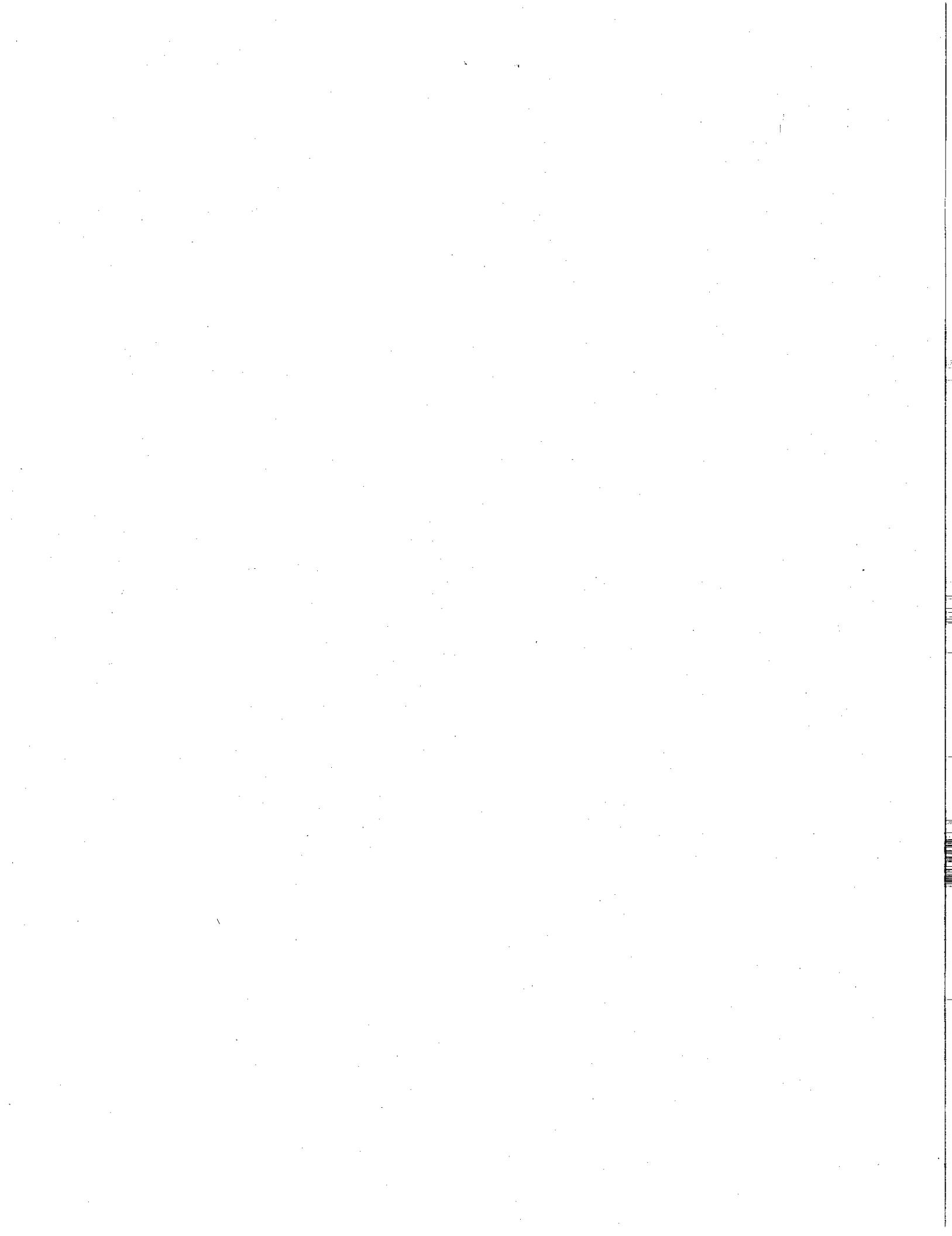
Date of Re-Act:   /  /  

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Background Check

- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card
  - Presented
  - Emailed

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
- 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
- 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 it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it



Interview Note Sheet

Name: <u>Douglas Landau</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/9/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>CL</u>

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Total of 0 in Food Service/Hospitality

- Hired just for Lexi's
- okay w/ on-call
- prefers evenings
- open weekends
- strong IT Background

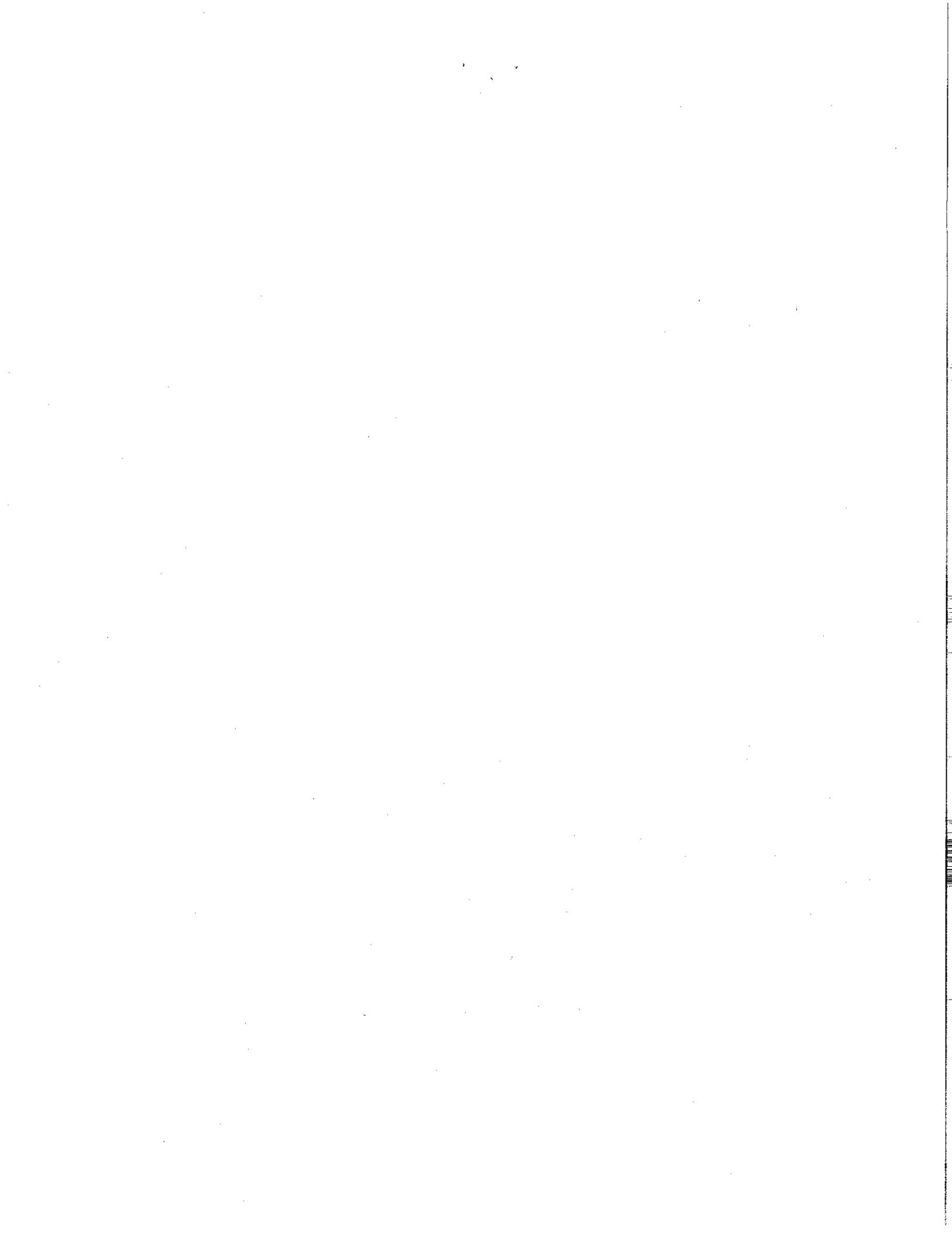
P.O.S. Experience: Y / N details:

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
LA	OC	<u>South Bay</u>

TIPS	Serv-Safe	LEAD	<input checked="" type="checkbox"/> Other <u>FHC</u>	<input checked="" type="checkbox"/> Will Submit
<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only

Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	<input checked="" type="checkbox"/> Non-Slip Shoes	Bow Tie
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?	Other Languages Spoken:	





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 Douglas K Landau Date: 9-9-2019  
Home Telephone (   ) Other Telephone ( 408 ) 609-1313  
Present Address 15985 Greenwood Rd Monte Sereno CA 95030  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address deg.landau@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: 19

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

Oxford INC Robert Half Modis OTM

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: 9/2019 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?

9/10/2019

*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.*

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	8	8	8	8	8	8	8
PM	10	10	10	10	10	10	10

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

No

**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? 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?
UC San Diego	La Jolla CA	3 yrs	NO
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: <i>Software Engineering / Linux Administration / IT</i>			

**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 Ave Inc

Type of Business Cameras Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Jason

Your Position and Duties PowerShell AD security scripting

Dates of Employment: From 7/2019 To 9/2019

Reason for Leaving: Task completed

Name and Address of Employer West Marine

Type of Business Boating Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Ryan Wolf

Your Position and Duties Linux Administration

Dates of Employment: From 9/2016 To 10/2017

Reason for Leaving: Sabatical

Name and Address of Employer Pivotal Software

Type of Business Cloud Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Drew Kramer

Your Position and Duties VMware Admin

Dates of Employment: From 3/2016 To 8/2016

Reason for Leaving: Task completed

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties

*See Resume*

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: \_\_\_\_\_

#### **JOB RELATED REFERENCES**

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

Name: David Partmire Telephone No. (650) 575-3115

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Seagate Number of Years Acquainted: 1

Name: Ryan Wolff Telephone No. (831) 728-4417

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: West Number of Years Acquainted: 1  
Marine

Name: Jason Justh Telephone No. (408) 752-2197

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Anne Number of Years Acquainted: 1

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

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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.

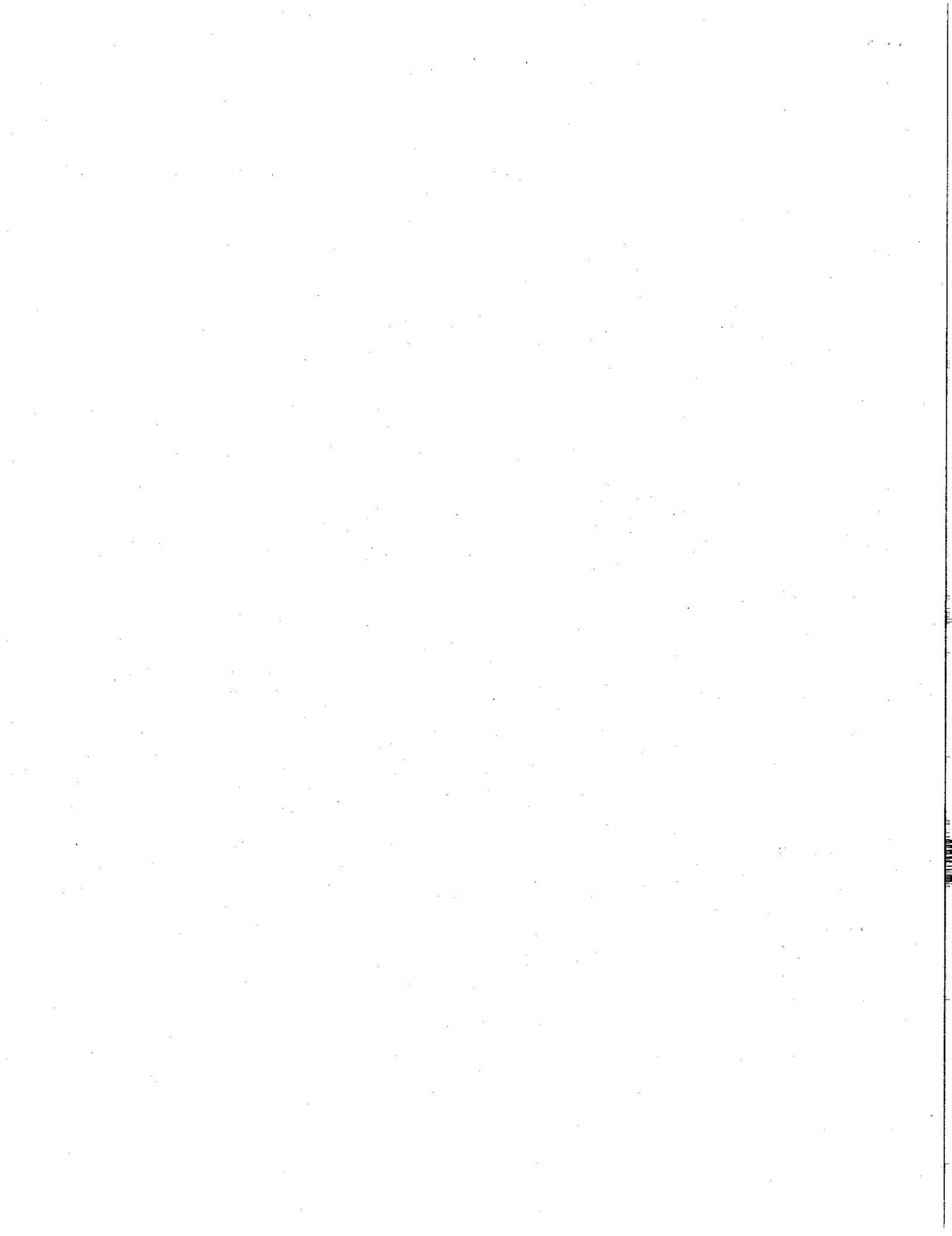
I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

*[Signature]*

Date

*9/9/2019*



**Douglas K. Landau**

15985 Greenwood Road, Monte Sereno, CA 95030  
doug.landau@gmail.com (408) 609-1313

**Objective:** Seeking a role as Site Reliability Engineer, DevOps Engineer, Linux Sys Admin, or Software Engineer

**Qualifications:** 30+ years professional experience: 20+ as developer, 10 in QA, 8 as Linux Admin, VMWare Consultant

**GitHub:** <https://github.com/douglandau>

**LinkedIn:** <https://www.linkedin.com/in/douglaslandau/>

**C code sample:** <http://www.tinyurl.com/dougsrace>

**Perl code sample:** <http://www.douglandau.net/California/California.pm>

**Skills:**

- Windows 2016 Clustering, Powershell, ESXi + vCenter 6.7, FreeNAS
- Apache 2.4.7, CentOS-7.3, SolarWinds, Hybris Commerce, PostFix, Rackspace
- VMWare vSphere 3.5 - 6.01, vCenter, vCloud Director, vShield, NSX, SDK
- Linux KVM, LVM, LibVirt, OpenStack, VirtualBox, PowerShell, PowerCLI
- JIRA, Jenkins, Accurev, Code Collaborator, Nagios, Stash, NGINX, XWiki
- Java, C, C++, Python, Perl, BaSH, PHP, Tcl/Tk, \*sh, Pascal, Modula, x86
- RHEL, CentOS, Ubuntu, Tails, Kali, FreeBSD, OpenBSD, OSX, Solaris, HP-UX, AIX
- Windows 2012/10/8/7, Vista, XP, 2K3, 2K, NT, 98, 95, Resource Kits, PowerShell
- Git, Subversion, Perforce, ClearCase, Continuus, CVS, RCS/SCCS
- Apache HTTPD, Tomcat, NGINX, LAMP, PHP, MySQL, Javascript, HTML, XML, CSS
- X11, X Windows, GNOME, KDE, Xlib, Xt, Qt, Motif, Tk, XView
- BIOS, AMI, Tyan, DMI, FRU, IPMI, EFI, UEFI, CTCS, memtest86, EDAC
- Security Best Practices, OS Hardening, STIG Compliance, SSH, SSL

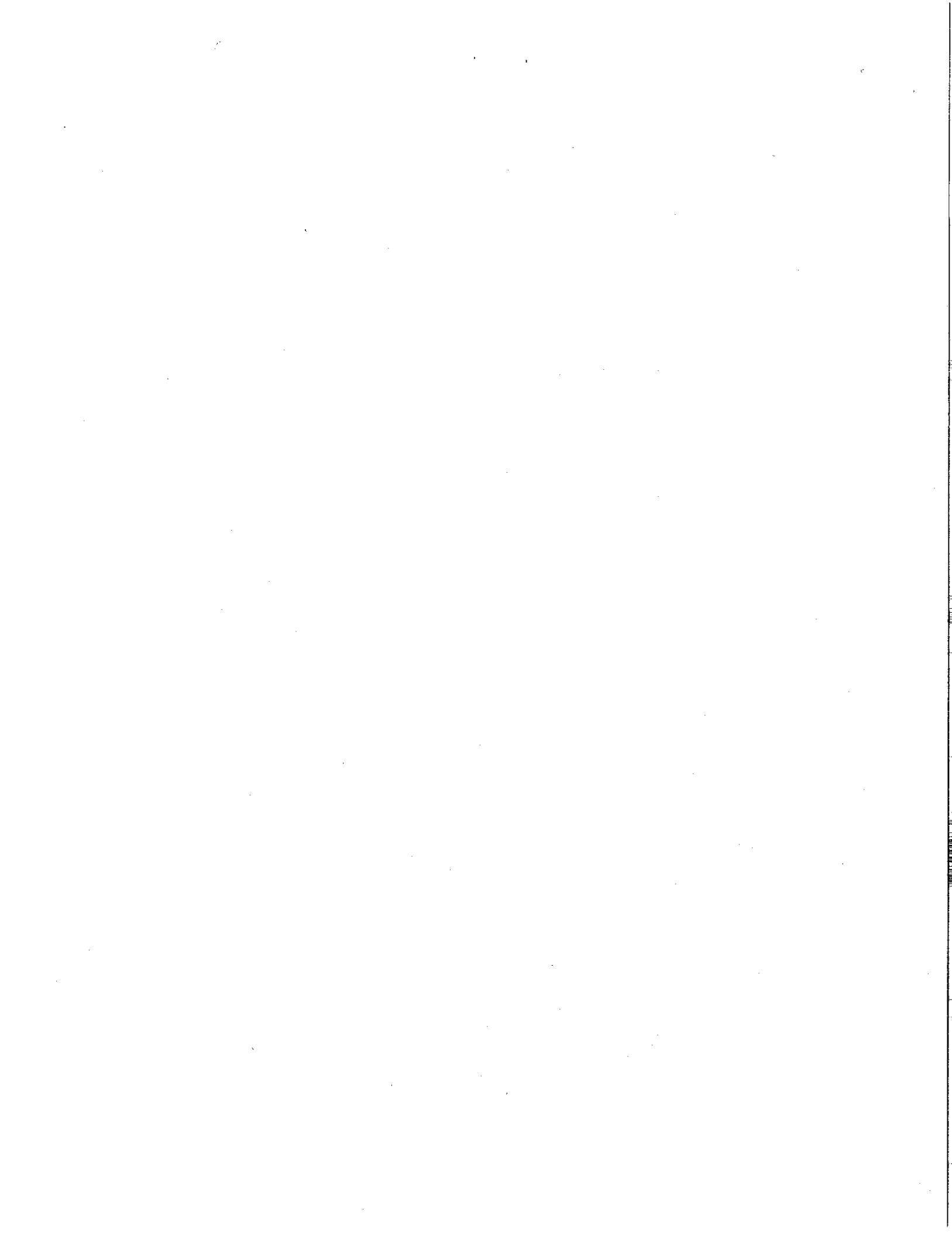
**Employment History:**

**July - August 2019 Consultant Avue Inc Sunnyvale, CA**

- Helping to bring a vSphere 6.7 / vCenter Appliance / FreeNAS / iSCSI / Windows 2016 Failover Cluster into service.
- Writing Powershell scripts to manage AD and enforce security best practices

**Jan - Present**

- Coding on my GitHub project *sxwd* so that I can produce a half-million or so banner images for my hobby website an order of magnitude more quickly than with Mogrify
- Recreating my hobby website on my Digital Ocean droplet *douglandau.net* so I can again serve maps like *tinyurl.com/dougscommute*
- Reviewing topics in Linux Systems Administration
- Practicing coding in C and Perl



**2018 Sabbatical Bicycling Western Nevada**

- Dayton-Viginia City loop: <https://www.youtube.com/watch?v=3n6tNfgCPmc>
- Markleeville-Diamond Valley loop: <https://www.youtube.com/watch?v=ae1KI-Jox58>
- Broke my thumb in a crash over a unmarked black rubber speedbump: <http://douglalandau.net/misc/thumb.jpg>
- I left West Marine to exercise and lose weight, on good terms, and with a good reference.

**Aug 2016 - Nov 2017 Sr. Linux System Admin West Marine Watsonville, CA**

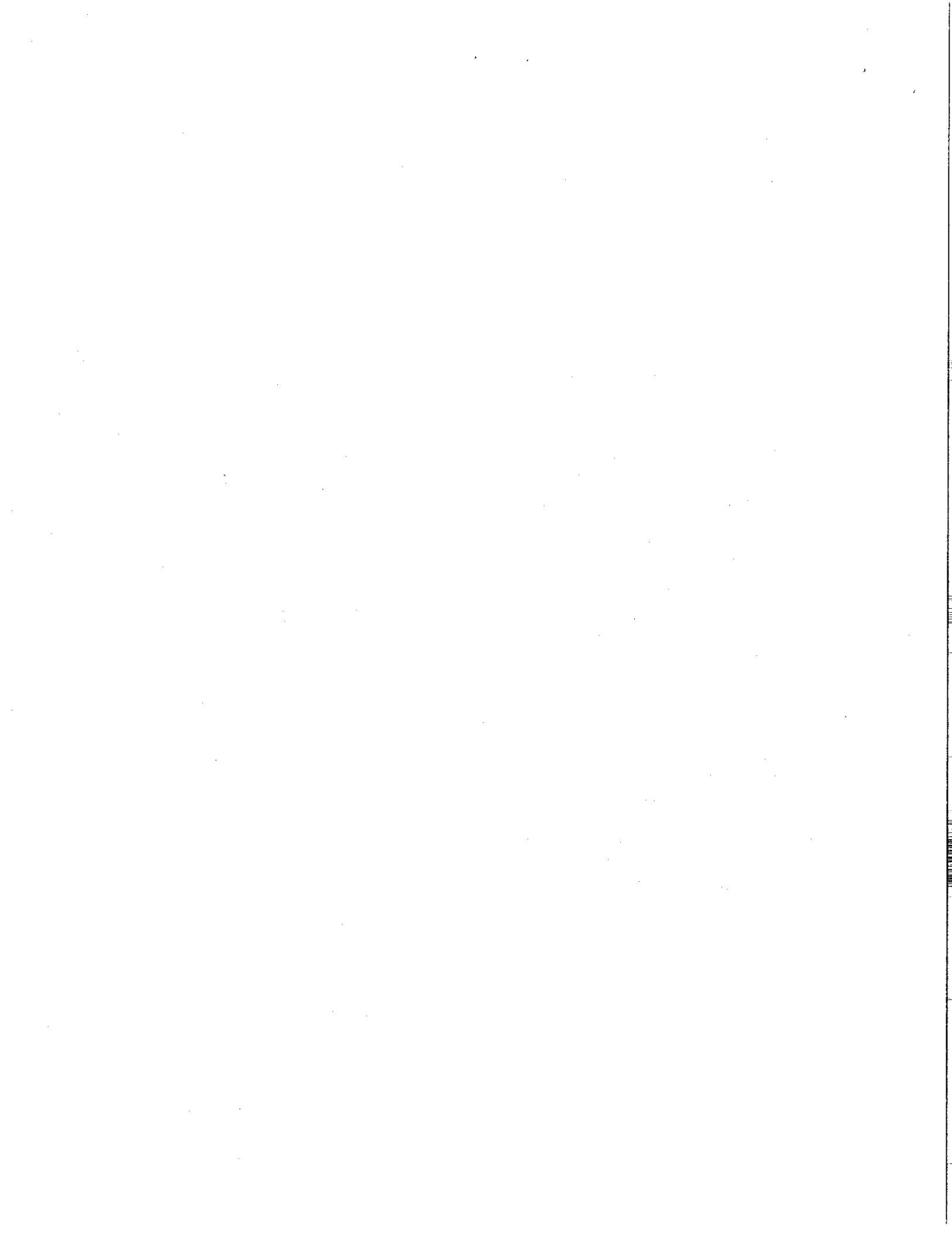
- Oncall: As one of four engineers in IT and the sole Linux resource, I was on call one week per month, and required to start digging and continue until understanding the nature of the problem, and thus to whom it should be reassigned, if not Linux-related. This lead to significant experience debugging network, Windows, AD, VMware, Hybris, Java errors, IBM AS400, Websphere, DNS, SSH, DDOS, A/C, PG&E, and other outages.
- Responsible for 150 CentOS and RHEL servers; most Rackspace, some VMware VMs, and some physical. These include webservers running Apache HTTPD-2.4.7; appservers running Apache Tomcat-6, SAP Hybris-5, IBM Websphere; mailservers running Postfix; infrastructure servers running DHCP, NFS, Git, FreeIPA, Samba, YUM, SSH proxies
- Manage SSL certificates: create+install new self-signed certificates, new certificates signed by internal signing authority, and purchase new signed certificates from Verisign
- Apply OS updates and security patches. Perform compliance security reviews for PCI and remediate as necessary
- Planned and executed upgrade of 120 servers from CentOS- and RHEL-6 to CentOS- and RHEL-7. Worked intensely with Rackspace via both phone and web portal
- Monitored all servers using SolarWinds. Wrote new Templates, Actions, and Triggers in oddball cases like SSH server on Windows
- Installed and configured XWiki+Tomcat+NginX+MSSQL to create new IT wiki
- Installed and configured fileserver running Samba 4.2 as an AD Domain Member using AD for authentication and authorization
- Participated in Hybris-5 to Hybris-6 upgrade, Websphere problem investigations

**Aug 2015 - Feb 2016 Sr. Virtualization Engineer Pivotal Labs Palo Alto, CA**

- Administered three VMware clouds (vCloudDirector, vSAN, NSX) with 90 physical hosts running 500+ VMs
- Upgraded vSphere and vCloud Director from 5.1 to 5.5 and from 5.5 to 6.01, using the VUM and vendor ISOs; firmware in Dell and Cisco servers and Brocade adapters
- Deployed subnets, firewalls, NAT devices, etc., with NSX

**Aug 2014 - Aug 2015 DevOps Engineer Seagate Fremont, CA**

- DevOps for SandForce (now Seagate Flash Component Division). Supported 50 firmware engineers developing SSD controllers
- Build-and-Release: operated CI/CD pipeline using Jenkins, debugged broken builds
- Administered Linux KVM-LVM appliances: JIRA, Jenkins, Accurev, Code Collaborator
- Administered build servers, test hosts, file servers, OakGate and ULink lab test stations
- Deployed new Dell 700-series servers, upgrade and secure existing 600-series servers and CentOS 5 and 6 OSes. Deploy Ubuntu 14 and 15 on desktops.



**Oct 2013 - Aug 2014** Linux Admin Vishay Inc (Siliconix) Santa Clara, CA

- Administered Linux, VMware, and Windows systems: installed upgrades, deployed new 3rd-party and open source software, etc.
- Provided scripting and troubleshooting services to users of Cadence and Mentor Graphics software, HP plotters and printers

**Mar 2013 - Sep 2013** Java Engineer Tethys Bioscience Emeryville, CA

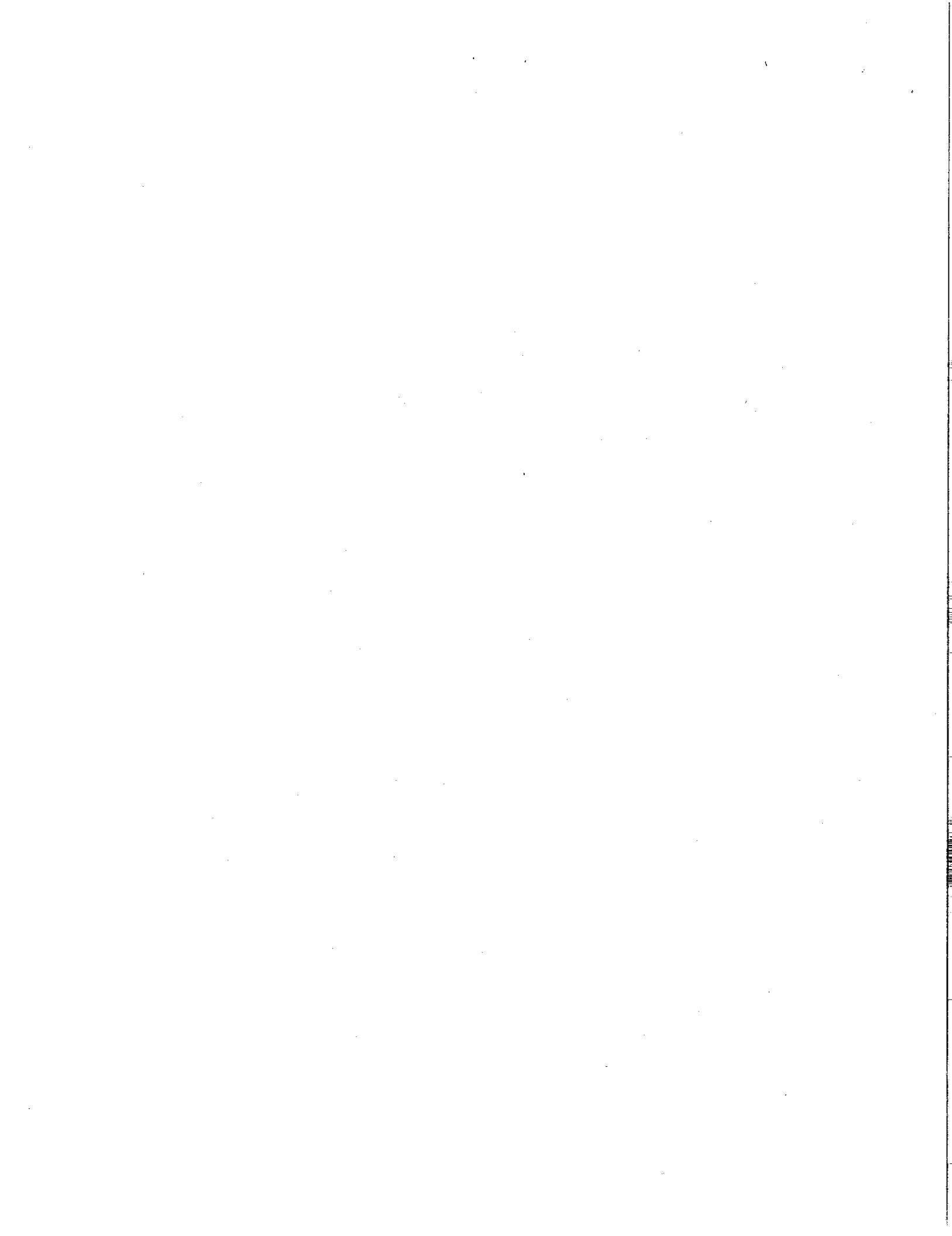
- Performed troubleshooting and tuning of an appserver running a patient record system, J2SE/Jdk-1.7\_21, Apache Tomcat 7.0.40, CentOS 6.4, and VMware vSphere 5.0
- Reduced search response times (not actually search times) from 4 minutes to 20 seconds

**Feb 2012 - Sep 2012** Platform Engineer Synnex Corp Fremont, CA

- Verified operation of software stack running on server platforms under development. In other words, tested the latest BIOS, BMC firmware, component firmware, device drivers, and CentOS; and tracked latest revisions of the same. Instrumented using IPMI to record temperatures, fan RPM and PS output, and with ps and top to log CPU, RAM, disk and net loads. Troubleshoot problems and work with Tyan, AMI, and component vendors to report bugs and obtain patches
- Seeded and flashed latest BIOS, BMC firmware, and component firmware on servers in production lines. Configured the BIOS and firmware settings (BMC, DMI, SMI, FRU, etc) as per customer specs using IPMI and other tools. Automated using Python

**Feb 2009 - Jan 2012** VMware Consultant Self Employed, Campbell, CA

- Provided VMware Install-and-Config and training services to SMBs. Installed and configured vSphere and vCenter 3.5, 4.0, 4.1, and 5. Installed and configured storage, networking gear, VMs, templates, and clusters. Configured HA, vMotion, DRS, and the other vCenter features. Installed and configured vMA and created similar OVF appliances
- Used VMware PowerCLI to script the deployment-and-provisioning of new VMs in 12 seconds, and PowerShell to customize the guest OS to set the IP address, hostname, admin password, and so on, on Windows guests, and BaSH on RHEL and BSD guests
- Created iSCSI servers (FreeBSD), NFS servers (CentOS), firewalls (OpenBSD/PF), LAMP web portals
- Wrote vSphere and VI SDK applications in Java to monitor VMs
- Developed technique for predicting assigned UUIDs and MAC address of VMs and for seeding to guarantee collision avoidance.
- Performed P2V conversions of Windows, Linux, and BSD servers and desktops
- Installed and configured the Cisco Nexus 1000v
- Hardened Linux hosts to be STIG compliant and FIPS compliant by installing an integrity checker, hardening GRUB, configuring LDAP, SSL, and SSH, and so on



**Apr 06 - Aug 08** Automation Architect/Security Lead VMware, Palo Alto, CA

- Led the QA department's migration to STAF, an open source language-independant test framework from a proprietary framework. Wrote the tutorial, style guide, and translation tools; ported framework components to Java and tests to Python, Jython, and XML.
- Assisted the test groups' in their efforts with training, mentoring, coding. Maintained both frameworks
- Tested and automated the testing of Server-2.0, Workstation-6.1, ViX-1.6
- Security group founder and lead, responsible for all testing of security of vSphere, vCenter, and the SDK. Tested and automated testing of NX+ASLR (No eXecute and Address Space Layout Randomization) in the VMkernel and in the RHEL 5.1 i386 and x86\_64 kernels. Tested the initial releases of the VMsafe API and TPM support in ESX/ESXi, oversaw security testing of vCenter and the SDK
- Member of the VMware Security Team and founder of the QA-Security group

**Sep 04 - Dec 05** QA Manager Symantec, Redwood City, CA

- Hired team of 6 QA Engineers; half experienced, half recent BAs from SJSU
- Shipped a patch release every three weeks of one of two Enterprise HIDS and HIPS systems. Managed and participated in the testing of the releases. Triaged bugs, held bug reviews and go/noGo meetings, decided whether or not to ship. Produced candidate builds, ISO images, gold CDs
- Company-wide point of contact for enterprise HIDS and HIPS. Wrote Release Notes, READMEs, and press releases; announced releases and posted binaries and signatures
- Created a test automation framework using SSH, Perl, Cygwin, Windows Resource Kits
- Performed lab admin and build & release functions for my department

**Jan 01 - Aug 04** Sr. SW Engineer, Counterpane Internet Security, Mtn View, CA

Worked for Bruce Schneier in his startup in the following capacities:

- C Programmer: maintained and continued development of the software components of the company's managed intrusion detection service. Fixed bugs, added firewall support, configured kernels, produced builds
- Perl programmer: Wrote message filters using Perl Regular Expressions
- Product development: Created a vulnerability scanner using OpenBSD, NMap, Nessus
- QA Engineer: performed testing, vulnerability scanning, pen-testing



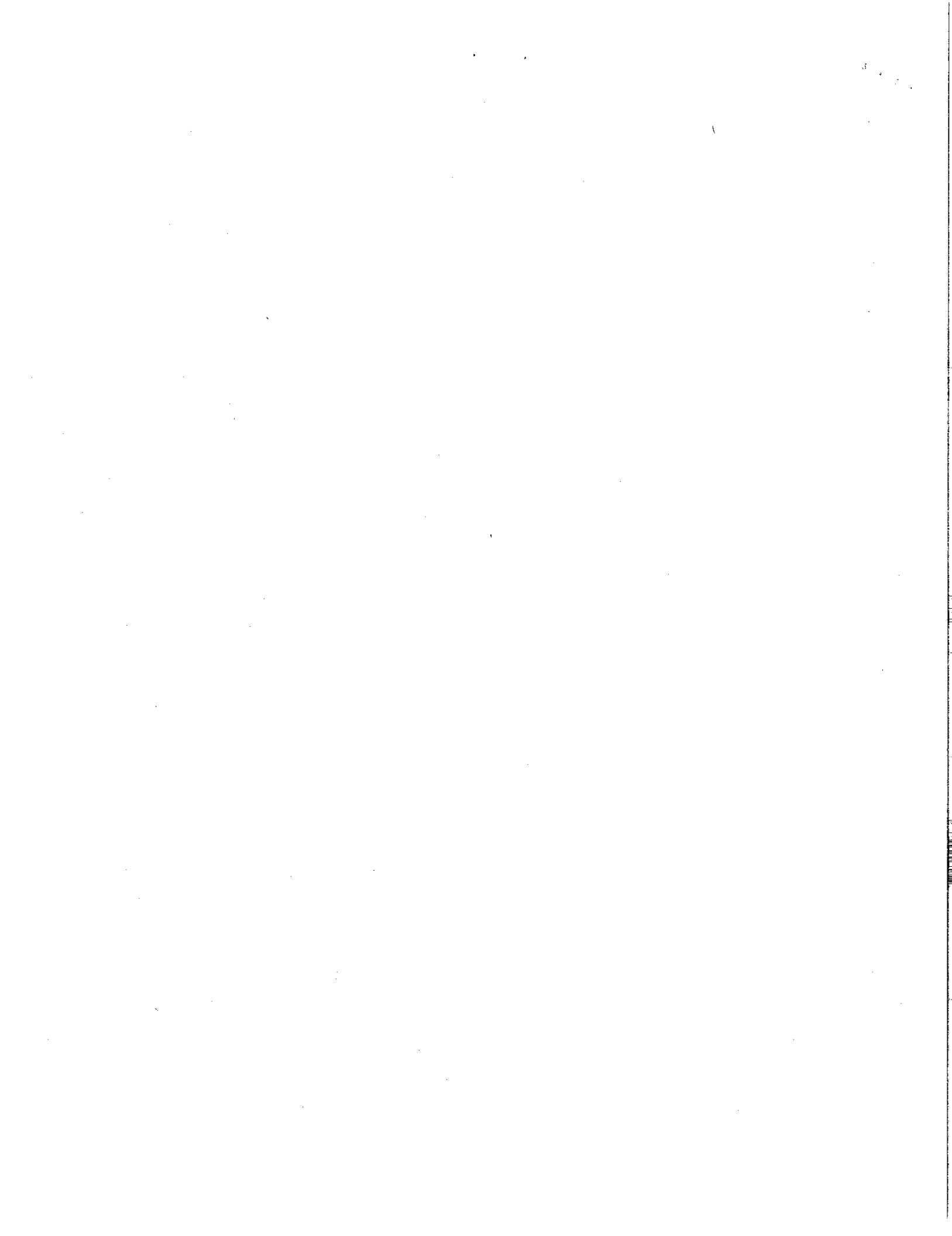
**1986 - 2001      Freelance Programmer**

From high school through 9/11 I worked exclusively as a freelance programmer. Most roles were of developer; some were maintainence; a handful were in QA (as Tester, Developer, Lead, and Manager), and a few were as Sun or Linux SysAdmin.

The language was predominantly C but over 5 years each of both C++ and Perl development were present, as were quantities of Java, PHP, TCL/Tk, Pascal, Modula, FORTRAN

X Window System applications, medical imaging applications, image processing and color use were recurring themes. Well known clients from the time period include:

- Apple
- Cisco
- Sun
- NASA
- USAF
- Siemens Medical Labs
- Varian
- Frame (now Adobe)
- Charles Schwab
- Signetics



**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Douglas Landau  
Start Date: 9/9/2019

**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: 1871 The Alameda Ste 110 San Jose, CA 95126

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126

Telephone Number: (408) 844-0772

**WAGE INFORMATION**

Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hr

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)

None to

(PRINT NAME of Employer representative)

Integro USA Inc.

(SIGNATURE of Employer Representative)

9/9/2019

(Date)

Debbie L. Landau

(PRINT NAME of Employee)

Debbie L. Landau

(SIGNATURE of Employee)

9-9-2019

(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.

## 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: Douglas L Landau Date: 9-29-2014

Signature: Douglas L Landau

