

Billy Geltmaker

To: Blankenbaker 14 Theatre; Brandywine 14 Theatre; Northgate 14 Theatre; Jason; keving@xscapetheatres.com
Cc: sbagwell (scottb@patokacapital.com); Monica Kidwell
Subject: SOP: Application Retention

SOP: Application Retention

There are several federal laws that apply to the retention of applications and resumes. Major federal antidiscrimination laws addressing the retention of employment records and, specifically, hiring records, include Title VII, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA).

It will be the Xscape Theatres' policy to retain all employment applications for a period of one year. Any application received at the theatre location, not via corporate, should be kept onsite at the theatre for three months. After three months, if the theatre does not think they will hire the candidate, the general manager may mail the hard copy or scan and email the application to corporate for the required remaining retention period.

Please print this SOP out and place it in your SOP binder in Section 3 – Training sheets after Paystub & Paycheck Retention.

William Geltmaker

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