

Compensation Guidelines
 2002

Your Schedule

1. Complete "Availability Calendar" each month for next month.
2. Your work schedule is posted on the Schedule Board at front counter.
3. Initial your schedule on weekend while in, or no later than 12 Noon Tuesday by phone.
4. You can check schedule on our website. www.actionevents.net. on very bottom of home page click the word staff, login, password = staff. Email us to confirm, include date and due in. Email to amy@actionevents.net.
5. No cancellations after you have confirmed your date.
5. Due in times posted on wall calendar 1 week before work dates.

Your time card & time

1. Complete card Name, Sunday date with year. Always use time clock.
2. Always return to office to punch out. Never punch another persons card in or out.
3. Corporate staff actual pay starts at "due in" time and ends at time team returns. You will be docked 15 minutes of time for any portion of a quarter hour you are late.

Pay adjustments

Tolls, reimbursements, mileage pay, adjustments, manager fees

1. Always complete a white adjustment slip with name and date and staple to back of time card.
2. For any expense reimbursements (Gas, Tolls, Parking) you MUST attach receipt to time card.
3. For mileage payments, write in mileage @ rate= Total. (110 @ .34 = \$37.40)

Pay scale effective June 1, 2001

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2002	0 Events	10 Events	20 Events	30 Events	40 Events
15	7.06	7.77	8.54		
16	8.02	8.83	9.71	10.68	
17	8.91	9.81	10.79	11.87	13.05
18	9.69	10.66	11.72	12.90	14.19
19	10.20	11.22	12.34	13.58	14.93
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1. Experience steps are evaluated once per year on June 1st. If on June 1st you have accumulated enough events your new table rate will be as reflected above. Carnival rental events are NOT included in count.
2. Your age rate is based on your age on June 1st. Age adjustments are made once per year on June 1st. If you qualify for an "age Step" your base rate will be changed to reflect the table.
3. Performance evaluations can add to your table rate. Performance rates are not a permanent part of your rate and will not be carried over each year.
4. If your current rate is "above scale" for whatever reason, experience or age steps will not take place until your "calculated rate" is greater than your actual rate.

Paychecks

1. Application, W-4 and employee information sheet required for all outing staff. Taxes withheld.
2. Pay week runs Monday to Sunday. Payday is the following Friday at 12:00 NOON.
3. Paychecks are placed in the rack next to time cards.
4. There is a \$15.00 service charge fee to the employee for all lost checks.