



Spa-Tacular

"Where It's All About You"



Spa-Tacular

**Employee Manual
2016-2017**

"Where It's All About You"

www.Spatacular.org

240 Mastic Beach Road
Mastic Beach, NY 11951
631-874-1194

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Company Overview

a. Mission Statement:

Our goal is to provide a world-class spa experience, for both our guest and employees; a place where beauty, comfort and personalized attention are combined to create a totally memorable and rejuvenating experience. Our goal entails building enduring and rewarding relationships with our clients through superior service.

Company Description:

Spa-Tacular will soon be incorporated as an LLC. We are located at 240 Mastic Beach Road, Mastic Beach, NY 11951. Long Island is our sole location. Spa-Tacular consists of six departments which include: Management, Marketing, Sales, Accounting, Human Resources, and Web Design. This year, we also took on an Administrator Assistant who assists with each department. In our company, we work as a family in order to get our work done. We hope to expand our business and make it the best it can be.

b. Benefits

c. Government Required Coverage

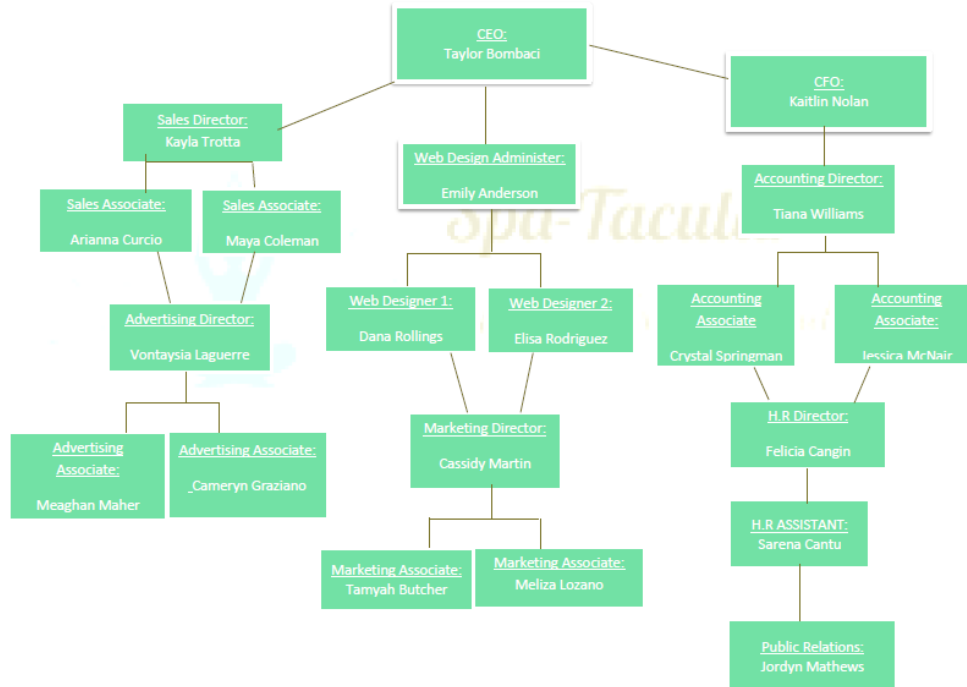
1. Workers Compensation
2. Unemployment Compensation

d. Company Provided Benefits

1. Profit Sharing
2. 401 k (Retirement)
3. Credit Union Membership
4. Annual Safety and Education Seminars
5. Aetna Health Insurance

C. Organizational Chart

Organizational Chart



Personnel Administration

- e. Personnel Files: All personnel files are to be kept up to date, and filed securely in the designed Spa-Tacular company cabinet. All records are kept confidential, and are enclosed details will remain between the company and the employee.
- f. Employee Classification:
- g. Professional Staff: Also known as exempt employees (or management) and are deemed unbound by the Fair Labor Standards Act, and thus do not qualify for overtime compensation. The employees are paid on every 14th and 28th of each month.
- h. Clerical, office, and Technical Staff: Also known as nonemployees and are bound by the Fair Labor Standards Act, and are paid overtime compensation. These employees are paid monthly, on every 14th and 28th of each month. These employees can be either full-time or part-time.

Employment Policies

2. Employment Policies

- a. Business Hours: our business hours are 8:11 am – 8:57 am open Monday through Friday at this time we are closed Saturday and Sunday.
- b. Confidential Information: Any information that is given to us is kept confidential. Information will remain strictly internal only to employees. If an employee violates this written agreement disciplinary actions will be taken.
- c. Credit Investigation and Background Checks: Management has the right to perform background checks on all the employees and all applicants. They also have the right to perform credit checks to those especially dealing with banking, payroll and financials.
- d. Equal Employment Opportunity: Our Company does not discriminate against anybody. Regardless of your race, sex, religion or etc. all are welcome. Discrimination will result in termination to employees.
- e. Harassment:
 - 1 Harassment: Any type of verbal harassment to any employee or employees, whether meant intentionally or intentionally
 - 2 Physical Harassment: any type of physical contact from employee to employee resulting in an injury.
 - 3 Sexual Harassment: Any physical or verbal contact that involves possible sexual situations or violates a person's personal space is considered as sexual harassment. Any of these harassments result in disciplinary actions.
- f. Health Examinations: in order to qualify for our company's health insurance, all employees must disclose any terminal illness. if any of the potential recipients are affected by a terminal illness they will not be able to qualify for the company's insurance . Any contagious disease are taken seriously in our company , and depending on how severe it may be the recipients may be asked to remain absent from the workplace to promote a sanitation and healthy workplace environment.
- g. Probation Period: The first 90 days of employment constitutes the probationary period. Within this period of time, the department heads will train the employee, and inconsistencies with the policies outline in the Employee Manual are less tolerable. The employee may be terminated without processing or conducting all disciplinary action steps during the introductory period
- h. Knowledge of Spa-Tacular: Employees know all company contact information:
Company: Spa-Tacular
Address: 240 Mastic Beach Rd., Mastic Beach, NY, 11967
United States of America
Phone Number: (631) 874-1194
Company Website: www.Spatacular.org
Company Email: spatacular2016@gmail.com

- i. Non-Complete Agreement: All employees that possess information deemed confidential are prohibited from working with competitors during and one year after employment. Employees must also abstain from sharing information with competitors.
- j. Pre-employment Drug Testing: Prior to employment, all applicants must submit a urine sample to Eclectic Essentials for drug screening. If one wishes to contest the results of the Drug Test, they must submit a second sample within the 24 hours of being notified of the results. Positive test on any drug may affect ones employment.
- k. Proof of U.S. Citizenship/Right to Work: Employees working in Spa-Tacular must provide proof of U.S. Citizenship. At time of employment, one must have their social security card in order to provide proof of U.S. citizenship, and for financial reasons. This information is recorded and kept secure in locked file cabinets separate from employee files.
- l. Relatives: Spa-Tacular does not allow for employment of relatives in succeeding positions, or within the same department.
- m. Salesperson Agreement: A 10% commission is awarded to all sales made. Employees are allowed to sell products only if they have undergone the proper training in the background of the project.
- n. Security Checks: Spa-Tacular Reserves the right to administer random package checks in order to prevent stealing of company materials.
- o. Suggestions: Spa-Tacular employees are encouraged to discuss any suggestions that they may have with their supervisor in order to promote the advancement of Spa-Tacular policies and products.

Standards of Conduct

3. Standards of conduct

- a. Unacceptable Activities: These following actions are deemed as not acceptable. These actions that are presented may result in disciplinary actions
- b. Harassment: including verbal (three occurrences), physical (one occurrence) and sexual (one occurrence)
- c. Tardiness: (three occurrences) and not showing up to work (one occurrence)
- d. Failure to complete daily tasks promptly (three occurrence)
- e. Becoming a distraction in the work place to other employees (three occurrence)
- f. Being intoxicated, drinking while on the job, or using drugs is not acceptable will result in termination
- g. Lying to a coworker (one occurrence)
- h. Bring a weapon into work is also not acceptable will result in termination also
- i. Partaking in any illegal activities (one occurrence)
- j. Investigation Process: Employees are considered innocent until proven guilty. All supervisors and human resources representatives active in the investigation process must remain disinterested. In terms of employee-employee relations, a grievance from must be filed in order to start the investigation process. The process for investigation is as follows:
 - k. The HR representative conducts one-on-one interview with all parties involved.
 - l. Make Employee aware of all interview policies, and any violation of policy will result in termination.
 - m. Interviewees must answer to the full and complete truth.
 - n. Interviewees are expected to remain at the interview until it is complete.
 - o. Proceed with all individual interviews of all parties involved, taking detailed notes of alleged happenings.
 - p. Contact supervisor of the infracting party and discuss the alleged action.
 - q. Research the history of the infracting party and decide if this is a noticeable trend or a spontaneous action.
 - r. Compile evidence in order to determine fault, and/or proceed further into disciplinary actions.
- s. Disciplinary Action: Employees at Spa-Tacular may be subject to disciplinary action as a result of unacceptable activities. Informal Verbal Warnings are issued if the situation is dependent on multiple occurrences, however if that is not the case, the process is as follows:
 - Issue Formal Verbal Warning
 - Issue Final Written Warning
 - Termination or Reassignment

- t. Dismissal: Dismissal shall be warranted after a scheduled meeting with the infracting party, HR department, and the supervisor. Furthermore Spa-Tacular is granted rights to spontaneous termination at the discretion of the HR department and the supervisor, in accordance with 3 of Spa-Tacular manual, in regard to at will employee.
- u. Customer Relations: If an employee deals with a customer who is unsatisfied with their service, the employee must remain cordial and must not openly disagree with the customer. The employee must then refer the customer to the Spa-Tacular manager or CEO.
Terms of guarantee: Spa-Tacular guarantees 100% customer satisfaction. If our clients are unsatisfied they will receive a gift card for another service.

4. **Compensation and Performance**

- a. Wage and Salary Policies: Computing Pay: Hierarchy of position determines Pay. In certain cases, an employee that receives pay on an annual wage can be deemed necessary to pay an hourly wage:
 - 1. Deductions from Paycheck (Mandatory): Spa-Tacular is required by law to make certain deductions from employee's paycheck according to federal, state, and local income taxes, and to social security deductions.
- b. Error in pay: If an employee believes that they are victim to an error in pay, they must immediately contact the Vice President of Accounting to resolve the issue. If a mistake is made, the payroll error will be resolved. A discussion on why the mistake is made will be held.
- c. Overtime pay: In accordance with California Labor Code Section 204, overtime pay is paid out.
 - 1. One and one-half times their regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day in a workweek.
 - 2. Double the employee's regular rate of pay for all hours worked in excess of 23 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.
- d. Pay Period and Hours: Salaried workers can work up to the standard of 40 hours per week, and do not qualify for overtime compensation. Hourly workers work up to 40 hours a week, 8 hours a day, and any time after that qualifies for overtime. All hourly paid employees are required to fill out time cards in order to regulate hours of labor, attendance will be taken at the beginning of each workday in order to insure promptness, and that all employees maintain acceptable attendance.

- e. Termination and Severance Pay: Termination can be broken down into three separate categories.
1. Lay-Off: When an employee is laid off, they qualify for severance pay under the terms that they receive 2 weeks of pay for every year that they have been at the company, up to and including 40 weeks of pay.
 2. Performance-related Dismissal: If an employee's performance is significantly diminishing, one may be terminated.
 3. Resignation And Disciplinary-related Dismissal: Employees who fall under the category of abandonment of position or rejection on probation are entitled to no service pay. Furthermore, if one breaks the company policy, one may be terminated, which is entitled to no severance pay.
 4. Retirement: At age 65, employees at Spa-Tacular have five or more consecutive years of service can apply for retirement and activate their 401(k).
- f. Wage Assignments (Garnishments): In the case of New York State law, the federal limit on wage garnishment is in effect, such that no more than 25% of the employee's wages can be siphoned out to pay off debts/taxes. All dealings with garnishments shall go through payroll.
- g. Performance and compensation Reviews:
1. Performance Reviews: In Spa-Tacular biannual performance reviews shall be conducted in order to assess the productivity and quality of work that the employees produce. These shall be held in the first week of June. These reviews will be used as a productive attempt at addressing any performance issues and addressing them. This may lead to a:
 2. Compensation Review: Compensation reviews shall be conducted for reasons such as:
 - i. Job reclassification
 - ii. Replacement position in which there are changes in responsibility.
 - iii. New Position
 - iv. Promotion
- h. Employee of the Month: For an employee to qualify for employee of the month, he or she must have an outstanding disciplinary and attendance record, determined through HR. The department heads will make note of any employees that stand out and nominate them for employee of the month. Through these nominations, the department heads will collaborate and determine a winner. The CEO and CFO, cannot qualify for Employee of the Month.

5. Work Schedule

- a. Absence or Tardiness: There are two types of absences/tardiness: excused and unexcused. Excused absences/tardiness qualify for full/modified payment. Unexcused absences, if paid hourly, are deducted from the employee's paycheck.
 - 1 Excused: When an employee calls in and discloses the reason behind their absence/tardiness to their supervisor, and the supervisor deems the reason sound. Also, an employee might file a medical leave as defined by the Family Medical Leave Act of 1993, where an employee is eligible for a 12-week, unpaid, job-protected leave. Leave of absences must be filed through HR in the form of a leave of absence slip.
 - 2 Unexcused: Any absence or tardy that has not been excused directly by the absentee's supervisor.
- b. Attendance: Absences and tardiness are unacceptable. The department heads at the start of every workday will take attendance.
- c. Breaks/Rest periods: Employees at Spa-Tacular are allotted, and must take one 10 minute break per workday.
- d. Closure after Starting Time: Closure after starting time can occur in the case of accidents on the workplace, such as a fire or an earthquake; the branch head or CEO has the right to shut down premises if they deem it necessary.
- e. Excessive Absenteeism or Lateness: After the 3rd unexcused absence in a year, disciplinary action of the Spa-Tacular manual will be taken.
- f. Record of Absence or Lateness: Absences will be recorded and kept on file along with weekly work logs, and evaluations of the employee stored in the employee manual will be taken.
- g. Lunch Period: In accordance with New York Code of Regulations, employees at Spa-Tacular are entitled to a 45 minute lunch break that they are allowed to take at any time during the day, provided that the break is at least 30 minutes in length.

6. Government Required Coverage

- a. Workers Compensation: Compensation for all Spa-Tacular employees when an injury occurs on our company property, involving any employees within working hours and renders that the employee is unable to continue to work .
- Temporary Disability: Temporary disability is paid at a weekly average rate of 66% of the normal wage. If there is a chance in improving the condition with a medical treatment.
 - Permanent Disability: If an employee's disability is permanent, or is expected to exceed over 12 or more months, they are able to apply for the assistance of Eclectic Essentials income benefits carrier.
 - Medical Consultation: After the permanent injury income benefit receipt has applied for income benefits, He or she must be able to acquire a written doctor's approval. If this is not available the Eclectic Essentials insurance company will not assign one to the disability leave recipient.
- b. Unemployment Compensation: This entitles
- Rate of pay: The rate at which unemployed persons acquire their weekly entitlement. This rate is dedicated by a base period , which are the four quarters if wage , also not including the consecutive quarter in which the unemployed person is in , during the time of transition from employed to unemployed .The average salary of each quarter is calculated to be divided by 26 , which is then the weekly rate of pay
 - Dependency Allowance: For each stepchild or child that an unemployed person acts as a guardian for , that falls under the category as
 1. Under 18 years of age
 2. Under 21 years of age and is also a full time student
 3. A mentally or physically handicapped person of any age
- The unemployed person receives and addition \$15 per week.
- Length of collection period: unemployed persons can collect unemployed benefits up to 26 weeks on a single claim.
- c. Social Security: Due to the Federal Insurance Company Act, 7.65% of an employee's gross salary is paid into social security. This applies to employees under the age of 65.

7. **Profit Sharing and Retirement**

- a. **Profit Sharing Plan:** All employees at fiscal year-end will be eligible for profit sharing bonuses. Profits are an excess of funds after all expenses have been funded. Profit sharing funds are distributed evenly to the employee's salaries, on the first payday of January. The employee can choose to receive the bonus in cash, or have it deposited into the employee's 401(k) plan.
- b. **Retirement:** An employee qualifies for retirement if they are over 65 years of age with at least 5 years of service. An employee may qualify for early retirement if they are at the age of 55 and have at least 15 years of service. Employees can also retire at the age of 62 with at least 10 years of service. Eclectic Essentials offers a 401(k) plan. This plan entitles that each employee can allot 0-15% of their salary to their 401(k) plan, and Eclectic Essentials will match 50% of all contributions to the employee's individual plans. At retirement, this plan becomes accessible to the employee through fidelity Inc.

8. **Other Benefits:**

- a. **Credit Union Membership:** After a Spa-Tacular employee pays the one-time fee of \$5 for membership, and also an initial deposit of \$5 total cost will be \$10, they are able to become a member of the Western Advantage Credit Union, partially owned by Eclectic Essentials, and they can also apply for benefits such as saving accounts, loans, checking accounts, and credit /debit cards.
- b. **Employee Assistance Programs:** Employee safety and health seminars are to be held annually during the first week of November, where our company policies regarding health insurance and overall health and fitness strategies are reviewed.
- c. **Employee Purchases:** if any employee wishes to purchase a company service/product, they can apply for an employee discount, which consists of a 10% discount on all Spa-Tacular service/products.
- d. **Employee Gift Policy:** our employees are allowed to receive personal gifts from family members or friends.
- e. **Seniority:** after 15 years of consecutive work, an employee qualifies to be a part of the senior staff, and the benefits consist of increased pay and also personal parking.

9. Safety Rules

- a. Reasonable suspicious Drug Testing: If any Spa-Tacular employee is found to be intoxicated or is also suspected of possession of any controlled substance. The Human Resource department may request a drug test within 48 hours of the incident. Indicators of intoxication include but are not limited to the following.
- Slurred speech
 - Loss of motor control
 - Inability to answer questions
 - Showing common physical symptoms of drug use
 - Are not able to achieve daily tasks
 - Doesn't understand what's going on

Drug test may be requested if reasonable suspicious is determined as defined by sections 11.a.i-iv of the Eclectic Essentials Employee Manual.

- b. Security: Security guards are to be employed and are to be present at all times during business operation. Security guards are also expected to keep track of all recorded videos of company property. And also expected to perform reviews of the footage if the security of the premise is ever questioned.
- c. Smoking: smoking while working is prohibited this is a smoke free business. if so employees must leave Spa-Tacular property during break to have a cigarette break .
- d. Substance Abuse: illegal or legal substances abuse is strictly prohibited on the company property. Any observation of employees participating on said actions are grounds for termination.
- e. Theft: and observation of theft of the company's property is resulted in immediate termination of the employees involved.

10. Other Company Policies :

- a. Bonuses: Annually, parallel to profit sharing bonuses, employees are eligible for additional bonuses that reflect their performance. All performance reviews are to be completed before bonuses are determined, and bonuses will reflect performance reviews.
- b. Borrowing Tools & Equipment: Employees may borrow tools that they need to use in their daily job: however, tools may be used for personal use. Employees assume full responsibility for any tools and equipment that they bring outside of the company's property, and must pay in full price for any of the equipment or tools that are loss or damaged.
- c. Bulletin Boards: Employees may post ads or personal announcements on the company's bulletin boards, as long as they do not contain any sexually explicit material, profane language, or references to any illegal activities. If any post is

deemed a distraction to the workplace, the supervisor reserves the right to remove it.

- d. Clean Desk Policy: Employees must maintain a clean work area at all times .Keep the workplace clean and organized
- e. Communications: Employees are allowed a minimal use of any form of company communication, such as telephones, faxes, or email accounts, for personal use, and violations of this shall result in disciplinary actions as defined by sections 4.c of the Eclectic Essentials employee manual.
- f. Company Meetings: when in a company meeting, it is proper to remain attentive to the person who is speaking, and remain to one conversation at a time. It is also important to turn ones cell phone off, and arrive on time.
- g. Company Meetings: copying company-bought software is treated strictly as an illegal activity, and as a form of embezzlement, and in most cases will result in termination. Illegally downloading programs to company computers is also unacceptable.
- h. Department Meetings: Department meetings are held at the discretion of the department head, and etiquette is to be followed.
- i. Discounting: Employees are entitled to a 10% discount on all Eclectic Essentials products.
- j. Dress Code/Personal Appearance:
 - a. Everyday Attendance:
 - i. Men: Must wear clean khaki pants, a company polo shirt, dress shoes.
 - ii. Women: Must wear khaki pants or a khaki skirt with the company polo and dress shoes.
- k. Entering & Leaving the Premises: If an employee is classified as an hourly employee, one must timestamp their time card upon entering and leaving the premises.
- l. Exit Interviews: Exit interviews will be performed when an employee resigns in order to fully assess the reasoning behind the resignation. In order to qualify for severance pay, one must complete the Exit Interview.
- m. Expense Reimbursement: It is upon the discretion of the department head as to which expenses qualify for company expense reimbursement; however, certain items and their classes qualify for this explicitly. In order to qualify for Expense Reimbursement on must fill out an Expense Report, form-1.B
 - i. Retail purchase of items such as books, supplies, and other low cost items.
 - ii. Travel expenses, and other expenses related to professional meetings.
 - iii. Business meals when the participants are actively engaged in Eclectic Essentials business.

- iv. Reasonable expenses for improvement of working conditions, employer-employee relations, and employee performance.
- n. Fire Drills: Fire drills are to be held biannually on the first of March and August. If any of said dates fall on a holiday or weekend, they shall occur on preceding Monday. The week following up to the event, employees shall attend branch meetings, reviewing safety procedures.
- o. First Aid: First aid bags are to be placed at entrances and exits of company property, along with fire extinguishers. Anyone trained in the personal health seminars that are held annually can administer first aid, and/or use the fire extinguisher.
- p. Food In Office: Employees are allowed to eat in the break room; no meals or snacks can be eaten outside of the break room. However, one may have miniature refreshments on their desk, such as mints or jellybeans. Drinks are allowed also.
- q. Gifts: employees can receive gifts from people. But they are responsible for keeping their gifts away from the working materials.
- r. Grievance & Suggestions: grievance can be filed through HR by filing out a Grievance form, or directly to one's supervisor. Formal suggestions can be heard through a grievance form-form 3.A, and informal suggestions are handled through the Spa-Tacular suggestion box.
- s. Housekeeping: employees must follow the clean desk policy as outlined in section 12.d of the Eclectic Essentials employee manual. Janitorial services are contracted out through a private company, and office facilities are cleaned nightly.
- t. Inspection of Packages: packages incoming and outgoing are to go through reception, and shall be delivered to the respective employee by the receptionist.
- u. Off Premises Activities: when employees are representing the company at off-premises activities, such as a business trip, they must follow the dress code as defined in section 12.J.iii of the Spa-Tacular employee manual. Furthermore, one must maintain a business-like attitude when dealing with possible clients, business partners, and competitors. Any violations of the Spa-Tacular employee manual will be dealt with as outlined in section 4.c of the Spa-Tacular employee manual.
- v. Open Door Policy & Counseling: Eclectic Essentials gives the right to the employees to request assistance from higher-level authority, above their supervisor, up to and including the CEO. Furthermore, if issues regarding ones supervisor are not resolved, one can request counseling from the branch HR representative.

- w. Parking Lot: Parking spaces where a name defines the spot as a single employee's spot are to remain for that employee only, and all visitors and employees must park in an unassigned parking spot.
- x. Payroll Advances: Employees can apply for a payroll advance through their supervisor, and may qualify if they have not received a bonus or raise in the last 6 months and have maintained a satisfactory disciplinary record. However, the final decision is left to the discretion of their supervisor.
- y. Personal Phone Calls & Mail: Personal use of the company's phone lines, email, mail, and faxes are to be used minimally, and if used excessive disciplinary actions are to be taken place.
- z. Personal Property: Employees are allowed to bring in objects to the workplace that are not deemed illegal items , items that can cause distractions to employees in the workplace will be asked to be removed .
- aa. Promotion Policy: Employees may apply for a promotion if an open position is available by making an inquiry to their supervisor. The supervisor takes the employee under consideration and reviews their employee files and performance and compensation reviews. The employee shall receive the promotion if they are deemed qualified for the promotion and the new job.
- bb. Recycling: Recycling bins have been set up all around the workplace, in order to promote safety and a clean and sanitize environment.
- cc. Reinstatement: An employee may be reinstated if:
- Recall: An employee "laid off" shall be eligible for recall by the department. To be eligible for reinstatement , the recalled employee shall return to the same position within one year of the layoff date :
 - If more than one employee has been laid off and a fewer number of positions are reactivated, the department shall consult with the Vice president of the Human Resources department, to determine the order of the recall.
 - If the recallable employee refuses the offer of employment, the employee shall no longer be eligible for recall
 - Rehire: a rehired employee is an employee who was involuntary separated employment (exhaustion of funds, position eliminated, etc.) or not anticipated to be recalled.
- dd. Resignation: When an employee decides to resign, one must write a letter of resignation addressed to their employer which briefly states intent, and summarizes one's reasons for resignation. Furthermore, one must allow for two weeks before resigning their position. Finally, one must take part in an exit interview, in order to assess the reasons behind resignation and improve Eclectic Essentials as a company.

- ee. Transfers: If an employee must transfer departments, one must file the transfer through Human Resources in order to transfer employee files and past performance reviews. The employee must take part in an informal interview with their new superior, in order to become acquainted with them.
- ff. Visitors: Visitors must first report to the receptionist, who will greet them kindly and call the employee whom the visitor intends on meeting with. When dealing with visitors, one must maintain a proper host/hostess attitude, and extend welcome to the visitor.



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Spa-Tacular Employee Agreement- Form 1.A

I, _____, acknowledge that I have read and fully understood the contents of the Spa-Tacular Manual, and by signing this form, I indicate my agreement to abide by all policies stated in the manual. In addition, I am aware that a violation of any policy may result in disciplinary action up to including termination.

_____ / ____ / ____

Employee Signature

Date



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Spa-Tacular Expense report- Form 1.B

Employee requesting Compensation:

Department:

From:

To:

Purpose of expense:

Date	Description	Transportation/ Mileage	Lodging	Meals	Other	Total
Column Totals						
					Subtotal	
					Less cash advanced	
					Total owed to you	
					Total due	

Date	Person(s) entertained	Employee requesting compensation	Business purpose	Name of place	Total
					Total

Employee signature: _____

Date:

Approved by: _____

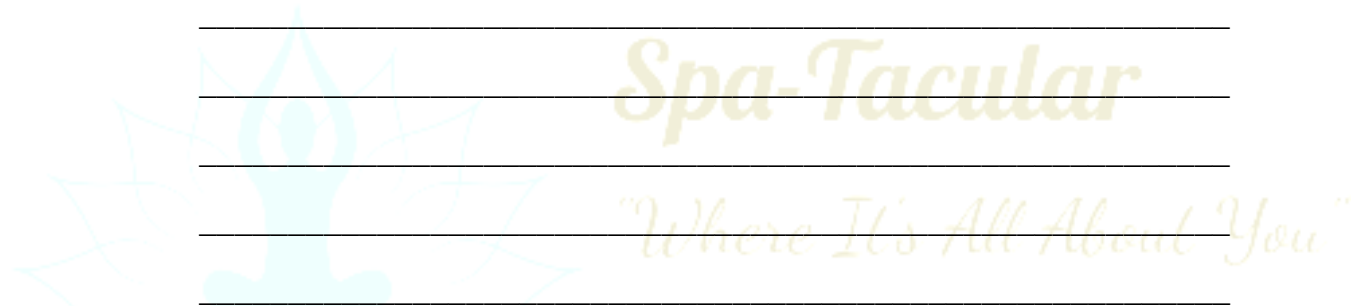
Date:

Spa-Tacular Verbal Warning- Form 2.A

Employee Name: _____ Department: _____
Date of Incident: _____ Supervisor: _____
Position: _____ Occurrence: _____

Section of Code of Conflict Violation (if applicable): _____

Specify _____
Violations _____



Additional _____
Comments _____

Supervisor Signature: _____ Date: __/__/__

Human Resources Representative: _____ Date: __/__/__

Spa-Tacular Written Warning- Form 2.B

Employee name: _____

Department: _____

Date of Incident: _____

Supervisor: _____

Position: _____

Section of Code of Conduct Violated: _____

Description _____

of situation _____

Steps taken _____

To resolve _____

Additional _____

Comments _____

Supervisor Signature: _____

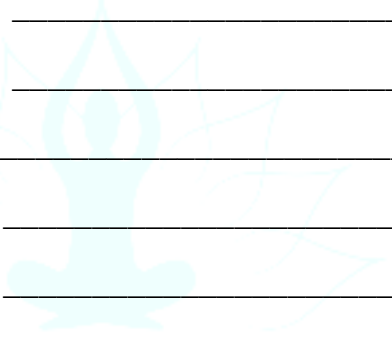
Date: __/__/__

Human Resources Representative: _____

Date: __/__/__

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Spa-Tacular Grievance Form- From 3.A

Name: _____

Department: _____

Position Title: _____

Supervisor: _____

Work Phone: _____

Date of Incident: _____

Home Phone: _____

Reasons

For Grievance:

(Please be as specific

As Possible)

Prior Grievances:

Is this the first time you are filing a grievance for this particular problem?

Yes:

No:

Have you taken steps you're your supervisor to resolve this grievance? If so, what steps were taken?

Resolution

Requested:

Employee Signature: _____

Date: __/__/__

Refund- Form 4.A

Bill to:

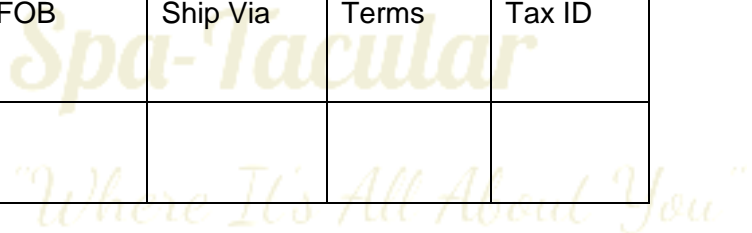
Ship to:

Refund #:

Date:

Customer ID:

Your order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID



Quantity	Item	Description	Discount %	Taxable	Unit Price	Total
					Subtotal	
					Tax	
					Shipping	
					Miscellaneous	
					Balance Due	

Spa-Tacular Weekly Progress Log

Week of: _____, 20

Name: _____

Job Position: _____

WEEKLY GOALS (10 Points)

COMPLETION OF TASKS (Attach Evidence) (60 points):

Task Assigned	Completion	Comments
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	
	<input type="checkbox"/> Finished <input type="checkbox"/> Partial <input type="checkbox"/> Not Finished	

Manager's Signature: _____

EMPLOYEE PERFORMANCE AND ATTITUDE: (30)

Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Superior
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1 2 3 4 5

Comments:

Areas noted in need of immediate improvement:

Evaluator:

Date:

Absences, Tardies, & Workplace Attire

Perfect Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
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<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent
<input type="checkbox"/> Tardy	<input type="checkbox"/> Tardy	<input type="checkbox"/> Tardy	<input type="checkbox"/> Tardy	<input type="checkbox"/> Tardy
<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Inappropriate	<input type="checkbox"/> Inappropriate
			<input type="checkbox"/> Professional Dress	

In agreement with Manager's evaluation of this employee: **YES** **NO**

Comments (if NO):

Date: