

ACROBAT OUTSOURCING

TSC GROUP

~~Spouse~~ Douglas Spraus

Taborca ID: 54151

Date of Hire: 10/22/2019

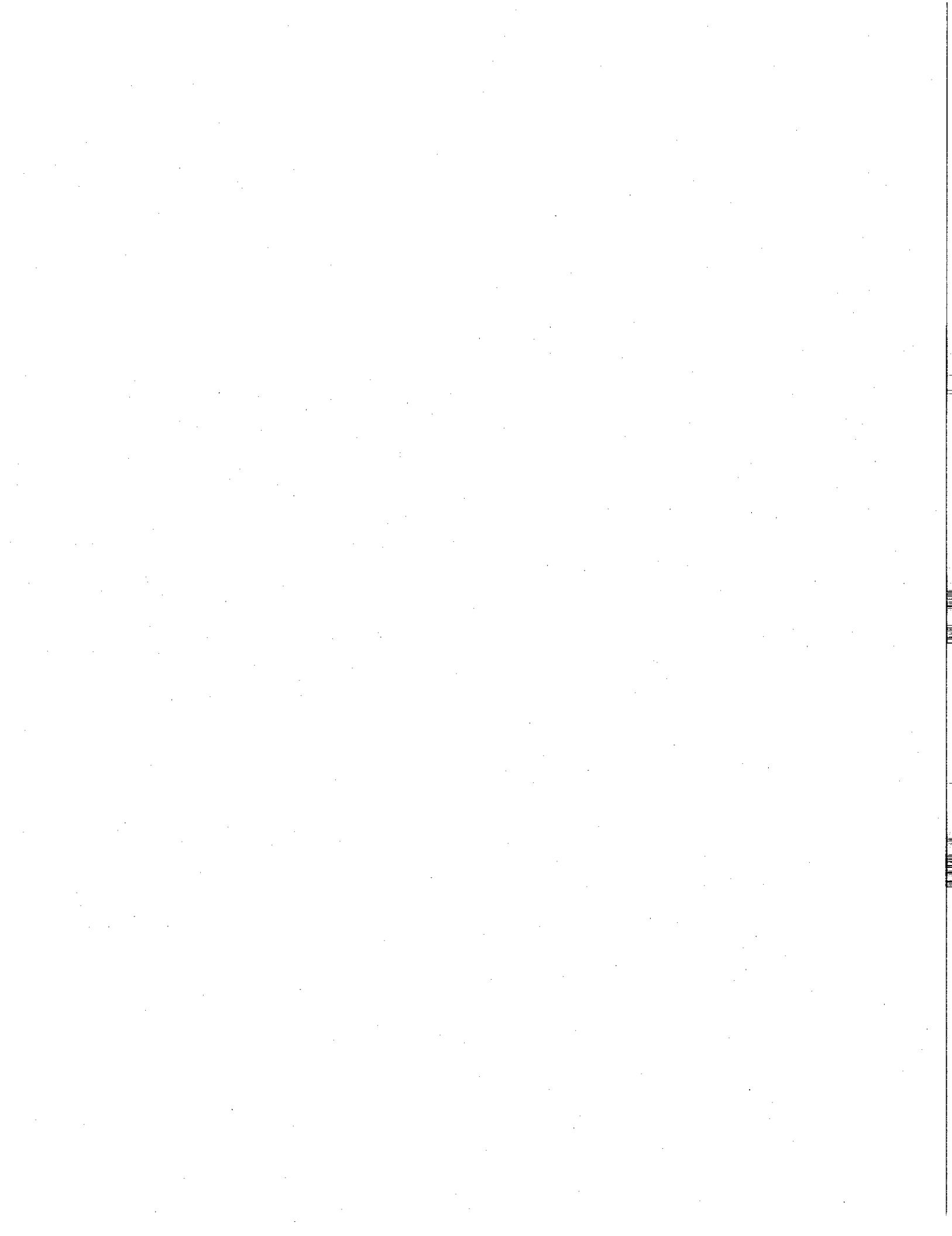
Date of Re-Act: / /

- 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



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 Spraus Date: 10/22/19

Home Telephone (386) 383-2695 Other Telephone () _____

Present Address 2141 Fruitdale Ave #2

Permanent Address, if different from present address: _____

Email Address SPRAUSD@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: Server / Cook Salary desired: \$18/hr

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

N/A

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?

10/28/19

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							
PM							

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

Open availability

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?
Le Cordon Blue	Orlando, Fl	AA	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: ServSafe			

See Reverse

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 _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

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: _____

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: _____

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: Multitasking and Managerial skills

JOB RELATED REFERENCES

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

Name: Jack Austin Telephone No. (650) 468-0888

Address _____

Occupation: Sous Chef Relationship: Friend Number of Years Acquainted: 2

Name: Katey Smith Telephone No. (817) 565-5484

Address _____

Occupation: Manager Relationship: Friend Number of Years Acquainted: 2

Name: Brian Gribow Telephone No. (503) 562-4643

Address _____

Occupation: Chef Relationship: Friend Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below



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.



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.



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.



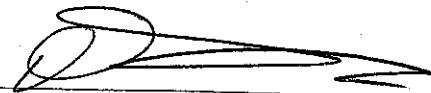
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.



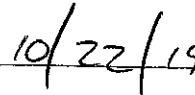
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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.

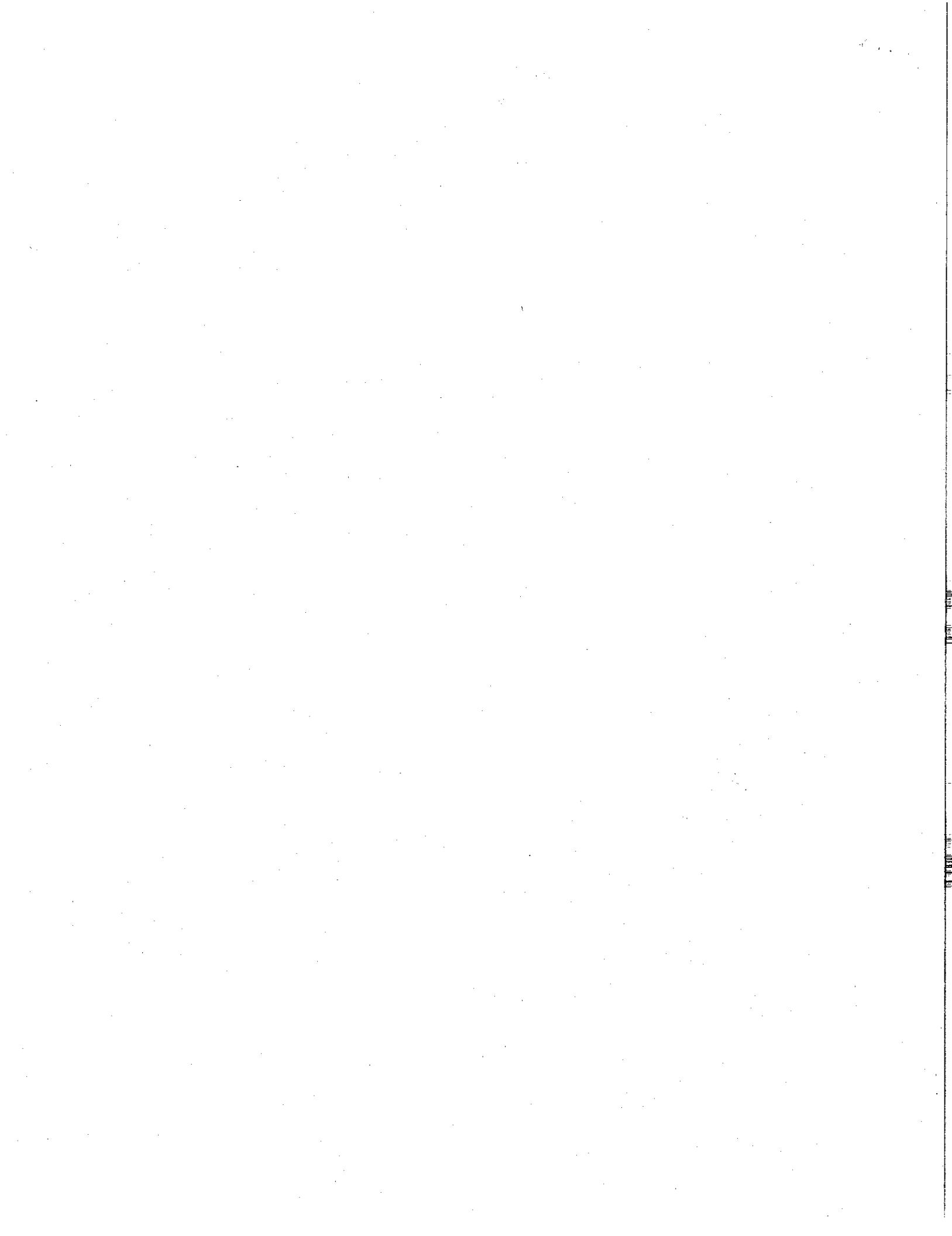
Applicant's Signature



Date



10/22/15



Interview Note Sheet

Server

Applicant Information		Interviewer:
Name: Douglas Spraus	Date: 10/22/2019	Rate of Pay: \$17/hr
Position(s) Applied for: Grill Cook, Server	Referred by: CL	

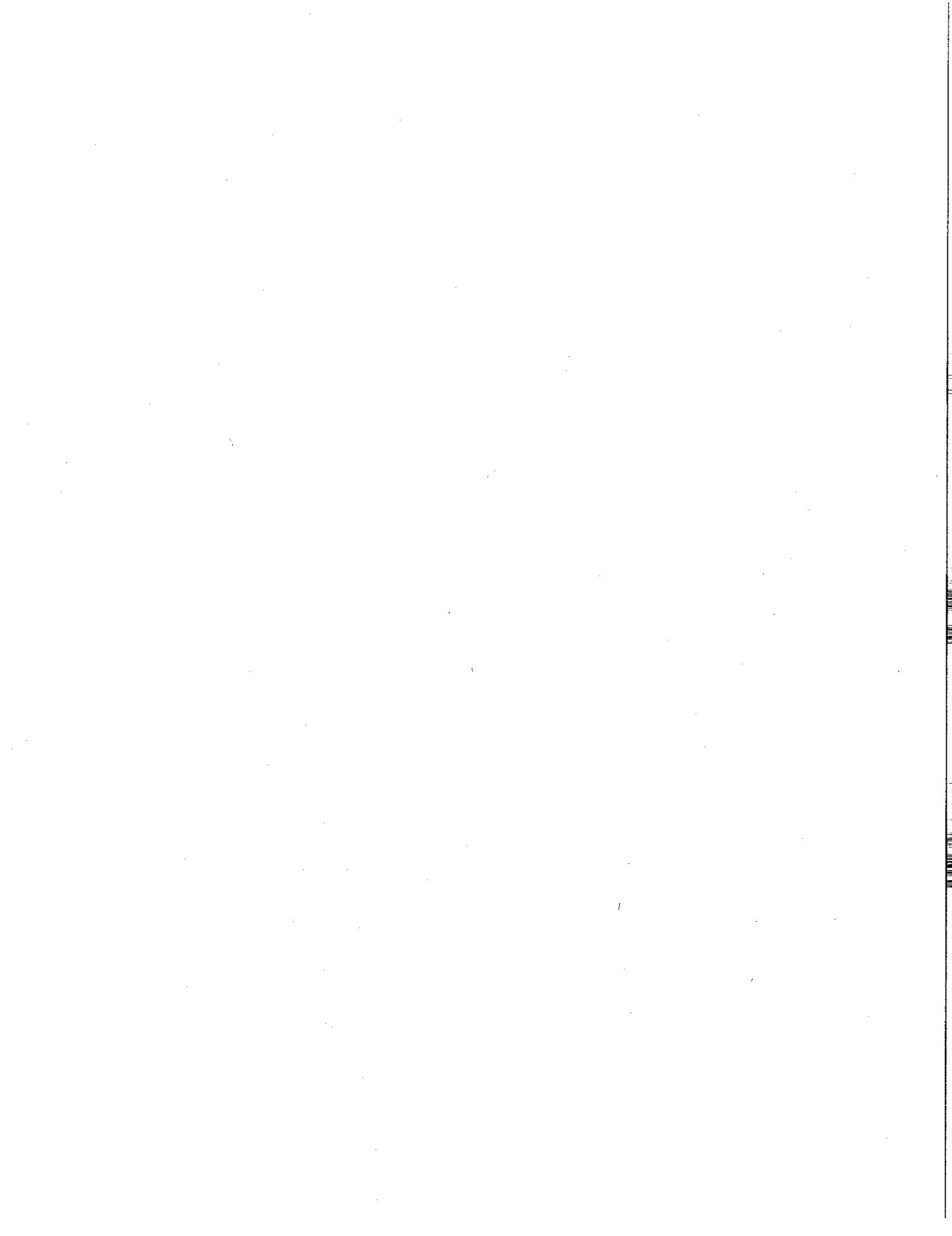
Job Interest						Weekend
Server	30	35	86 %	Bartender	130	%
Prep Cook		15	%	Barista	10	%
Grill Cook	37	40	93 %	Cashier	10	%
Dishwasher		10	%	Housekeeping	16	%

Full-Time
Part-Time

Work Experience - Summary of Strengths			
Total of 10 yrs Experience in Food Service/Hospitality			
How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	Notes:
-3 or 4 tables -throw into the mix if more tables added	-at least 5 w/ tray, 3 w/o tray -underneath for balance	- more professional, less about taking sous chef orders, more about interacting	Extensive sous chef experience

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

Transportation		Regions Available to Work	
Public Transit		10-15 miles radius SJ	
Certifications (if any)			
FHC, Serv-Safe			
Uniforms Offered		Recommendations	Other Languages Spoken
Bistro White	<input checked="" type="checkbox"/> Chef Coat	Acrobat Academy	Spanish
Black Bistro	<input checked="" type="checkbox"/> Chef Pants		
Tuxedo	<input checked="" type="checkbox"/> Knives		
1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants		
Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes		
Long Black Tie	<input checked="" type="checkbox"/> Bow Tie		
Other:		Lead Academy	



Douglas L. Sprous

386-383-2695

SprousD@GMail.com
2141 Frutidale Ave. Apt#2
San Jose, CA 95128

EDUCATION

- Orlando Culinary Academy, Orlando, FL
 - Le Cordon Bleu Program, Culinary Arts Degree, AA
- Daytona State College
 - Restaurant Management Program
- ServSafe Certified
- United States Navy, Non-commissioned officer 3rd class

2009
2011

SKILLS PROFILE

- Team leader/coach of more than a dozen staff members.
- Advanced Menu planning and development/plating.
- Expeditious learner with superior comprehension and creativity.
- Adept problem-solving skills and quick decision making.

EMPLOYMENT HISTORY

Sous Chef - The Table - Willow Glen, CA

Jan 2018 - Present

Guest Number (avg): Dinner - 135

- Trained thoroughly on all menu items.
- Prepared Daily Specials based on seasonal items.
- Created new menu items utilizing local seasonal ingredients.
- Took charge of cheese and charcuterie program, revamping presentation and overall use of local cheese makers.
- Trained line cooks on new techniques for professional betterment.

Exec. Sous Chef - Lungomare, Jack London Square - Oakland, CA

Oct 2015 – Sept 2017

Guest Number (avg): Lunch - 50, Dinner - 120, Brunch - 200

- Supervised and managed staff in the absence of Exec. Chef.
- Trained and mentored several young cooks to better their skills and abilities.
- Worked alongside Chef during menu development to create new menu items.

Exec. Sous Chef - Lark Creek Kitchen, Santana Row - San Jose, CA

June 2015 – Sept 2015

Guest Number (avg): Lunch - 80, Dinner - 120

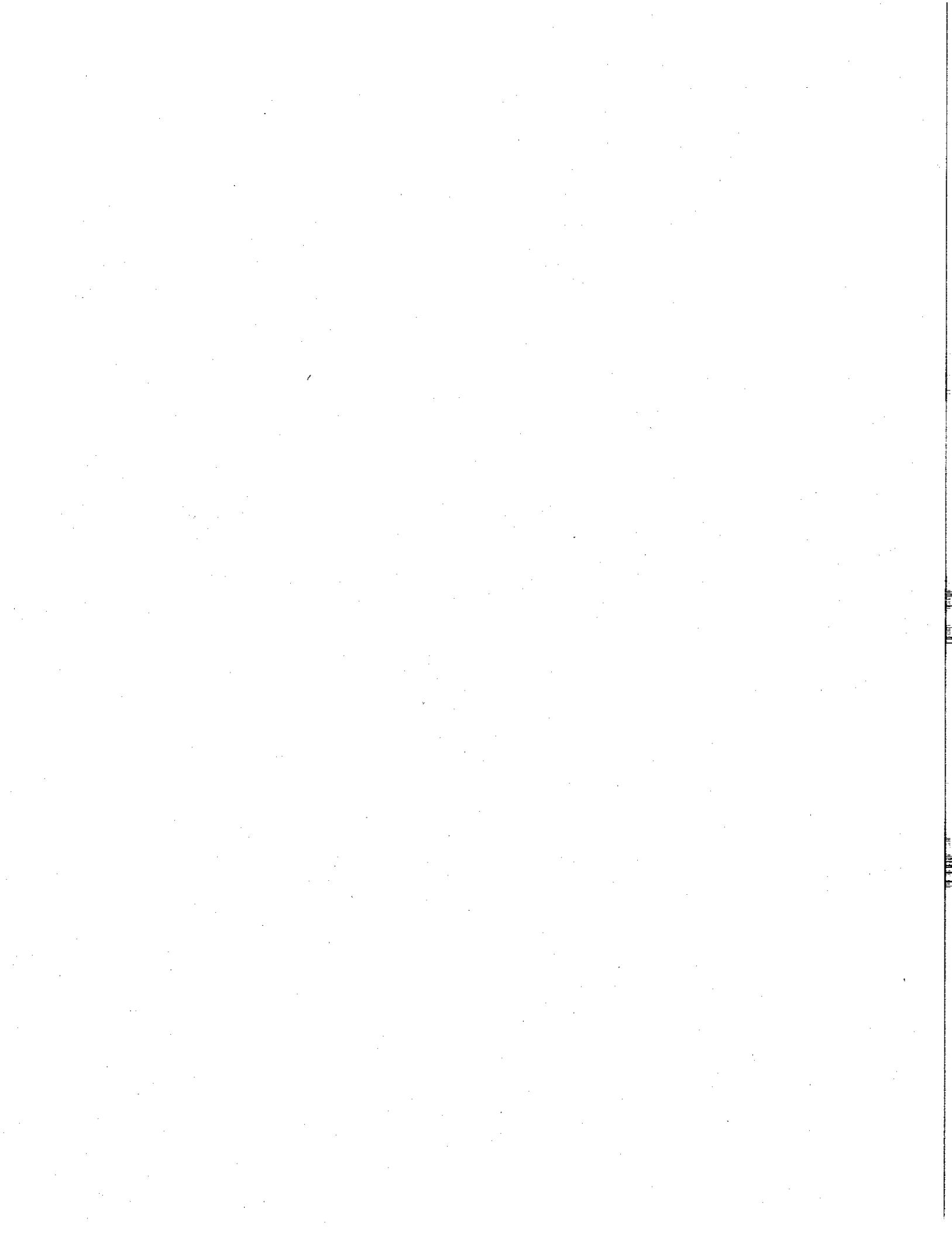
- Hired by corporate chef as Ex. Sous, managing a day & night Sous, full lunch and dinner crew.
- Developed initial lunch menu for new concept after remodel.
- Tasked with menu guide development, general personal development and management.
- Filled in during Head Chef transition; GM personally recognized hard work and long hours.

Exec. Sous Chef - Aramark Food Services, Cisco Systems - Milpitas, CA

July 2013 –July 2015

Guest Number (avg): Breakfast - 400-500, Lunch - 800-1200

- Hired as Sous Chef of the Executive Center.
- Developed menu changes, ideas designed and executed a weekly buffet for Cisco CEO.
- Promoted to Exec. Sous Chef, moved to the largest café on campus.
- Learned new techniques and skills working under Former Sous of Thomas Keller.
- Continued smooth operation in Ex Chef absence.



Grill Cooks Test

Score 37/40

Multiple Choice Test (1 point each)

B

1) How much time should you take to wash your hands with soap?

- 1 minute
- 20 seconds
- Time does not matter, water temperature does
- 5 minutes

C

2) The recommended temperature for your refrigerator is...

- 45°F
- 50°F
- 40°F
- 20°F

93%

D

3) Food handlers must always wash their hands

- Before starting work
- Switching between handling raw and ready-to-eat food
- After going to the restrooms
- All of the above

C

4) The most important reason for having food handlers wear hair restraints is to

- Prevent food from getting into food handlers' hair
- Prevent food handlers from contaminating their hands by touching their hair
- Keep the food handlers' hair in place
- None of the above

C

5) Which of these conditions requires immediate corrective action?

- Packaged food items are stored at least 6 inches above the floor
- Ice is being used to cool beef stew in a shallow pan
- Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- Raw fish is stored above raw chicken in the walk-in freezer

C

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- 0°F and 100°F
- 32°F and 220°F
- 41°F and 135°F
- 39°F and 178°F

D

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- Clean the cutting board with a wet wiping cloth
- Turn the board over and use the other side
- Rinse the board with running water
- Wash, rinse, and sanitize the board prior to slicing the onions

D

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- In a microwave oven
- During the cooking process
- Under cool running water
- On a clean counter, at room temperature

C

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- Wiping spills only
- Washing hands if the hand sinks are too far away
- Sanitizing the blade of utensils such as knives
- Maintaining moisture on the wiping cloth

Grill Cooks Test

E 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D 12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

B 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

B

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

B

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

1:1 Flour/Butter (fat)

Used to ^(thicken) emulsify sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

To Clarify Butter is to remove the water & Milk Solids to leave Pure Fat behind. This then has a higher smoke point

25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Demi.
3. Hollandaise
4. Espagnole
- 5.

26) What does it mean to season a grill and why is this process important? (3 points)

Seasoning a grill adds oils to the cast iron helping food from sticking

27) What are the ingredients in Hollandaise sauce? (5 points)

Egg yolk
clarified Butter
White Wine
Lemon Juice
Salt



Servers Test

Multiple Choice

A

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

C

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

86%

Match the Correct Vocabulary

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

B Queen Mary

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C Chaffing Dish

C. Used to hold a large tray on the dining floor

E French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

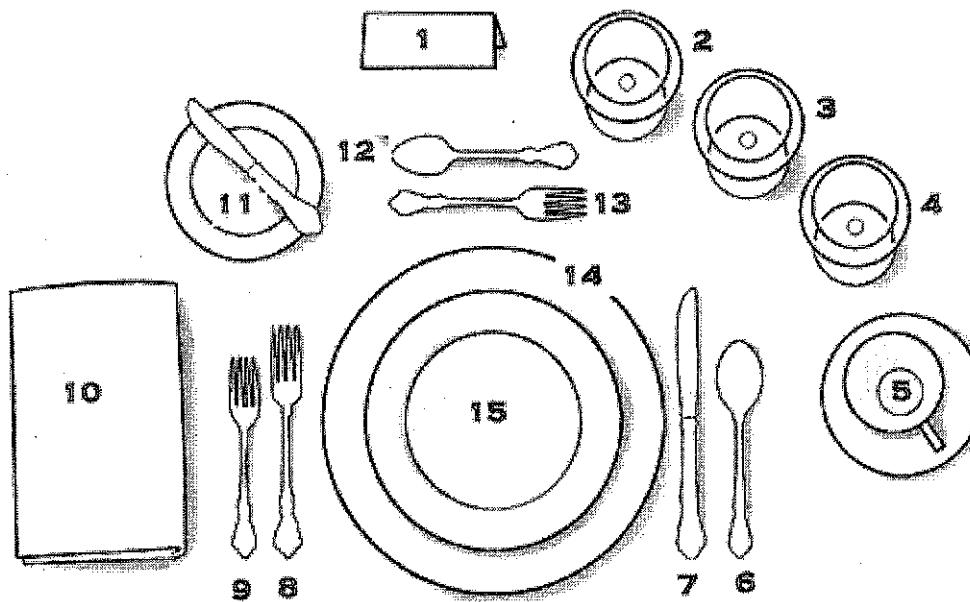
C Tray Jack

G. Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar & cream
3. Synchronized service is when: Food + Drinks arrive together
4. What is generally indicated on the name placard other than the name? Reservations
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
inform the kitchen

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Douglas Sprous
Start Date: 10/22/2019

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 - The Service Companies

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: \$17/hr Overtime Rate(s) of Pay: \$25.50/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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

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)

Ngoc Ha

(PRINT NAME of Employer representative)

angvnh

(SIGNATURE of Employer Representative)

10/22/2019

(Date)

Douglas Spraus

(PRINT NAME of Employee)

DS

(SIGNATURE of Employee)

10/22/19

(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.

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

Un 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 Sprout Date: 10/22/19

Signature: 