



OCTOBER MANAGER MEETING AGENDA
October 27th, 2015 12pm-130pm

1. WELCOME AND INTRODUCTIONS- 5 minutes
 - a. SIGN IN SHEET
2. ROD'S UPDATES- 10 minutes
 - a. Handout
3. MANAGER SPEED DATING ACTIVITY- 10 minutes Zsolt
 - a. Get to know your manager teammates Handout
4. BADGING RETURN PROCESS- 10 minutes Kathy
 - a. New Process Handout
5. THANKSGIVING PLAN-5 minute Zsolt
 - a. Thanksgiving Handout

QUICK BREAK 5 MINUTES

6. BONUS DEFINITIONS/EXPLANATIONS: 10 minutes Mai/Zsolt
 - a. Bonus Guide & Definition Handout
7. MANAGER/TEAM MEMBER VACATION HOLIDAY TIME OFF REMINDERS-5 minutes Mai
 - a. Excerpt from Handbook Handout
8. NEW PROGRAMS-5 minutes Kathleen
 - a. Mission Cares
 - b. C.A.N.I Bucks
9. AWARDS, CLOSING: 10 minutes Kathleen/Rod
 - a. Q3 Top Store Achievement Awards
 - b. Team Member of the Month Voting Handout
 - c. Motivational story- Kathleen
 - d. Manager of the Month



Mission
Mission Yogurt Inc.

INTEGRITY:

AREAS THAT ARE IMPORTANT TO APPLY INTEGRITY:



Timberline STEAKS & GRILLE



TIMBERLINE GIVES THANKS TO DIA EMPLOYEES

Thanksgiving
Thursday
Nov. 26th
2015

11 am - 9 pm
Timberline
Steak & Grille
DIA CONCOURSE C

ENJOY
Traditional
Holiday Spread
For **\$8**
OR

FREEMEAL
With donation of
unwrapped toy to
DIA's annual
children's
holiday party



Timberline STEAKS & GRILLE



**Gives Thanks
to all of our
Fellow DIA Employees**
FREE Thanksgiving meal with toy donation



MISSION YOGURT, INC BONUS PROGRAM

Changes to Bonus Program for Q4 2015

1. ASSISTANT MANAGERS ARE INCLUDED IN THE BONUS PROGRAM EFFECTIVE OCTOBER 1st.
2. PVC COMPONENT: #1 important factor for Q4
 - a. PVC must be above a 98% all three months to receive your total full bonus payout. Each month the PVC Secret Shop Score does not meet the goal, (less than 98%), a deduction will be made of 33.33% (16.66% for Timberline) of total earned bonus.

3. HR COMPONENT: New Objective

- a. Each store will be given a percentage rating for the quarter on two HR factors:

- i. **NEW HIRE VERIFICATIONS:**

All new hire verifications need to be signed and returned to HR by a new Team Member.

GOAL:

80% completion is your end of quarter goal.

HOW IT IS CALCULATED:

This goal is calculated by total new hire verifications returned divided by total new hires for the quarter. For instance, if you hire 10 new people October 1st-December 31st :

EXAMPLE:

*If 5 turn in their new hire verification form, $5/10=50\%$ = goal not met

*If 8 turn in their new hire verification form, $8/10=80\%$ = goal is met

- ii. **NEW HIRE PACKETS:**

Each new hire packet that is sent to HR must be fully completed and accurate.

GOAL:

90% completion is your end of quarter goal.

HOW IT IS CALCULATED:

This goal is calculated by total number of **complete** new hire packets when received by HR divided by total new hires for the quarter. For instance, if you hire 10 new people October 1st-December 31st:

EXAMPLE:

*If 8 new hire packets are turned in complete to HR, $8/10=80\%$ = goal is not met

*If 9 new hire packets are turned in complete to HR, $9/10=90\%$ = goal is met

4. Bonus Program Calculations
 - a. SALES Bonus
 - Net Sales
 - Calculated: Monthly
 - 3 Goals in a Quarter
 - b. LABOR Bonus
 - 1. TOTAL LABOR COST Percentage Bonus - Labor cost divided by the revenue
 - (Reg Labor + OT Labor) / Net Sale) * 100 = (%)
 - Calculated: Pay periods (every two weeks)
 - 6 - 7 Pay periods in a Quarter
 - ii. OVERTIME Percentage Bonus -
 - (Overtime / Total Labor) * 100 = (%)
 - Calculated: Pay periods (every two weeks)
 - 6 - 7 Pay periods in a Quarter
 - c. GUEST EXPERIENCE Bonus
 - Secret Shoppers score %
 - Calculated: Monthly
 - 3 Goals in a Quarter
 - d. TURNOVER Bonus %
 - Turnover % = Separated / ((Beginning + Ending) / 2)) (%)
 - e. HR Bonus
 - i. NEW HIRE PACKETS - 80%
 - ii. NEW HIRE VERIFICATIONS - 90%
 - Calculated Quarterly
 - 1 Bonus per Quarter in each category
 - f. BEVINCO Bonus - FULL SERVICE ONLY
 - i. MISSING REVENUE Bonus - Unaccounted items' value \$
 - ii. BEVINCO PERCENTAGE Score %
 - Calculated Weekly
 - *13 Bonuses category in a quarter

Vacation leave may be taken in consecutive days and must be approved in advance. All requests for vacation leave must be made in writing to your immediate supervisor at least 30 days in advance of the day for which leave is requested. Requests for vacation leave are subject to the operational needs of the Company and the approval of the General Manager of the Company. *Vacation leave cannot and will not be granted during peak operational periods.*

VACATION SCHEDULING

MISSION YOGURT VACATION TIME AND SICK TIME
Excerpt from the Mission Yogurt Inc. Handbook



Join the committee!!! We are looking for 10-15 total Mission Yogurt Team Members and at least 6 management representatives. Please email HR@missionyogurt.com if you are interested in participating.

WHAT ARE THE NEXT STEPS?

A committee, comprised of Mission Yogurt Team Members, will follow a documented process for the purpose of maintaining the charitable contributions and awarding distributions during emergency crisis within the company. Peer-reviewed guidelines will be set to determine the qualifications of requested needs, verification measures, and maintenance of the charitable contributions.

How and when are care funds used?

The fund is completely grown through Team Member's contributions. When a crisis arises, any Team Member, regardless of whether or not they contribute to the fund, would be able to request funds for issues related to a documented crisis. Mission Cares is like "passing the hat" to collect for anything needed during or after a time of need. Medical assistance, clothing, food, housing, and bereavement are some examples. Since the fund is sponsored by the team it is completely transparent and quarterly statements will be disclosed.

How does it work?

Mission Cares is a program designed to offer extra financial support in times of need for our Mission Yogurt, Inc. Team Members.

What is Mission Cares?





2015 Holiday Season!

Coming soon during the

C.A.N.I. BUCKS



Mission Yogurt Inc.

