

CD in file
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From Vargas v.
Shannon
exhibits



Corporation

File #3

RULES & REGULATIONS FOR PERSONNEL

1. ALL STATIONS MUST BE OPEN FOR BUSINESS AT THE PRESCRIBED HOUR. NOT CLOSED BEFORE THE PRESCRIBED HOUR. FOR EXAMPLE, IF A STATION IS TO OPEN AT 6:00 A.M. THEN THE LIGHTS SHOULD BE ON AND CUSTOMERS RECEIVED FROM 6:00 A.M. IF THE STATION IS SUPPOSE TO CLOSE AT 10:00 P.M. THIS MEANS THAT CUSTOMERS WILL BE RECEIVED UNTIL 10:00 P.M. AND NO LIGHTS AND MUSIC WILL BE TURNED OFF UNTIL THEN.
2. ~~\$12,500~~ SHALL BE CONSIDERED THE MAXIMUM AMOUNT OF MONEY NECESSARY TO OPERATE THE CASH DRAWER. DROPS OF \$20⁰⁰ OR LESS WILL BE MADE. THIS MEANS THERE SHALL NEVER BE MORE THAN \$200⁰⁰ IN THE DRAWER AT ANY TIME. THERE ARE NO EXCEPTIONS TO THIS RULE.
3. ALL CASH DROPS MUST BE RECORDED ON A "DROP SHEET" WITH THE AMOUNT, TIME, DATE AND EMPLOYEE'S INITIALS PLACED THEREON.
4. ALL CREDIT CARD INVOICES MUST BE COMPLETELY FILLED OUT ACCORDING TO THE RULES OF THE CREDIT CARD SALES GUIDE. IF NOT PROPERLY COMPLETED YOU WILL BE HELD RESPONSIBLE. YOUR ASSIGNED EMPLOYEE CODE MUST BE SHOWN ON EVERY INVOICE YOU PREPARE.
5. ALL CREDIT CARDS MUST BE CHECKED AGAINST THE STOP LIST EACH AND EVERY TIME A CARD IS PRESENTED REGARDLESS OF HOW FAMILIAR YOU ARE WITH THE CUSTOMER.
6. COMPLETED CREDIT CARD INVOICES ARE THE SAME AS CASH TO SIGMOR. PROTECT THESE INVOICES WITH THE SAME ATTENTION YOU WOULD GIVE TO CASH. COMPLETED CREDIT CARD INVOICES MUST BE EITHER IN THE CREDIT CARD BOX OR THE IMPRINTER. NO OTHER STORAGE PLACE IS ALLOWED.
7. NO EMPLOYEE SHALL TAKE OR RECEIVE PERSONAL TEMPORARY LOAN FROM THE CASH DRAWER. THIS MEANS YOU DON'T EVEN "BORROW" TEN CENTS FOR TEN MINUTES.
8. NO EMPLOYEE SHALL TAKE OR RECEIVE ANY PORTION OF HIS/HER PAY BEFORE PAID. PRIOR WRITTEN PERMISSION OF THE SIGMOR DISTRICT SUPERVISOR.
9. THE WEEKLY PAY PERIOD WILL END ON WEDNESDAY NIGHT AFTER WHICH ALL EMPLOYEES WILL BE PAID ON THURSDAY. NO ONE MAY PAY THEMSELVES EARLY, THINKING THERE IS NO HARM IN TAKING THEIR WEEKLY PAY ON, SAY WEDNESDAY. THERE ARE NO EXCEPTIONS TO THIS RULE.
10. EVERY EMPLOYEE SHALL PAY FOR ANY MERCHANDISE CONSUMED OR TAKEN FROM THE STATION, INCLUDING GASOLINE. THIS MERCHANDISE SHALL BE PAID FOR AT THE TIME THAT IT IS TAKEN INTO THE EMPLOYEE'S POSSESSION. SO THERE IS NO MISUNDERSTANDING, THIS RULE ESPECIALLY APPLIES TO CANDY, CIGARETTES, SANDWICHES, COLD DRINKS AS WELL AS TO ALL OTHER ITEMS FOR SALE. SIGMOR DOES NOT EXTEND DISCOUNT PRIVILEGES.
11. ALL STATION SUPPLIES SHALL BE USED ONLY FOR OPERATION OF THE STATION. NO SUPPLIES SHALL BE REMOVED FROM THE STATION UNLESS SPECIFICALLY AUTHORIZED BY THE SUPERVISOR TO BE TRANSFERRED TO ANOTHER STATION OR RETURNED TO THE DISTRICT WAREHOUSE.
12. ACCESS TO SAFE COMBINATION AND SAFE KEYS SHALL BE LIMITED TO AUTHORIZED PERSONNEL ONLY. THIS MEANS NO UNAUTHORIZED PERSONNEL WILL EVER HAVE KNOWLEDGE OF THE COMBINATION OR THE WHEREABOUTS OF ANY KEYS.
13. ALL EMPLOYEES MUST BE IN CLEAN UNIFORM AT ALL TIMES WHILE ON DUTY. EMPLOYEES MUST PRESENT A CLEAN AND NEAT OVERALL APPEARANCE. HAIR MUST BE COMBED. MEN MUST BE CLEAN SHAVEN BEFORE GOING ON DUTY EACH DAY. SINCE EMPLOYEES MUST WORK IN CLOSED QUARTERS WITH CUSTOMERS AND OTHER EMPLOYEES, PERSONAL HYGIENE IS ESSENTIAL.

