

SOP - EMPLOYEE HIRING & SCHEDULING

Going forward new hires will not be entered into the system unless all paperwork is filled out and sent into the corporate office. Once the paperwork has been received and verified for accuracy the new hire will be entered into the corporate system. Once the new hire has been entered into the system the corporate office will notify the theatre location via email to let you know that the new hire is eligible to be placed on the next schedule, not the current schedule. If there is an emergency situation and you need to have this new hire work immediately then you must have corporate approval to do so. All requests of this nature will be done via email and that email should be printed out for verification and submitted with the weekly packet.

IMPORTANT – If a new hire works before their information has been verified and no email with notification of eligibility of said new hire has been sent to your location from the corporate office the manager on duty while the new hire was working will be terminated for willful insubordination by failing to comply with company policy and creating a possible litigious situation.

**** Rehires are defined as a new hire, as they are no longer in our systems. Rehire paperwork must be submitted as defined by this SOP – No Exceptions.**

Thank You,
William Geltmaker
Operations Manager
Aliance Management Company
825 Northgate Blvd. Suite 203
New Albany, IN 47150
Office: [812-945-4006](tel:812-945-4006)
Fax: [812-945-4076](tel:812-945-4076)
www.xscapetheatres.com
www.facebook.com/XscapeTheaters
www.twitter.com/XscapeTheatres

