

# *Employee Manual*

## *2016-2017*



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## **Description of Roles and Responsibilities**

**CEO(Chief Executive Officer)**- The CEO provides leadership and sets the direction and goals for the company. The CEO coordinates the business plan. They must assemble the parts and revise the entire plan. They also have the represent the company at business functions. Lastly, they must organize weekly executive business plan meetings.

**CFO(Chief Financial Officer)**- The CFO handles all the financials of the company. The CFO has the responsibility to create cash budgets, balance sheets, and income statements. They also must pay company bills and manage bank accounts. Their major responsibilities are overseeing the accounting department.

**COO(Chief Operating Officer)**- The responsibility of the COO is to oversee the day-to-day operations of the company. They are to schedule meetings, assist the CEO in the successful growth of the company, and lead the Human resources department with tasks.

**SVP(Senior Vice President)**- The SVP coordinates the sales, marketing, and graphics department. They also have to check their email daily for deals and contracts. They also need to make commercials for the company.

**Vice Presidents**- The VPs are responsible for carrying out the directions of the CEO, CFO, COO and SVP. VPs are responsible for creating agendas for every meeting. They also need to organize their department and make sure everyone is on task.

## **Employment Policies**

### **Equal Employment Opportunity**

Brooklyn's Sweet 'N Savory Catering is a safe, discrimination free working environment. Employment decisions are based on the needs of the company, not influenced by personal business, race, gender, age, weight, religion, etc.

### **Personnel Records and Administration**

The Human Resources Department in Brooklyn's Sweet 'N Savory Catering keeps track of personal records and private information. However, all information is confidential and kept safe.

Of the many documents kept, are:

- Resume/Cover letter
- Consent forms
- Evaluations

If there are medical records that need to be kept, they will be kept in a separate confidential file.

### **Safety**

Sweet 'N Savory Catering expects a clean, healthy, and safe environment for its employees. Being an employee, you must be part of maintaining a healthy workplace environment. As a result, your workplace should be kept clean and orderly.



## Employee Behavior

### Harassment Policy

As an employee, harassment is intolerable in or out of the workplace. You must be respectful to your peers. If someone is harassed, they should report the situation to their supervisor. If there is still a problem, it should then be reported to the Human Resources Department. If harassment still continues, there is a possibility of employee termination from the company. Harassment includes but is not limited to bullying, pranks, and offensive jokes.



### Violence in the Workplace

Brooklyn's Sweet 'N Savory Catering bans violence in the workplace. Your personal issues should remain outside of the workplace. Regardless of personal issues, we are always to have professional actions and behavior.

### Dress Code Policy

Human Resources will evaluate your business attire every Thursday. Professional women's business attire includes dress shirts, dress pants, blazers if desirable; skirts are allowed however they must be at least up to the middle of your thigh or longer. Professional business attire for men include dress pants, button down shirts, and a tie. Professional women's shoes include loafers, flats, reasonable length heels, and/or dress shoes. For men, acceptable shoes include dress shoes, and/or loafers. Unacceptable attire includes but is not limited to leggings, cargo pants, jeans, and/or colored pants. Unacceptable shoes include Tom's, Converse, club heels, and boots such as Timberlands. Please remember that casual attire will only be permissible the last week of every month.



### Attendance and Punctuality

All employees are expected to automatically begin work as soon as they arrive to their cubicles. Employees are required to complete seven and a half hours per week.

### Cleaning Policy

Each and every employee is assigned a day where they are required to clean the workplace. Even days of the week will be cleaning days, where one person is to be responsible for garbage and another person is to be responsible for vacuuming.



### Work Station Check Policy

Everyone will be responsible for having a tidy work station. There will be an evaluation of your work station. Your evaluation will be affected due to a messy work station. Messy work stations have papers all over the desks/floor, boards unorganized, paper clips and staplers thrown around, etc. Therefore make sure that your work station is always clean!



## Group Health and Related Benefits



### Health Insurance

Brooklyn's Sweet 'N Savory Catering offers a comprehensive health insurance plan that will benefit all our employees. For more information please contact us.



### Workers Compensation

Workers compensation will be available to all employees in Brooklyn Sweet 'N Savory Catering. Therefore, if an employee is ill/injured their bills will be covered by workers compensation insurance.

### Retirement Plan 401k

The 401k plan is a retirement plan sponsored by the employer. It lets workers save and invest a portion of their pay before taxes are deducted. Once you retire you use the money as income. BSSC matches up to 2% of an employee's salary.

### Company Supplies and Other Expenditures

Only certified employees can purchase supplies under the company's name. If an employee needs to make a purchase their supervisor or another certified employee must approve of it. However, BSSC is not responsible for purchases that are unapproved.

### Expense Reimbursement

If there are any occasions that require travel for Brooklyn's Sweet 'N Savory Catering, all expenses will be paid on behalf of the company. The expenses include but are not limited to:

- Travel
- Transportation
- Hotels
- Meals

### Expense Records

No more than five days after an employee has returned from any trip, the receipts from all the trip's expenses must be given to the Accounting Department. Unless otherwise noted, no receipts will be accepted past the five business days.



## **Time-Off Benefits**

### **Holiday Policy**

Employees will be paid for holidays when the office is closed. Paid-holidays are:

- |               |                |                                 |                     |
|---------------|----------------|---------------------------------|---------------------|
| -Thanksgiving | -Rosh Hashanah | -Dr. Martin Luther King Jr. Day | -Regents Rating Day |
| -Christmas    | -Columbus Day  | -Chancellor's Conference Day    | -Spring Recess      |
| -Eid          | -Election Day  | -Winter Recess                  | -Memorial Day       |
| -Yom Kippur   | -Veteran's Day | -Anniversary Day                | -Midwinter Recess   |



### **Sick Leave**

All employees are allowed five paid-sick days each year. After an employee uses up all five paid sick days, their pay will be docked for any days not worked.



### **Family/Emergencies/Medical Leave**

Once in awhile, employees will need to be out of work due to unexpected personal reasons. If this is the case, BSSC has a policy whereas requests for leave are given to the Human Resources Department. All requests for leaves of absence are to be in writing and submitted to Human Resources as soon as possible.

### **Absence and Lateness**

In case there are any emergencies where you are going to be late or absent, you must let the Human Resources Department know by email or by phone.

## **Paid Time off Policy (PTO)**

### **Attendance**

All employees must sign in upon entering the workplace. The company needs to make sure that all of the employees are responsible and come into work on time. Therefore the attendance sheet is to be signed upon coming into the workplace.

### **Schedule**

All employees are to attend work at Suite 364 from 9:00 am-10:40 am.

### **Internet Usage Policy**

All employees must use the internet strictly for business purposes. Workplace activities cannot be posted on personal accounts. Internet usage is limited to job related activities only. Emails sent from the company's email should be professional, and not contain any offensive or inappropriate language. Social media accounts for BSSC have the right to post pictures or events for business purposes.



## COMPENSATION POLICY

### Base Compensation

Employee salaries and wages are determined by job description. BSSC sets competitive salaries for the 2016-2017 year.

Associates	\$25,000 annually
Vice Presidents	\$35,000 annually
Assistant Vice Presidents	\$30,000 annually
CEO	\$60,000 annually
CFO	\$55,000 annually
COO	\$50,000 annually
SVP	\$45,000 annually

### Employee of the Month

Employees can be selected as employee of the month based on their performance in the workplace. In order to be considered for employee of the month, an employee needs to have all assignments completed in a timely fashion, perfect attendance, and proper business attire.

### Professional Development Day

Every Thursday, all employees must be dressed in business attire. The last Thursday of every month is casual dress day; therefore, employees can dress up in business casual attire.





## Non-Disclosure Agreement

The owner and all company employees will protect any confidential material from any other business. All employees are subject to not disclosing any confidential information to any person or other business without written consent of the Owner. All employees will not copy or modify any confidential information without prior written consent of the business owner.

I \_\_\_\_\_ agree with the non-disclosure agreement , and I agree not to disclose ANY company information to third party companies.

Signature: \_\_\_\_\_

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I \_\_\_\_\_ verify that I received a copy of the manual on \_\_\_\_\_ . I hereby agree all the information presented in the manual and to be a productive part of BSSC to lead the company to success.

Signature: \_\_\_\_\_

(This copy will be kept in each employee's personal file.)

