

Billy Geltmaker

From: S. Bagwell
Sent: Friday, April 18, 2014 1:01 PM
To: Brandywine 14
Cc: Richard Lintker; Sherry Crim; Billy Geltmaker
Subject: SOP - Paycheck Distribution

Follow Up Flag: Follow up
Flag Status: Flagged

All,

Effective immediately:

As you know we pay every other week and pay day is on Friday.

All paychecks will be issued on Friday after 8AM. Please post a note for all employees to read that they should not attempt to get their checks earlier than pay day Friday. If they do they will receive disciplinary action. There are no exceptions to this. Please encourage the employees to take direct deposit to reduce this issue.

If any member of management releases ANY checks before the designated time the manager will receive disciplinary action up to and include possible termination.

Beside your name below, sign and date and place this in a file labeled SOP. As managers change this will need to be printed out and at the bottom the new manager should Print their name, Sign and Date and this should be placed in the SOP file.

Melissa Stivers

Ruth Phillips

Ayra Jackson

Nick Krikstan

Scott Bagwell, V.P. of Operations
Aliance Management Company
825 Northgate Blvd., Suite #203
New Albany, IN 47150
Xscapetheaters.com
Facebook.com/XscapeTheaters