
Employee Manual

Welcome to Tisdale Enterprises

Employee Information

You are now an employee of Tisdale Enterprises. Each Monday you will receive a check for the hours you worked the week before. On the first day of the first rotation you will receive a check as if you had worked 40 hours the week before. This check (as well as all subsequent checks) you will deposit at the in-house bank. You may open a savings account if you wish, but you **must** open a checking account. You will receive bills from the Telephone and the Power Company as well as being responsible for paying rent. Your rent is dependent upon your wage. If you make more than someone else, your rent is higher because you can afford a better apartment. The grocery store will send you a list to check off the items you will “use” during the week. If you do not return this, the store will assume you have purchased the \$80.00 package and charge you accordingly. There is a department store from which to shop during your “breaks” or your “lunch” or your “off times”.

You may purchase stock in the company for \$5.00 a share. Your dividends will depend on the Company’s earnings. When you are away (absent), you will receive sick pay if it is for illness, and you have an excused absence (school policy). If you are on a school-related trip, you must fill out a travel request prior to your trip. You will then be paid “travel pay” for the day(s) you are gone. It is important that someone in your department knows what you have in process so that another can step in for you during your absence.

You will be required to maintain a checkbook and to keep track of your expenditures. You are required to balance the statement you receive from the bank with your checkbook balance. If there is a problem you are to confer with the bank. You will have bills, pay taxes and shop for the items you would need to run a household.

If you are a department head, you must oversee your department. If you are not, you are to follow instructions from your department head. Line of authority for problems is: Employee — Department Head — Office Manager — Regional Director (Teacher).

You are to be paid according to the attached pay schedule. Also included is a sample time sheet. Time sheets are to be filled out by you and given to your department head Thursday for him/her to initial it. The D.H. will turn time sheets into the Accounting Department. If your time sheet does not get in, you do not get paid. Depending upon workload, you run the chance of having the delay of one week in getting paid.

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Anyone who brings in an order for Company products will receive a bonus of \$5.00 per order. Be sure to show the order to the Office Manager before sending it to the Sales Department and keep track of the number of orders you bring in, make a list, have it initialed by the Office Manager and include it with your time sheet.

You will have a post office box in the TISDALE ENTERPRISES Post Office. Any mail that you receive may be picked up there each day. The postage for any company related mail will be supplied by your department head. You will turn in supply requirements to him/her for ordering. Any personal mail will need postage that you can purchase from the Contact Desk.

Please note the following sample timesheet:

Sample Timesheet

<i>TISDALE ENTERPRISES</i>								
_____				Employee No. _____				
Employee Name				Week Ending _____				
Day	In	Out	In	Out	In	Out	Min-utes	Initial
_____			_____		_____			
Employee Signature			Total Minutes		Hour Equivalent			

If you are a department head you are responsible for the work produced by your department. You should see that everyone in your department completes his/her work in a timely manner. Direct the people in your department so that they will be busy at all times. If someone has nothing to do, either check with the office manager to see if another department needs help, or equalize the work among the people in your department. If you are not a department head, you are required to follow the instructions of your department head. The line of authority to solve problems or answer questions is as follows: Employee—Department Head—Office Manager—Regional Director (Teacher).