

# Mission

## NOVEMBER MANAGER MEETING AGENDA Dec 1st, 2015 12pm-130pm

1. WELCOME AND INTRODUCTIONS- 5 minutes
    - a. SIGN IN SHEET
  2. ROD'S UPDATES- 15 minutes
    - a. Pickle Training Video
  3. ANNUAL AND 90 DAY REVIEWS- 10 minutes Steven
    - a. The Good, Bad, and Ugly
- QUICK BREAK 5 MINUTES**
4. COACHING/DISCIPLINARY ACTION, TERMINATION PROTOCOL: Break Out Sessions 15 minutes Kathy, Roger, Steven, Mai
    - a. Policies Handout
  5. COMPANY CONTACT EMAILS: 10 minutes Zsolt
    - a. Email Guide Handout
  6. HANDOUT ITEMS- 5 minutes Mai, Kathy, Roger
    - a. Ops Manager/On Call December Calendar Handout
    - b. Holiday-Special Events December Calendar Handout
    - c. Payroll Calendar Handout
    - d. Manager Contact Card Lanyard Handout
    - e. Bus Pass Handout
  7. NEW PROGRAMS NEXT STEPS- 5 minutes Kathleen
    - a. Mission Cares
    - b. C.A.N.I Bucks
  8. AWARDS, CLOSING: 15 minutes Kathleen/Rod
    - a. Team Member of the Month Voting Handout
    - b. Motivational story- Kathleen
    - c. Manager of the Month



### TEAM MEMBER PERFORMANCE APPRAISAL

Employee's Name (Last, First, Middle) Rubble, Barney, B		Social Security Number (last 4 digits only – to be completed by the employee)  XXX-XX- _ _ _ _	
Position Title Customer Service 2			
Store: Einstein Bros		Type of Rating (Mark "X" below.)	
Hire Date: 12/1/2013		Annual	Probationary
Time in Present Position: 2 years		X	
Review Date 12/1/2015	Supervisor's Name Steven Bennett	Supervisor's Title: Manager	

**JOB RESPONSIBILITIES:** Please list the primary duties for the Team Member

This job stands behind the counter and asks folks if they want stuff. They need to get a perfect PVC score, but honestly I don't really know what that means.

**RATING EXPLANATIONS:** Please read the following explanations carefully.

**Exceeds Expectations**

This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

**Meets Expectations**

This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and completely satisfies the established standards and expectations.

**Needs Improvement**

This indicates an overall performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

**INSTRUCTIONS:** Please give a copy of this form to the Team Member for self-evaluation before his/her scheduled review. Any rating of Needs Improvement or Exceeds Expectations requires comments. This evaluation should reflect the team member's total performance, including the performance factors as related to the team member's responsibilities and duties as set forth in the job description, behavioral traits and any supervisory factors.



<i>Performance Factors and Standards (Check or X)</i>	<i>Needs Improvement</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
<b>MAINTAINS FLEXIBILITY</b>			
Willingly accepts a variety of responsibilities.		X	
Adapts to new situations in a positive manner.		X	
Displays openness to learning and applying new skills.		X	
Works well with others to achieve organization's goals.		X	
Is resourceful and generally seeks work process improvements.			
Comments: Barney once read the Mission's motto of Constant and Never-ending Improvement (CANI) on a poster in the back office.			
<b>DEMONSTRATES CREDIBILITY</b>			
Shares information with others when appropriate.		X	
Acts independently while keeping supervisor informed.		X	
Performs work according to current guidelines and directives.		X	
Maintains personal appearance appropriate to job.		X	
Exhibits ability to secure and evaluate facts before taking action.		X	
Comments: Barney has mean cred. He demonstrates it.			
<b>CUSTOMER SERVICE</b>			
Treats all customers with respect.		X	
Responds to customer needs within agreed time frames.		X	
Addresses conflicts and problem situations with patience and tact.		X	
Comments: Barney shows respect for his Customers. He did some stuff once for a Customer that was like really cool.			



## TEAM MEMBER PERFORMANCE APPRAISAL

Employee's Name (Last, First, Middle) Flintstone, Wilma, B		Social Security Number (last 4 digits only – to be completed by the employee)  XXX-XX- _ _ _ _		
Position Title Administration: Customer Service 2				
Store: Saralee		Type of Rating (Mark "X" below.)		
Hire Date: 11/1/1012		Annual	Probationary	Special
Time in Present Position: 3 years		X		
Review Date 12/1/2015	Supervisor's Name Steven Bennett	Supervisor's Title: Manager		

### JOB RESPONSIBILITIES: Please list the primary duties for the Team Member

A Customer Service 2 Team Member assists in the overall functioning of the restaurant, offering guests a hospitable and enjoyable atmosphere, where food and beverage products are efficiently served conforming to standards of excellence for quality, sanitation and consistency.

### RATING EXPLANATIONS: Please read the following explanations carefully.

#### Exceeds Expectations

This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

#### Meets Expectations

This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and completely satisfies the established standards and expectations.

#### Needs Improvement

This indicates an overall performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

**INSTRUCTIONS:** Please give a copy of this form to the Team Member for self-evaluation before his/her scheduled review. Any rating of Needs Improvement or Exceeds Expectations requires comments. This evaluation should reflect the team member's total performance, including the performance factors as related to the team member's responsibilities and duties as set forth in the job description, behavioral traits and any supervisory factors.



<i>Performance Factors and Standards (Check or X)</i>	<i>Needs Improvement</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>
<b>MAINTAINS FLEXIBILITY</b>			
Willingly accepts a variety of responsibilities.		X	
Adapts to new situations in a positive manner.	X		
Displays openness to learning and applying new skills.		X	
Works well with others to achieve organization's goals.		X	
Is resourceful and generally seeks work process improvements.			X
Comments: Wilma attempts to use Mission's motto of Constant and Never-ending Improvement (CANI)			
<b>DEMONSTRATES CREDIBILITY</b>			
Shares information with others when appropriate.		X	
Acts independently while keeping supervisor informed.		X	
Performs work according to current guidelines and directives.		X	
Maintains personal appearance appropriate to job.			X
Exhibits ability to secure and evaluate facts before taking action.		X	
Comments: Within the last year, Wilma sought to achieve high levels of customer service within Saralee.			
<b>CUSTOMER SERVICE</b>			
Treats all customers with respect.		X	
Responds to customer needs within agreed time frames.			X
Addresses conflicts and problem situations with patience and tact.		X	
Comments: Wilma attempted to show respect for Customers. She attended one PVC class. Next year, she'll attend a bunch.			





## TEAM MEMBER PERFORMANCE APPRAISAL

Employee's Name (Last, First, Middle)  Flintstone, Fred, F		Social Security Number (last 4 digits only – to be completed by the employee)  XXX-XX-____	
Position Title  Customer Service 2			
Store: Einstein Bros.		Type of Rating (Mark "X" below.)	
Hire Date: 12/1/13		Annual	Probationary
Time in Present Position: 2 years			Special
Review Date  12/1/15	Supervisor's Name  Steven Bennett	Supervisor's Title:  Manager	

### JOB RESPONSIBILITIES: Please list the primary duties for the Team Member

A Customer Service 2 Team Member assists in the overall functioning of the restaurant, offering guests a hospitable and enjoyable atmosphere, where food and beverage products are efficiently served conforming to standards of excellence for quality, sanitation and consistency. Customer Service employees add value to the guest experience by providing great hospitality through excellent service, a friendly attitude and expert product knowledge.

### RATING EXPLANATIONS: Please read the following explanations carefully.

#### Exceeds Expectations

This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

#### Meets Expectations

This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and **completely** satisfies the established standards and expectations.

#### Needs Improvement

This indicates an overall performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

**INSTRUCTIONS:** Please give a copy of this form to the Team Member for self-evaluation before his/her scheduled review. **Any rating of Needs Improvement or Exceeds Expectations requires comments.** This evaluation should reflect the team member's total performance, including the performance factors as related to the team member's responsibilities and duties as set forth in the job description, behavioral traits and any supervisory factors.



Performance Factors and Standards (Check or X)	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>MAINTAINS FLEXIBILITY</b>			
Willingly accepts a variety of responsibilities.			X
Adapts to new situations in a positive manner.		X	
Displays openness to learning and applying new skills.		X	
Works well with others to achieve organization's goals.			X
Is resourceful and generally seeks work process improvements.	X		
<p><i>SKED</i> has been an integral part developing structure around administrative roles and has accepted willingly a variety of tasks that have come up this year. Another one of <i>SKED</i>'s strongest characteristic is working well with others, and both of these have proved to be critical factors in <i>SKED</i>'s success with Mission. One area for opportunity is to increase initiative in looking for long term improvements and to seek out solutions and resources that can improve overall operations and efficiency. While <i>SKED</i> will always work to complete an assigned task, improvement can be made by seeking out resources initially in situations or problems that are encountered for the 1<sup>st</sup> time. We also challenge you to communicate frustrations and questions more frequently, rather than bottling them up or then communicating frustrations without a suggestion for improvement or problem solving ideas. <i>SKED</i> works well in a team and individual environment, and we will continue to challenge you to teach others your skills more frequently and enhance overall workplace dynamics.</p>			
<b>DEMONSTRATES CREDIBILITY</b>			
Shares information with others when appropriate.		X	
Acts independently while keeping supervisor informed.		X	
Performs work according to current guidelines and directives.		X	
Maintains personal appearance appropriate to job.			X
Exhibits ability to secure and evaluate facts before taking action.		X	
<p><i>SKED</i> is very consistent in the attributes and skills of credibility. <i>SKED</i> works well independently and also knows when to share information when needed.</p> <p>There is always room for improvement for communication, and again don't be afraid to fearlessly communicate issues or work efforts to management knowing that there is always a solution to every problem, the first step is to acknowledge and embrace a problem so that a solution can then be discovered. To take these credibility skills to the next level, communication is key, as well as securing more facts and information before taking action. <i>SKED</i> will be encouraged to increase supervisor communication and help to create the guidelines and directives for both the office coordinator and payroll coordinator roles.</p>			
<b>CUSTOMER SERVICE</b>			
Treats all customers with respect.		X	
Responds to customer needs within agreed time frames.			X
Addresses conflicts and problem situations with patience and tact.		X	
<p><i>SKED</i> meets all expectations to show respect for 'customers.' He also treats peers and actual Mission customers in a respectful manner. <i>SKED</i> excels when it comes to responding to "customer" requests in quick time frames, but as your workload involves critical tasks, make sure to maintain priorities and balance accordingly. Tension relieving versus goal achieving. And as always, there is room to develop skills with practicing patience and tact skills when problems arise. Communication is always key!</p>			



## COACHING AND PROGRESSIVE DISCIPLINE PROCESS

We sit down with our Team Members once a year for a review. At that time, the employee finds out what they've been doing right, or if there are areas in need of improvement. But what happens the other 364 days of the year? Coaching is a different approach to developing employees' potential. With coaching, you provide your staff the opportunity to grow and achieve optimal performance through consistent feedback, counseling and mentoring.

Probably the most critical step in coaching is getting the employee to acknowledge when a performance issue exists. Overlooking or avoiding a performance issue because you assume the employee understands its significance is a typical mistake of managers. Ignoring a performance issue can also lead to the Team Member to assuming they are performing within standards. To coach an employee on a performance issue, Managers must be able to define the nature of the issue and get the employee to recognize the consequences of not changing his or her behavior. To do this, you must specify the behavior and clarify the consequences.

The skill of specifying a workplace train issue consists of three parts.

- Cite specific examples of the performance issue
- Clarify your performance expectations in the situation
- Asks the employee for agreement on the issue

The skill of clarifying consequences consists of two parts. You should:

- Probe to get the employee to articulate his or her understanding of the consequences associated with the performance issue.
- Ask the employee for agreement on the issue.

**Get a Commitment to Act --** The next step is to help the employee choose an alternative. Don't make the choice for the employee. To accomplish this step, the manager must be sure to get a verbal commitment from the employee regarding what action will be taken and when it will be taken. Be sure to support the employee's choice and offer praise. Positive feedback strengthens performance. People will naturally go the extra mile when they feel recognized and appreciated. When corrective feedback is handled poorly, it will be a significant source of friction and conflict. When it is handled well, people will experience the positive effects and performance is strengthened.





Provide Feedback -- Effective coaches understand the value and importance of giving continual performance feedback to their people, both positive and corrective.

There are a few critical things to remember when giving feedback to others. Feedback should:

- **Be timely.** It should occur as soon as practical after the interaction, completion of the deliverable, or observation is made.
- **Be specific.** Statements like "You did a great job" or "You didn't take care of the customers' concerns very well" are too vague and don't give enough insight into the behavior you would like to see repeated or changed.
- **Focus on the "what," not the "why."** Avoid making the feedback seem as if it is a judgment. Begin with "I have observed..." or "I have seen..." and then refer to the behavior. Focus on behavior and not the person. Describe what you heard and saw and how those behaviors impact the team, client, etc.
- **Use a sincere tone of voice.** Avoid a tone that exhibits anger, frustration, disappointment or sarcasm.

## THE DISCIPLINARY PROCESS

In our effort to coach and mentor every employee with the intention of growth and development, Managers are required to follow the Disciplinary Policy. Mission Yogurt's Progressive Disciplinary Policy is to include a series of increasingly severe penalties for repeated offenses, typically beginning with counseling or a verbal warning. This is meant to be used as a useful tool to help ensure uniformity and consistency in the administration of disciplinary action, and thus minimize exposure to discrimination claims.

There are a few critical steps to follow when giving progressive discipline to your employees:

- All verbal conversations need to be documented using the Store's Coaching Log. Every time you coach an employee a date and synopsis on the issue needs to be documented.
  - An email to [HR@missionyogurt.com](mailto:HR@missionyogurt.com) may take place.
- Upon deciding that moving onto a written counseling form is needed, all sections need to be completed on the Disciplinary Action Form. Indicate whether it is the First, Second, or Final Warning. A clear reason needs to be given as to why the written warning is being taken. The Disciplinary Action Form must also have clear narrative as to



the Incident Summary, the Action Plan to correct the behavior, and Consequences of Further Infractions.

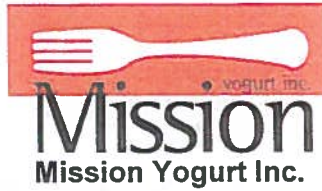
- *For the first and second warning, an email to [HR@missionyogurt.com](mailto:HR@missionyogurt.com) may take place to update HR to the situation, and to submit the form.*
  - *The hard copy of the write-up form is to be placed in HR folder.*
- *For the third or final warning, an email to [HR@missionyogurt.com](mailto:HR@missionyogurt.com) must take place to update HR to the situation, and to submit the form.*
- *For the final warning, a phone call to the HR Manager, 303-725-2326 must take place to update HR to the situation.*
- If the decision is made within the store to terminate a Team Member, utilizing the authorization of the store's Operations Manager, a phone call to the HR Manager is mandatory.
  - *This call will include:*
    - *all information on the issue from the Store's Coaching Log.*
    - *Dates of previous issues*
    - *All video, written statements, and/or documentation in regard to the issue.*

If the decision is made to terminate the employee, it is the terminating Managers responsibilities to collect the Team Member's badge upon separation. The badge must be surrendered to the DIA badging office immediately. It is also the Manager's responsibility to follow the paperwork requirements of the termination process.

## TERMINATION PROCESS

Paperwork requirements -- Upon the separation of employment, there are practical and legal issues to consider for every type of termination. Given the particular circumstances, an employee who is involuntarily terminated may take legal action against the employer. There is a plethora of potential causes of action against Mission Yogurt in involuntary terminations, Mission Yogurt needs to implement these types of termination with the utmost care.

Whether the separation is voluntary or involuntary it is critical that a Termination Report and Checklist be transmitted via Fax or Email to [HR@missionyogurt.com](mailto:HR@missionyogurt.com) within two days, 48 hours after the separation occurs. Ensuring the Team Member is terminated within 48 hours is vital to Mission Yogurt, yet vital to the staffing of your store. Having terminated employees on your stores roster, distorts the store's budget and staffing needs.



Pay Checks -- If the separation is involuntary, meaning we are terminating an employee, it is vital to submit a copy of the Team Members punches to [Payroll@missionyogurt.com](mailto:Payroll@missionyogurt.com) immediately. Mission must supply the employee with their paycheck as quickly as possible.

#### What is My Responsibility?

- When any employee is terminated, complete and submit a Termination Report and Checklist. This needs to be completed within the 48 hour time period after separation happens.
- Submit all termination documentation into the HR Folder. This would include the Termination Report and Checklist, and all coaching forms.
- Before payday, review the PAYCHECK SIGN OFF SHEET. Any Employee on the signoff sheet that is listed as "No Check, Terminated?" needs their employee status verified. It is required that **you** account for the Employees' status.
- Every Employee needs a notation on the PAYCHECK SIGN OFF SHEET about their status, if they do not have a signature indicating that they received a pay check.



## COMPANY EMAILS AND CONTACTS

Please add your Operations Manager to all emails.

### [INFO@MISSIONYOGURT.COM](mailto:INFO@MISSIONYOGURT.COM)

General Inquiries for both Team Members or Guests. Emails sent to this account will then be forwarded to the proper contact.

### [COMMENTS@MISSIONYOGURT.COM](mailto:COMMENTS@MISSIONYOGURT.COM)

Guest Feedback

### [PAYROLL@MISSIONYOGURT.COM](mailto:PAYROLL@MISSIONYOGURT.COM)

Email all Payroll Records and Referrals. to this account only. they will automatically be sent to the correct person!

Also, please email specific payroll/parking issues to this account directly!

### [HR@MISSIONYOGURT.COM](mailto:HR@MISSIONYOGURT.COM)

Internal Applications, New Hires, Terminations, Written Warnings (Anything management would place in the HR Folder can also be emailed to this account directly, but not in place of hard copies of new hire packets)

Team Members are also encouraged to send any concerns directly to this email.

### [CAREERS@MISSIONYOGURT.COM](mailto:CAREERS@MISSIONYOGURT.COM)

Job Opening Inquiries, Resumes, Applications

### [INVOICES@MISSIONYOGURT.COM](mailto:INVOICES@MISSIONYOGURT.COM)

Catering Invoices

### [SUPPLIES@MISSIONYOGURT.COM](mailto:SUPPLIES@MISSIONYOGURT.COM)

Office Supplies Only, Maintenance or Restaurant Supply requests need to be sent to your Operations Manager Directly.

### [GRAPHICS@MISSIONYOGURT.COM](mailto:GRAPHICS@MISSIONYOGURT.COM)

Graphics, promo/marketing, and menu requests.

### BUS PASS AND PARKING TEXT IN NUMBER:

720-666-7967

### WESTMINSTER OFFICE NUMBER:

303-252-7500

### WESTMINSTER OFFICE FAX NUMBER:

303-252-7507



**MARKETING PROJECT TICKET SUBMITTAL.**  
**PLEASE FILL OUT ALL NEEDED INFORMATION**  
**TO PROCESS YOUR TICKET.**

Date Submitted: \_\_\_\_\_

Project Name: \_\_\_\_\_

Store: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Logo's that Need to be Used: \_\_\_\_\_

Verbage you want on it: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size you Need: \_\_\_\_\_

Paper type: \_\_\_\_\_

Lamination: \_\_\_\_\_

Pick up or Delivery: \_\_\_\_\_

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

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_





## Payroll Discrepancy Form

You must turn in this form if you have any questions or issues regarding hours worked, hours paid, pay rates, or any other payroll related issues. Please be as specific as possible and provide all necessary documents, i.e. Aloha printouts, copy of employee's check, etc., to expedite the process.

Please allow 48 hour turn-around for a response. Thank you.

Employee Name (please print clearly): \_\_\_\_\_

Company: \_\_\_\_\_ Store Location: \_\_\_\_\_

What is the pay date on the check with the discrepancy? : \_\_\_\_\_

Please explain the situation in detail:

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\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

HR/Payroll Response:

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\_\_\_\_\_  
HR/Payroll Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

You must fax or email this form to (303) 252-7507 or [payroll@missionyogurt.com](mailto:payroll@missionyogurt.com)

# Mission Yogurt Inc

OPS MANAGER SCHEDULE

# DECEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Kathy Mai Roger Off	KATHY Mai Roger	1 KATHY Mai Roger	2 KATHY Mai Roger	3 Kathy Half a Day Dr Appt. Mai Roger	4 KATHY Roger Off Mai off	5 Kathy on site on call Roger Off Mai off
6 Roger on site on call after 1 Mai on call 5 am-10am Kathy Off Mai off	7 Roger on site Kathy Off Mai Vacation	8 KATHY Roger Mai Vacation	9 KATHY Roger Mai Vacation	10 KATHY Roger Mai Vacation	11 KATHY Roger Off Mai Vacation	12 Kathy On site on call Roger Off Mai Vacation
13 Roger on site on call Mai Vacation	14 Roger on site Kathy Off Mai Vacation	15 KATHY Roger Mai Vacation	16 KATHY Roger Mai Vacation	17 KATHY Roger Mai Vacation	18 KATHY Roger Off Mai Vacation	19 Kathy on site on call Roger Off Mai off
20 Roger on site on call after 1 Mai on call 5 am-10am Mai off Kathy Off	21 Roger on site on call after 1 Mai on call 5 am-10am Kathy Off	22 KATHY Mai	23 KATHY Mai	24 KATHY Mai	25 KATHY Roger Off Mai	26 KATHY Roger Off Mai off
27 Roger on site on call after 1 Mai on call 5 am-10am Kathy Off Mai off	28 Roger on site on call after 1 Mai on call 5 am-10am Kathy Off	29 KATHY Roger Mai	30 KATHY Roger Mai	31 KATHY Roger Mai	Kathy Roger Off Mai	Kathy Roger off Mai Off
Notes:						
			© 2012-2014 Vertex42.com			Calendar Templates by Vertex42.com

# DECEMBER

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
		1	2	MMMD NATIONAL COOKIE DAY	 RATHA HOK	5
END OF PAY PERIOD 50		PVC TRAINING	PVC TRAINING LYS TIMBERLINE TASTING - MONTANYA RUN		 TSRAEL CORONADO	12
6	7	8	9	10	11	
	PAY DAY 50		16		 MARK SCHAFFER	19
13	14	15		17	18	
END OF PAY PERIOD 52			 MARICAR MAGDOWSKI	CHRISTMAS EVE	CHRISTMAS DAY	MMMD NATIONAL CANDY CANE DAY
MARCUS GETHERS	21	22	23	24	25	26
	PAY DAY 52	MANAGER MEETING		NEW YEAR'S EVE		
27	28	29	30	31		



# PAYROLL CALENDAR 2016

	Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec 15	P1	21	22	23	24	25	26	27
	12/21-1/3	28	29	30	31	1	2	3
	\$ Paydate							
Jan 16	P3	4	5	6	7	8	9	10
	*PROCESS P1							
	1/4-1/17	11	12	13	14	15	16	17
	\$ Paydate P1							
	P5	18	19	20	21	22	23	24
Feb 16	*PROCESS P3							
	1/18-1/31	25	26	27	28	29	30	31
	\$ Paydate P3							
	P7	1	2	3	4	5	6	7
	*PROCESS P5							
Mar 16	2/1-2/14	8	9	10	11	12	13	14
	\$ Paydate P5							
	P9	15	16	17	18	19	20	21
	*PROCESS P7							
	2/15-2/28	22	23	24	25	26	27	28
Apr 16	\$ Paydate P7							
	P11	29	1	2	3	4	5	6
	*PROCESS P9							
	2/29-3/13	7	8	9	10	11	12	13
	\$ Paydate P9							
May 16	P13	14	15	16	17	18	19	20
	*PROCESS P11							
	3/14-3/27	21	22	23	24	25	26	27
	\$ Paydate P11							
	P15	28	29	30	31	1	2	3
June 16	*PROCESS P13							
	3/28-4/10	4	5	6	7	8	9	10
	\$ Paydate P13							
	P17	11	12	13	14	15	16	17
	*PROCESS P15							
July 16	4/11-4/24	18	19	20	21	22	23	24
	\$ Paydate P15							
	P19	25	26	27	28	29	30	1
	*PROCESS P17							
	4/25-5/8	2	3	4	5	6	7	8
August 16	\$ Paydate P17							
	P21	9	10	11	12	13	14	15
	*PROCESS P19							
	5/9-5/22	16	17	18	19	20	21	22
	\$ Paydate P19							
September 16	P23	23	24	25	26	27	28	29
	*PROCESS P21							
	5/23-6/5	30	31	1	2	3	4	5
	\$ Paydate P21							
	P25	6	7	8	9	10	11	12
October 16	*PROCESS P23							
	6/6-6/19	13	14	15	16	17	18	19
	\$ Paydate P23							
	P27	20	21	22	23	24	25	26
	*PROCESS P25							
November 16	6/20-7/3	27	28	29	30	1	2	3
	\$ Paydate P25							



# PAYROLL CALENDAR 2016

	Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jun-16	P27	20 *PROCESS P25	21	22	23	24	25	26
	6/20 -7/3	27 \$ Paydate P25	28	29	30	1	2	3
July 2016	P29	4 *PROCESS P27	5	6	7	8	9	10
	7/4 -7/17	11 \$ Paydate P27	12	13	14	15	16	17
	P31	18 *PROCESS P29	19	20	21	22	23	24
	7/18 -7/31	25 \$ Paydate P29	26	27	28	29	30	31
	P33	1 *PROCESS P31	2	3	4	5	6	7
	8/1 -8/14	8 \$ Paydate P31	9	10	11	12	13	14
August 2016	P35	15 *PROCESS P33	16	17	18	19	20	21
	8/15 -8/28	22 \$ Paydate P33	23	24	25	26	27	28
	P37	29 *PROCESS P35	30	31	1	2	3	4
	8/29 -9/11	5 \$ Paydate P35	6	7	8	9	10	11
	P39	12 *PROCESS P37	13	14	15	16	17	18
	9/12 -9/25	19 \$ Paydate P37	20	21	22	23	24	25
Sept 2016	P41	26 *PROCESS P39	27	28	29	30	1	2
	9/26 -10/9	3 \$ Paydate P39	4	5	6	7	8	9
	P43	10 *PROCESS P41	11	12	13	14	15	16
	10/1 -10/23	17 \$ Paydate P41	18	19	20	21	22	23
	P45	24 *PROCESS P43	25	26	27	28	29	30
	10/24 -11/6	31 \$ Paydate P43	1	2	3	4	5	6
Oct 16	P47	7 *PROCESS P45	8	9	10	11	12	13
	11/7 -11/20	14 \$ Paydate P45	15	16	17	18	19	20
	P49	21 *PROCESS P47	22	23	24	25	26	27
	11/21 -12/4	28 \$ Paydate P47	29	30	1	2	3	4
	P51	5 *PROCESS P49	6	7	8	9	10	11
	12/5 -12/18	12 \$ Paydate P49	13	14	15	16	17	18
Dec 16	P53	19 *PROCESS P51	20	21	22	23	24	25
	12/19 -1/1	26 \$ Paydate P51	27	28	29	30	31	1





### Bus Pass Policy

Thank you for participating in Mission's great, new, and exciting bus pass program for DIA Team Members! We are now going to cover **100%** of the monthly bus pass cost for our Full-Time employees by pre-buying passes, and providing in advance a pre-paid bus pass. This is at no cost to you.

#### Necessary step-by-step Instructions:

1. By the 10th of every month, text in, using a smart phone, your first and last name, store location, badge #, and what type of pass you need. If you do not have a smartphone, please ask your manager for assistance.
2. Text to 720-666-7967
3. You will receive a text back confirming we received your information.
4. Mission Yogurt will then purchase the passes for you.
5. The pre-paid passes will be delivered to your store, and you will need to sign for these, just like your paychecks.

No replacement or substitution will be given for any bus pass. If the bus pass is lost or stolen, no other passes will be given out for that month. Treat the pass as cash, that cannot be replaced. The bus pass is non-transferable. This means that no one else can use the pass other than the issued employee. Any fraud will result in disciplinary action up to and including termination. All aspects of the Mission Yogurt Code of Conduct apply. There will be a one-time reimbursement, if a new hire employee does not make the deadline by the 10th or starts in the middle of a month.

To receive your next month's pass, you will need to return your previous month's pass. Please retain your pass and turn it into your Manager.



# C.A.N.I. BUCKS

*C.A.N.I.- CONSTANT AND NEVER ENDING IMPROVEMENT*

*"IF IT EXISTS, IT'S POSSIBLE." -John P. Grier*



## WHAT ARE C.A.N.I. BUCKS?

C.A.N.I. Bucks are a fun incentive for the 2015 holiday season. They come in \$1, \$5, & \$10. They can be found throughout Mission Yogurt stores with all of your management team.

## HOW CAN YOU EARN C.A.N.I. BUCKS?

C.A.N.I. Bucks can be earned throughout the holiday season by being recognized by a manager, ops manager, or executive team member for doing exceptional work during this busy time of the year. Ask your manager for more information!



## WHAT ARE C.A.N.I. BUCKS USED FOR?

Earn C.A.N.I. Bucks to use at the end of the year Holiday party in January (TBD). There will be all sorts of prizes to use your C.A.N.I. Bucks to purchase, or trade out those C.A.N.I. Bucks for some real CASH!

## CAN YOU TEAM UP AND COMBINE C.A.N.I. BUCKS?

Absolutely! Want a bigger prize to share? By all means, combine those C.A.N.I. Bucks. There will be prizes ranging from 3 C.A.N.I. Bucks to 300 C.A.N.I. Bucks and higher!

