



Name: Loretta Silva

Taborca ID: 54985

Date of Hire: 12/6/2019

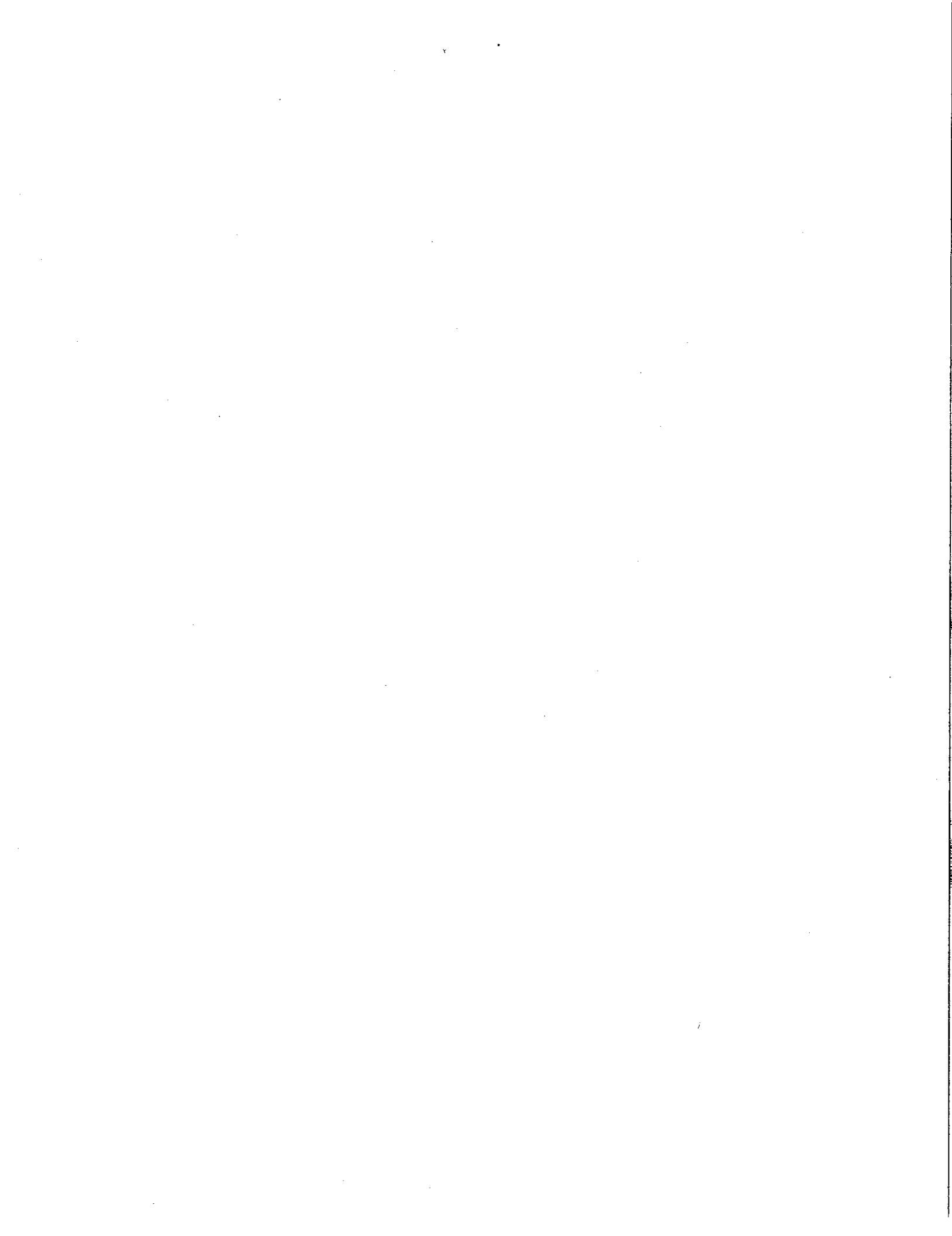
Date of Re-Act: / /

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

Dishwasher

Name: Loretta Silva	Interviewer: Ngoc Ho
Date: 12/6/2019	Rate of Pay: \$17/hr
Position (s) Applied for: Dishwasher	Referred by: CL

Server	135	%	Bartender	130	%	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Prep Cook	12/20	60 %	Barista	10	%	
Grill Cook	140	%	Cashier	10	%	
Dishwasher	7/10	70 %	Housekeeping	16	%	

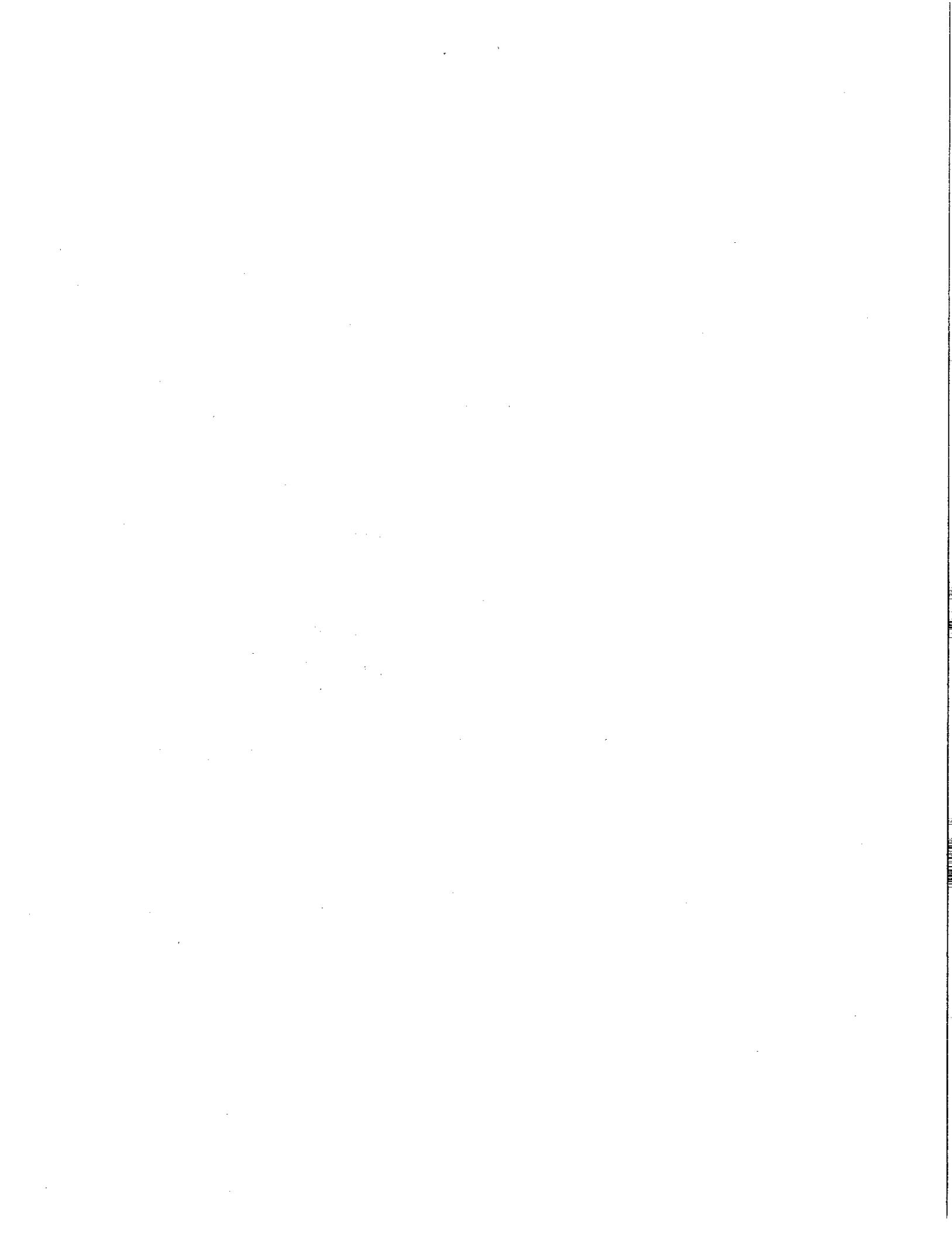
Total of <u>2 yrs</u> Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
1 - Wash 2 - Rinse 3 - Sanitize	Yes, wine glasses	At Cosmopolitan Catering, had to work as a team to finish project	- Not currently working

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

Car	South Bay
-----	-----------

N/A	Open for all shifts, prefer swing/graveyard
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Bistro White	Chef Coat
Black Bistro	Chef Pants
Tuxedo	Knives
1/2 Tuxedo	Black Pants
Black Vest	Non-Slip Shoes
Long Black Tie	Bow Tie
Other:	Cut Glove
Acrobat Academy	
Lead Academy	



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 Loretta Lynn Silva Date: Nov 2019
Home Telephone (408) 1622-4721 Other Telephone (831) 428-5879
Present Address 3066 Eucalyptus Drive San Jose
Permanent Address, if different from present address: _____
Email Address lorchsilva@aol.com

EMPLOYMENT DESIRED

Position applying for: Prep / Dish Washer Salary desired: 10

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

NO

Are you applying for: Full-time work? Yes X No _____ Part-time work? Yes _____ No _____

Temporary work, e.g., summer or holiday work? Yes _____ No _____ From: _____ To: full time

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

Referral Name of Referral CV Ringers 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?

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:

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?
San Jose High	San Jose	44R	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: Cooking SKILL			

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: _____

JOB RELATED REFERENCES

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

Name: _____ Telephone No. (_____) _____

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (_____) _____

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (_____) _____

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

LS

X

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.

LS

X

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.

LS

X

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.

LS

X

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.

LS

X

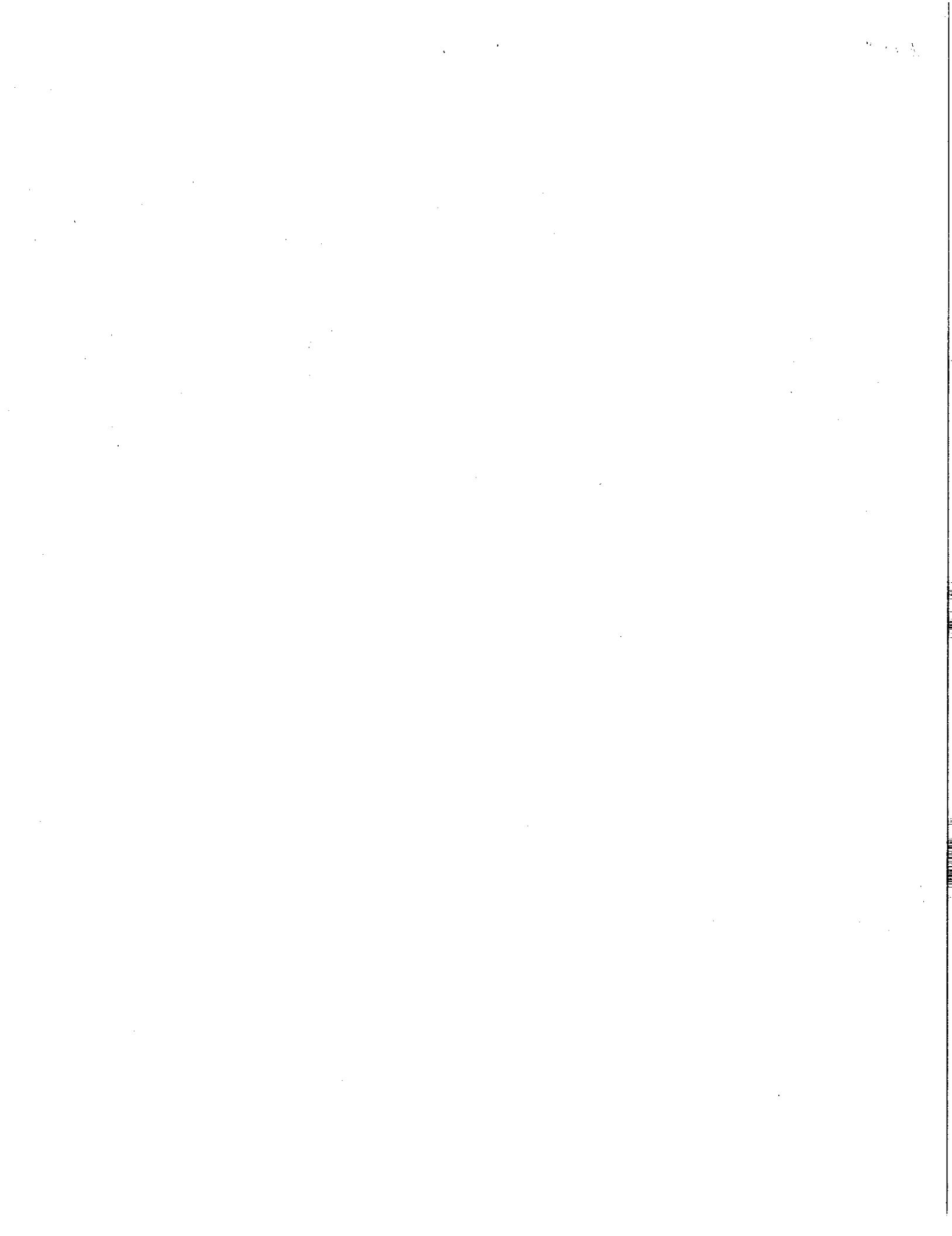
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that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

Sonetha Toliver

Date 11/02/2019



From: job opening <lorettsilva@aol.com>
To: Marco <Marco@norcalihop.com>
Subject: IHOP Restaurant is NOW HIRING!!!!
Date: Mon, Nov 4, 2019 11:07 am

Loretta Silva
3066 Everdale Drive
San Jose Ca.95148
Can start ASAP
(408) 622-4721
lorettsilva@aol.com
(831)428-5879

Objective
PM shift please e-mail me

Seeking a challenging position that offers customer interfacing and the ability to use my manufacturing, production, and interpersonal skills or as well as Health care. I'm a reliable, dedicated employee with a positive can-do attitude and a customer-centric approach to my work.

CAN START ASAP

Work Experience
Cosmopolitan Catering
PREP/COOK/Dishwasher

1288 Ream wood Sunnyvale Ca

2/1/2019 2/28/2019 TEMP

Prep food cook

clean station packaging

Other miscellaneous job duties.

May 7 2018=October 10 2018

Dishwasher/Prep

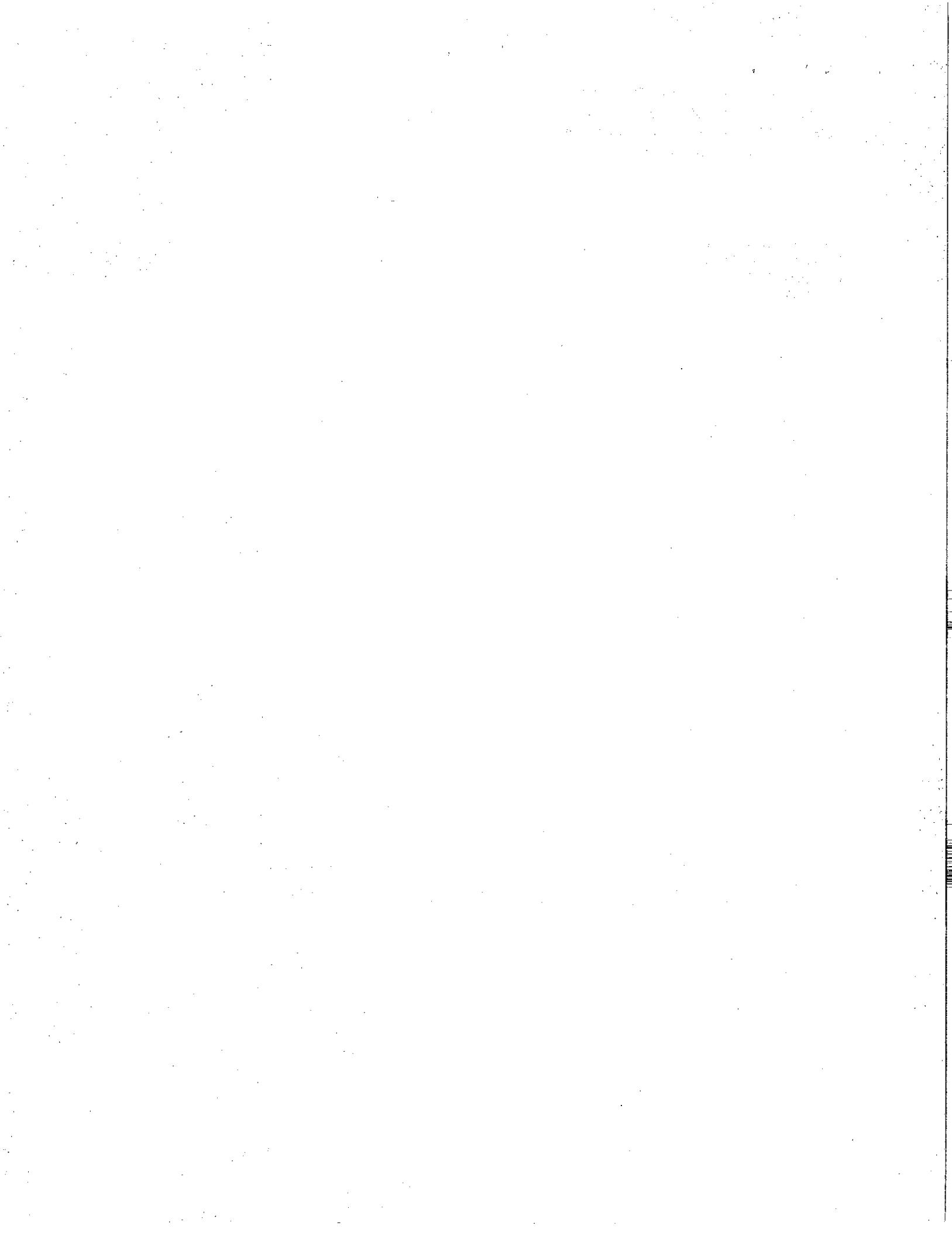
Mayfair center
Krammer Ave San Jose Ca
Wash all dishes and silverware
pots pans put items away. Sweep and mop
Verify all the dates on the food Serve the food to the seniors
Break down all the boxes clean tables

(Put in home for further treatment)

Date: 8/1/2016-2/2017

Personal Caregiver
08/2016=2/2017

Marge Kemp



12th Empire Street

San Jose Ca 95112

Duties: Help dress her errands read to her keep up hygiene
Take her to doctor appointments reminder of medications
cook clean for her

Date: May, 2014 – August, 2014 (school)

Employer: Gap Outlet, Milpitas CA

Job Title: Sales Representative

Job Duties: Sales, maintained fitting room, inventory customer service, managed returned items and ensured a customer friendly sales environment.

Date: September, 2012 – December, 2012 Temporary Assignment

Employer: R&D Technical Services Inc., 1900 Lafayette Street, Suite 205, Santa Clara, Ca. 95050

Manager: "Jason"

Job Title: Test Operator

Job Duties: Testing chips on 640 circuit boards. Skin packing products for shipping.

Date: January 1996 – March, 2004 Division acquired by Hitachi

Employer: IBM / Hitachi 5600 Cottle Road, San Jose, CA 95123

Job Title: Vacuum lead operator

Job Duties:

§ Supervised and trained co-workers in preparing wafers for operation.

§ Certified knowledge; Veeco machines, CSC, Comtec, machining and lapping and other miscellaneous duties such as head built and Mtls.

§ Suggested and implemented to engineering and management operations improvement of Vacuum tools during malfunctions assists the problem and avoided significant time loss.

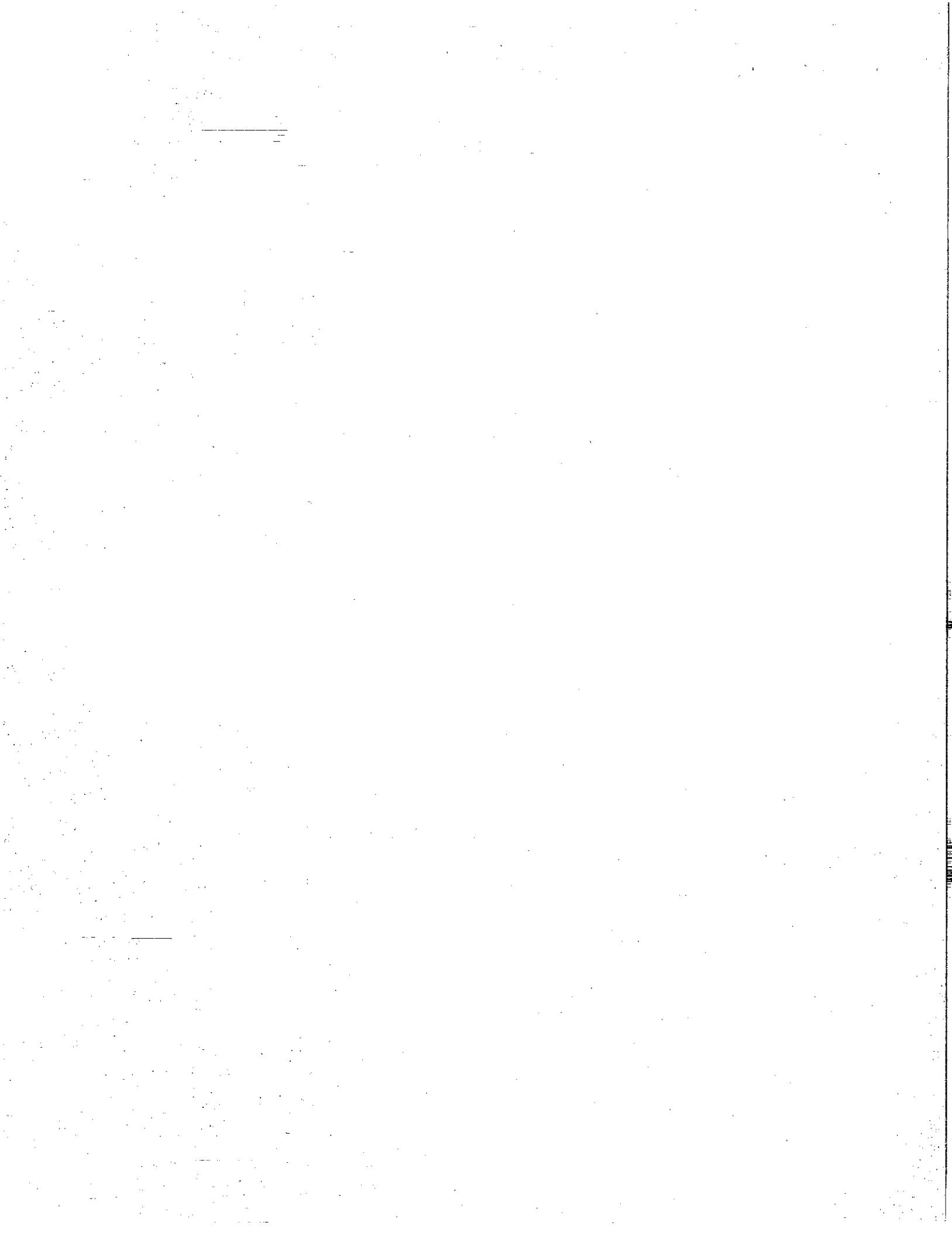
§ Crossed trained on Vacuum tool Sputter Etch Tools readings, Hyper Quasi in machining department when backup was needed.

§ Supervised safety audits for machining also handling and disposing of chemical waste; ISO certified.

§ Test lead operator

§ Extensive background in packaging, labeling and sorting of various products and experiments; including inventory control and Mesa systems.

§ Able to make aggressive decisions for vacuum and test procedures avoiding line-down situations.



§ Strong troubleshooting and preventive maintenance skills.

§ Certified in quality control inspections; insured final inspection disk qualified for customers. Monitored and inspected visual and Avis equipment by performing calibration and preventative maintenance procedures. Ran conveyor to check disk for contaminations. Worked in kitting

Date: May, 1993 – January, 1996:

Employer: Barrera Home Renovations, 1759 McDaniel Avenue, San Jose, CA 95125

Title: Administrative Assistant (Business Closed)

Job Duties:

§ Answered performance inquires, coordinate calendar and completed confirmation letters.

§ Arranged performance logistics.

Date: April, 1990 – May, 1993

Employer: MC Dash Christian music Center.

1194 Windmill Ct., San Jose CA 95121

Job Title: Performance Coordinate (No Benefits)

Job Duties: Scheduled meetings and events. Managed payroll and budget analysis

Education

Bio Health College

8/2013 7/2014

Medical Assistant Certification Program

Medical terminology

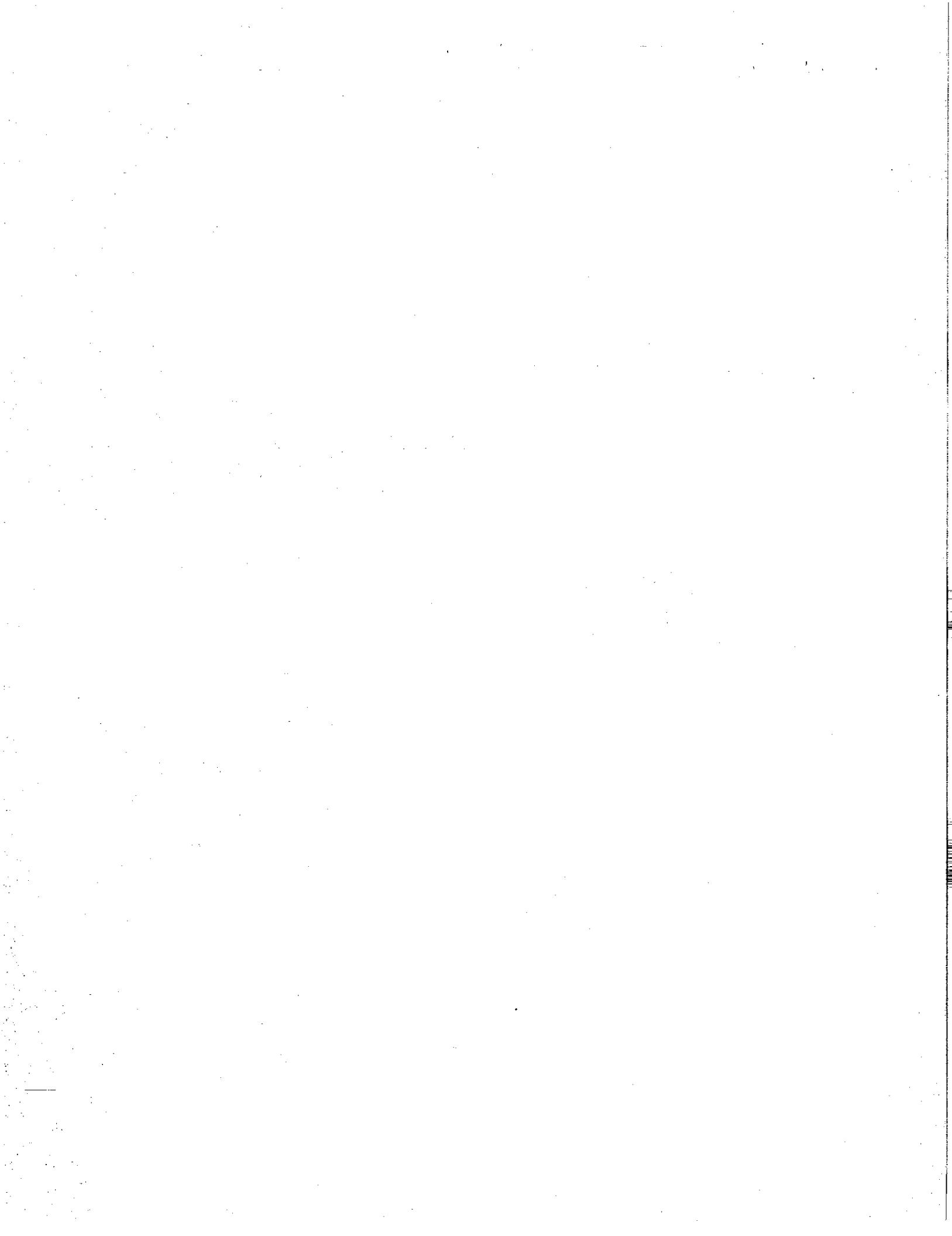
Billing-front office CPR class

IBM Global Campus

01/96-01/03

· Vacuum technology I&2

· Lotus notes applications, Word Excel, Dos.



- Mesa system/SAP
- HAZMAT OSHA safety classes.
- Train the Trainer (certified trainer in all above operations)
- Follow all MPI & SPC CHARTS
- Certified in CPR

Pittsburg Adult Education

06/95-12/96 Computer class

- Medical management
- Medical terminology

Medical-dental insurance forms

West Valley College

06/79-09/79

Liberal Arts Major

Excellent References available upon request

Dear Hiring Manager or Human Resources Representative.

I am seeking full time or part time employment in a temporary or regular capacity and available for any shift. I am seeking a position that will utilize my excellent customer service and organization skills as well as a strong work ethic in all I do.

I recently completed the Medical Assistant Certification Program at Bio Health College. I'm eager to apply my new knowledge in the medical field. I have thorough knowledge and skills following areas:

§ Prepare insurance claims including ICD-9 and CPT codes and prepare patient billing statements using Word on a MAC OS X

§ Medical Terminology

§ Follow-up, collection and tracking of outstanding patient A/R

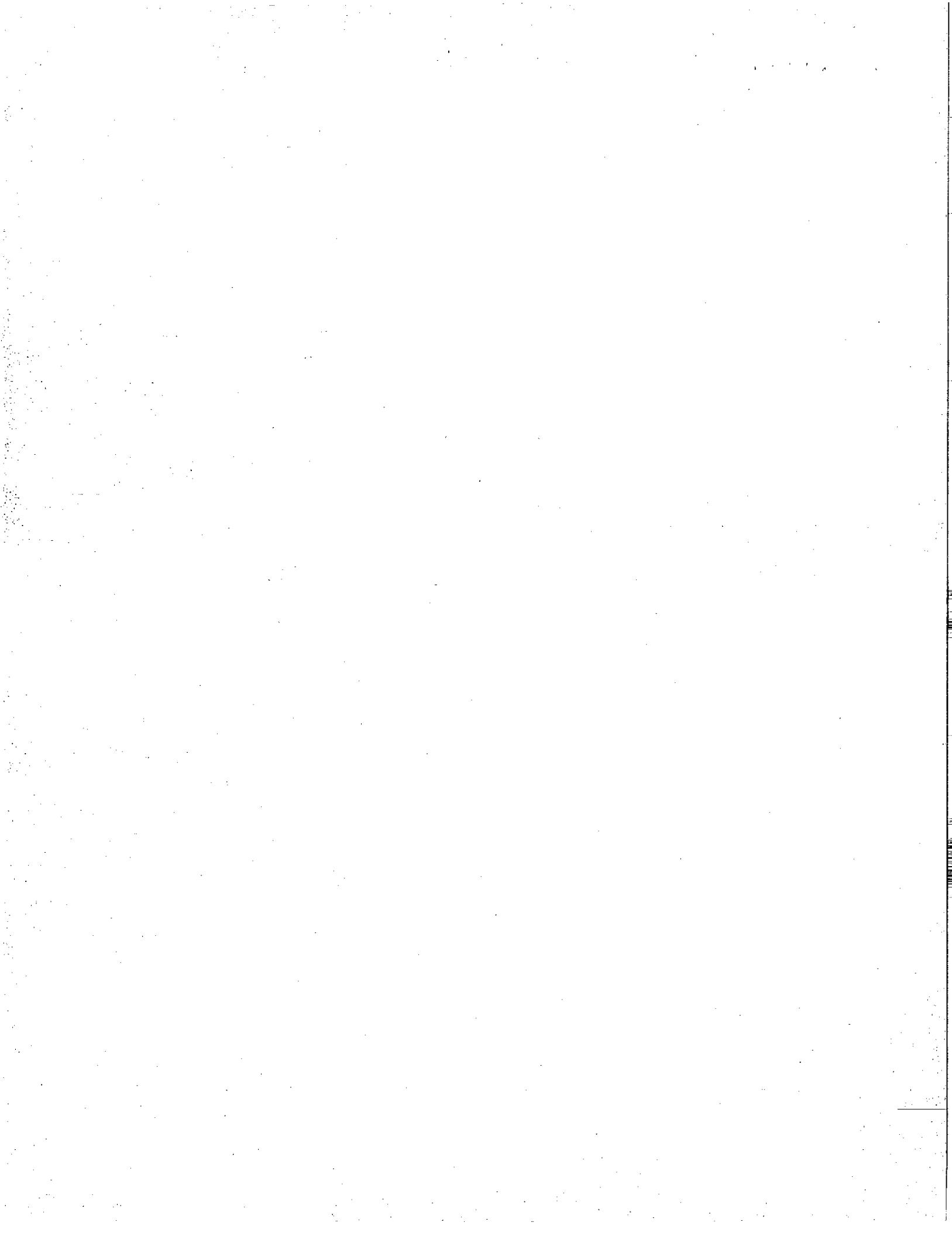
§ Follow-up, collection and tracking of insurance claims and insurance EOB's

§ Scheduling, preparation of pre-op paperwork for patients

§ Monitoring Vital Signs

§ Injections (200)* EKG Viniculture

§ Glucose testing



§ Urinalysis

§ Room Patients

§ CPR certified

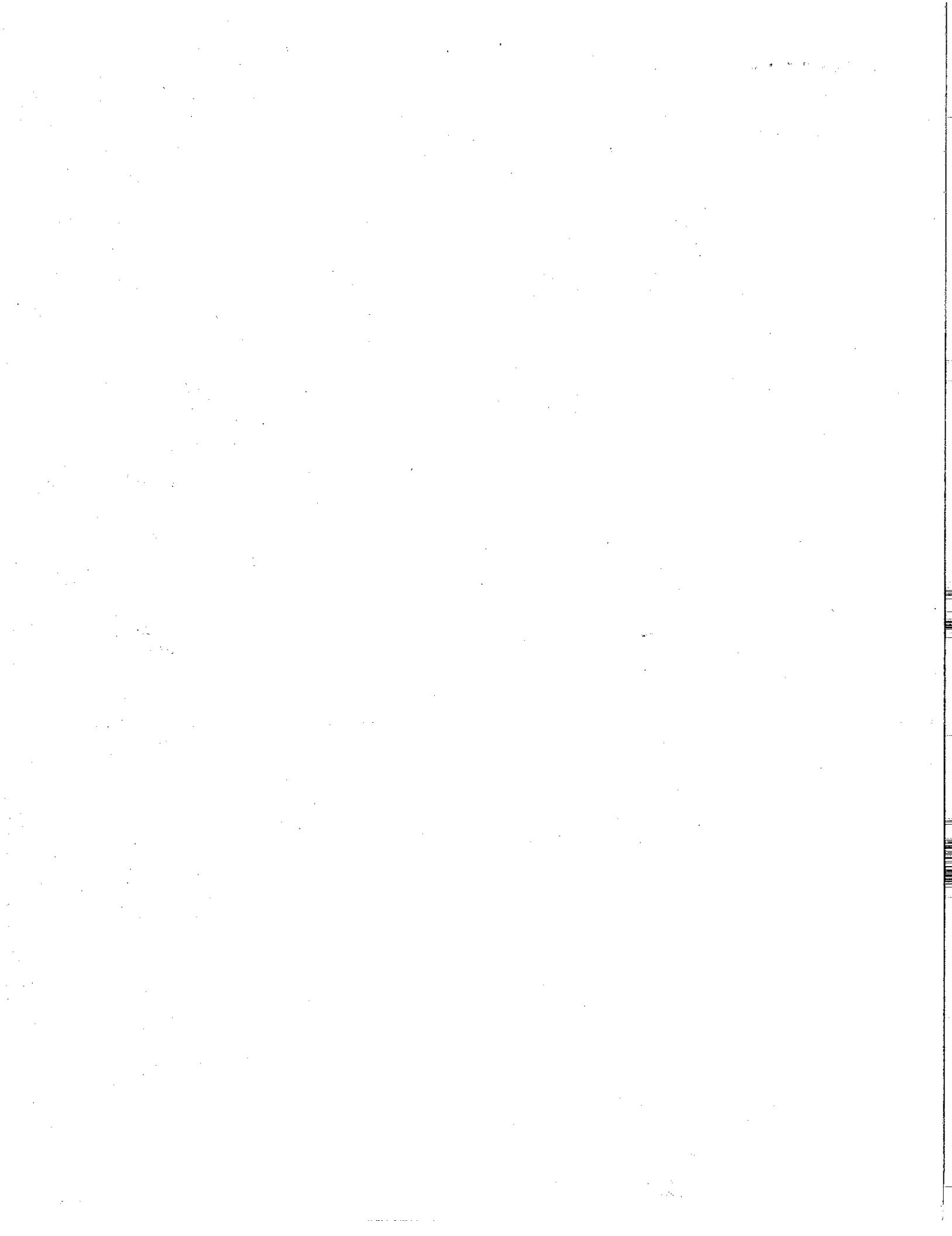
§ Working knowledge OSHA requirements in the health care setting

§ HIPAA Certified - Tray set-up

I'm available for entry-level positions as well, which gives me an opportunity to demonstrate my skills and knowledge. I'm confident you will be impressed with the caliber of my work. I look forward to discussing how I might be able to join your team to assist you in achieving your key objectives.

Regards,

Loretta Lynn Silva



Multiple Choice (1 point each)

F 1) A gallon is equal to _____ ounces

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

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

C 3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B (a) 4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

V 5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C (b) 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

D 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

V 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

60%

C 9

8) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

A

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

B

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

D

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B

15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

C

27) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

D

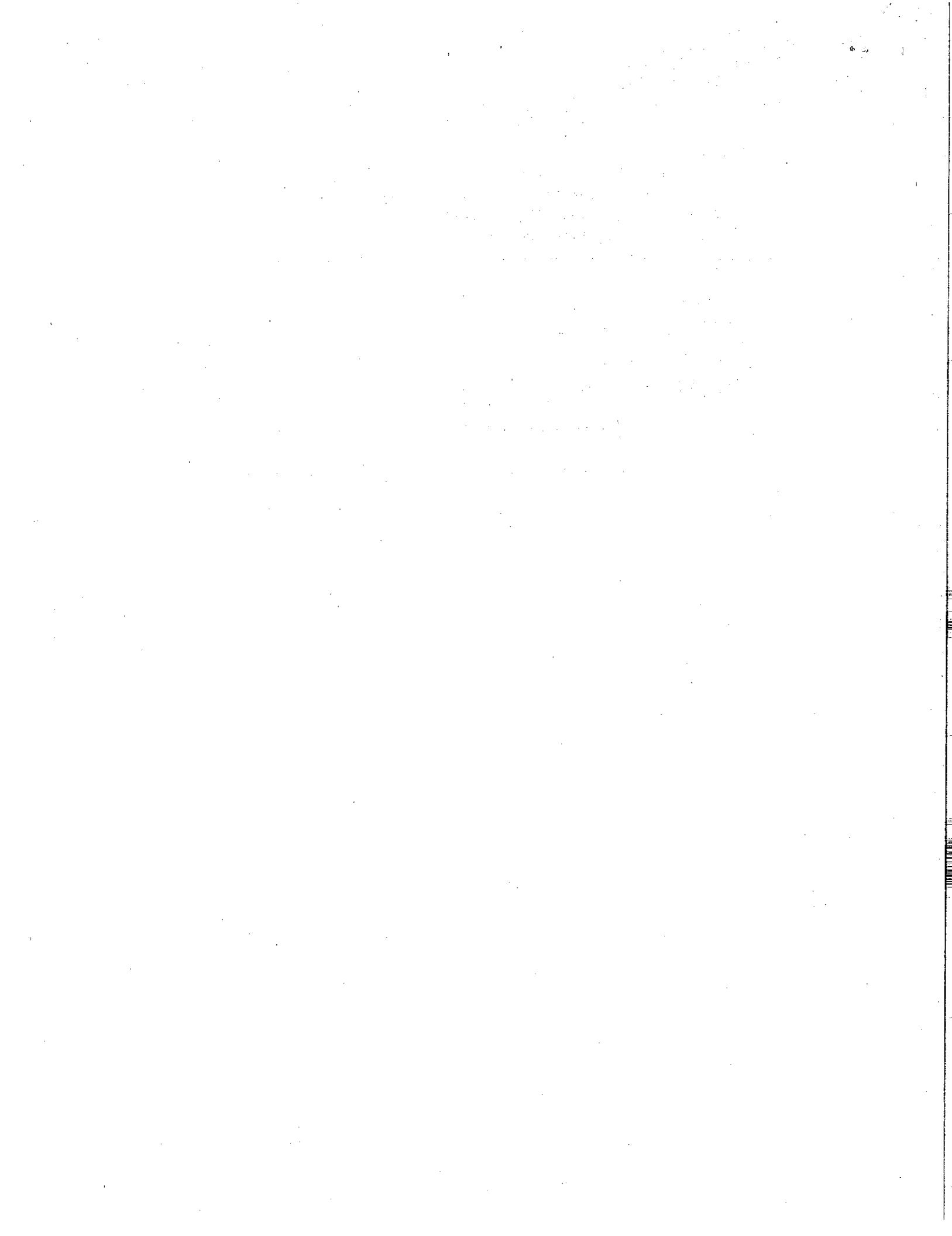
18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Dice : to cut into very small pieces when uniformity of size and shape is not important.



B

1) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C

2) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D

3) When should you wash your hands?

- Before you start work
- After handling non-food items (garbage, money, cleaning chemicals)
- After using the restroom
- All of the above

A

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- True
- False

E

5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, chaffing dishes)
- Harsh chemicals
- All of the above

A

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- True
- False

C

7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

A

8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or dry cloth towel
- Nothing

C

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

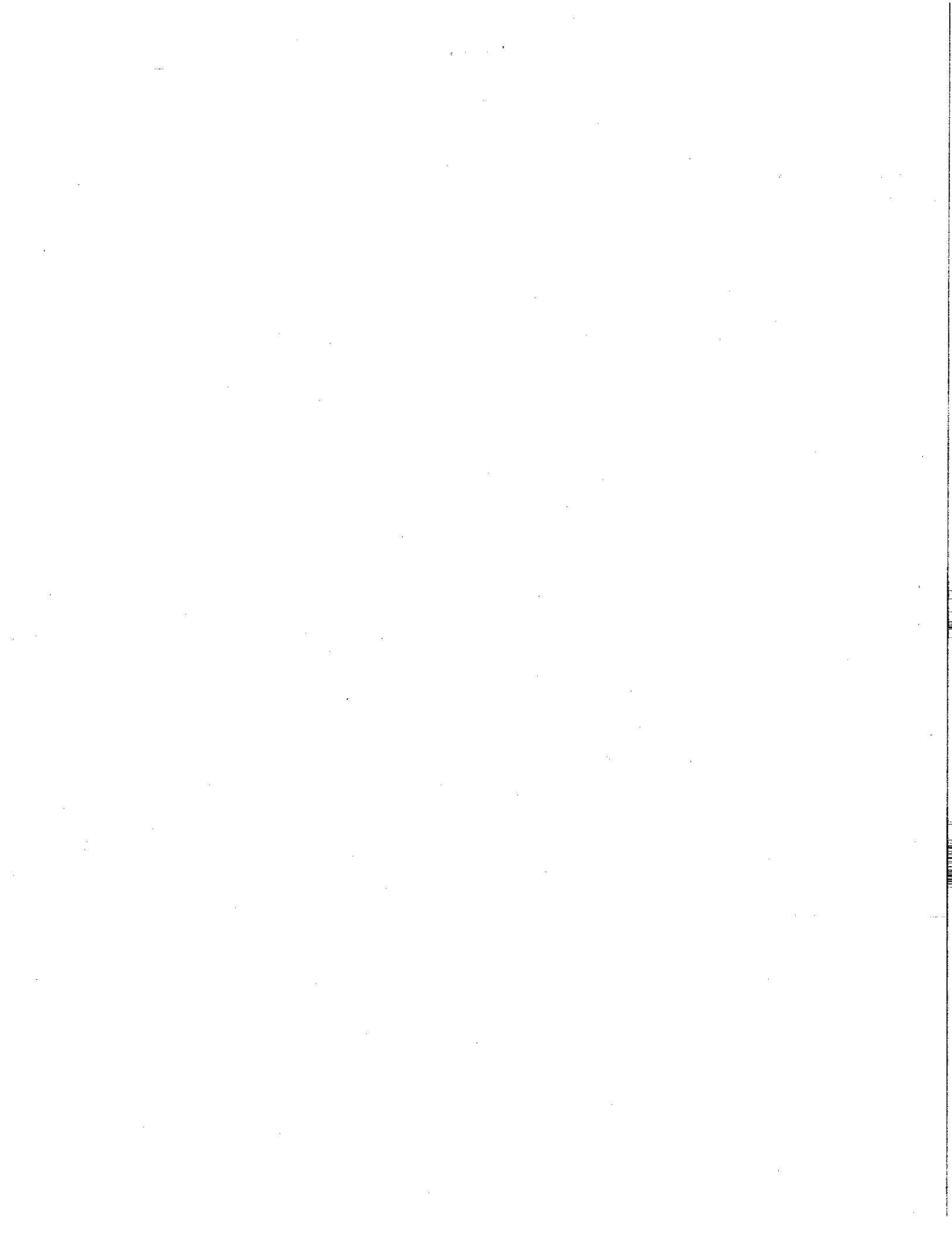
- Rinsing
- Scraping
- Washing
- Sanitizing

C

10) What is the proper method for cleaning and sanitizing stationary equipment?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with clean water and dry
- Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

70 %



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Loretta Silva
Start Date: 12/6/2019

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

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

Telephone Number: (408) 844 - 0773

WAGE INFORMATION

Rate(s) of Pay: \$17/hr Overtime Rate(s) of Pay: \$25.5/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, 9th 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)

Ngoc He

(PRINT NAME of Employer representative)

Ngoc He

(SIGNATURE of Employer Representative)

12/6/2019

(Date)

Loretta Salva

(PRINT NAME of Employee)

Loretta Salva

(SIGNATURE of Employee)

Dec 6/2019

(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.



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: Donetta Silva Date: Dec 6 2012

Signature: Donetta Silva

