




Employee Manual





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Company Organization



Chain of Commands

Chair of the Board: Mr. Rylaarsdam

Chief Executive Officer: Mia Moore

Chief Operating Officer: Ryan Zeng

- Executive Secretary/Copy Editor: Shelly Luong

Administrative Assistant: Tham Sithole

VP of Marketing: James Kim

- Director of Marketing: Alyssa Nelson
- Director of Art/Publication: Jenny Chung
- Manager of Video: Stephanie Tecaxco
- Commercial Artist: Donna Pham
- Production Specialist: Diana Muñoz
- Marketing Assistant: Ricky Laseria

VP of Sales: Brian Japari

- Director of Sales/New Product Developer: Nicholas Kang
- Sales Associate: Idalia Acevedo
- Sales Associate: Alexis Allen-Pok

VP of IT: Peter Yang

- Web Developer: Aayush Patel
- Web Developer II: Alan Lu
- Computer Technician: Bryan Vo

Director of Administration/Fundraising: Diana Inguito

- Student Store Manager/Fundraising Coordinator: Emily McDonald
- External Relations: Jackie Gonzalez
- Event Planner/Fundraising Assistant: Denise Machitar

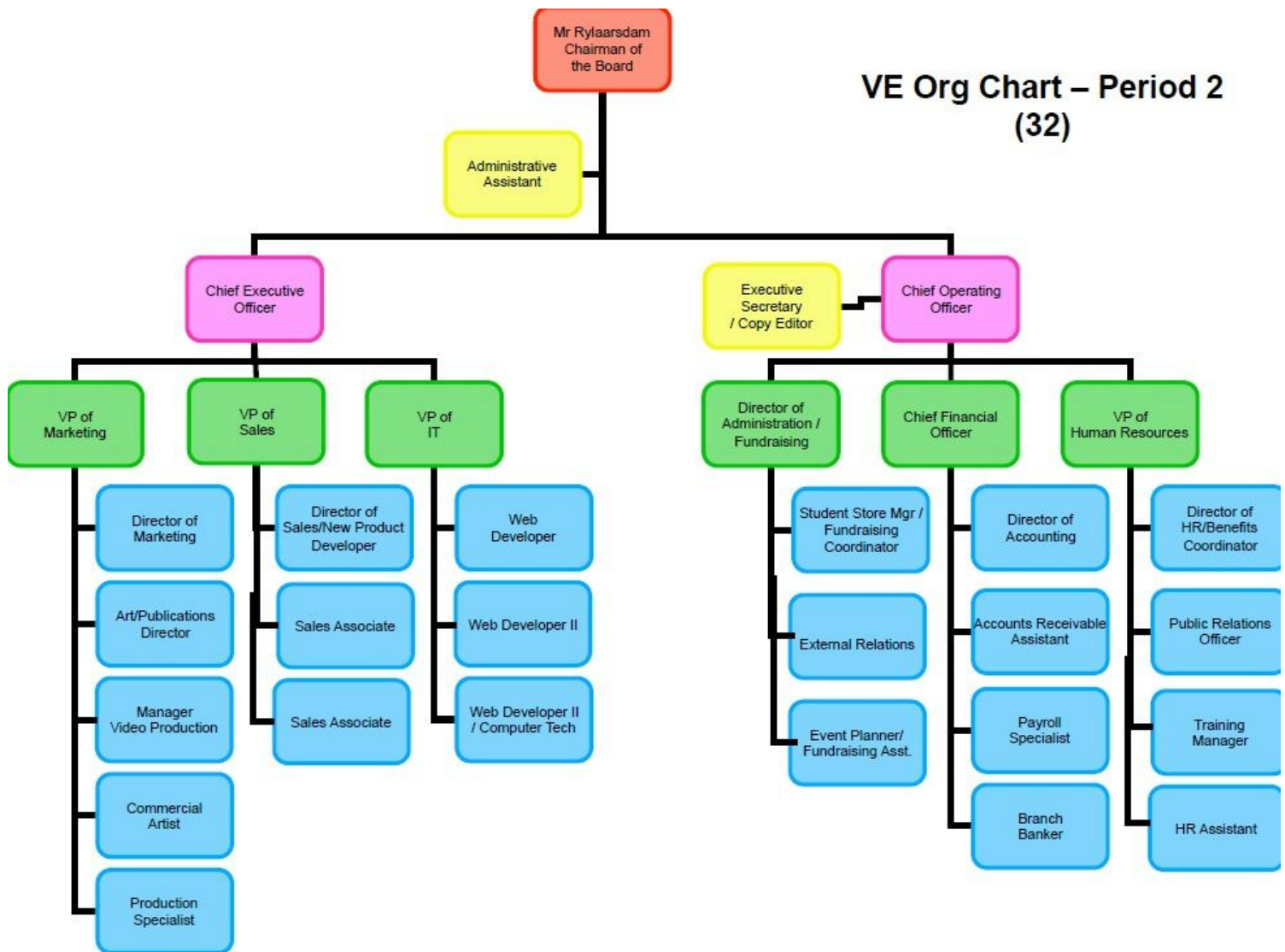
VP of Accounting: Ankur Somani

- Director of Accounting: Jasmine Fanibanda
- Accounts Receivable Assistant: Rahul Setty
- Payroll Specialist: Chris Ruiz
- Branch Banker: Kristine Do-Vu

VP of Human Resources: Jeanavic Malaiba

- Director of Human Resources/Benefits Coordinator: Ami Bhakta
- Public Relations Officer: Anh-Tu Lu
- Training Manager: Audrey Kirwin

Organizational Flow Chart



Mission Statement

Our vision is to deliver the complete celebratory experience through extensive personalization and innovative technology to make our customers' lives more efficient and enjoyable.

Company History

A Statement From Our CEO:

As I was planning my mom's 40th birthday party, I realized how difficult and expensive it was to plan a large, nice event for more than 100 people. There was no efficient way of doing anything all at once, as I had to be in contact with multiple vendors for every different part of the party. I wanted a one-stop shop for my party needs, and this idea of a customizable party that would give me everything I wanted in one easy step was a dream to me. I wanted this dream to become a reality, and that's when the idea of BlockParty really developed.

BlockParty was designed to give anyone planning a party a quick, efficient way to plan a party all at once. Our website allows for unlimited customizable parties at our customers fingertips, as well as add ons that include caterers, DJs, and performers. Not only is the party customizable, but it also assembles and disassembles itself by using our new, innovative technology. BlockParty's focus is the happiness of our party planners, and we work to accommodate to all needs.

Employee Policies



Employee Orientation

1. Job Application and Interview

- Submit a completed job application, along with a resume and cover letter. These will be submitted to the Human Resources department. Applicants will be contacted through email or phone call within one week of submitting all necessary components of the application.
- If an interview needs to be rescheduled, contact Human Resources 48 hours ahead of time.
- Applicants will be contacted three days after the interview to receive information of if they have attained the job or not.

2. Complete Required Forms

- Complete W-4 work form and submit to the Payroll Specialist
- Completed Emergency Information Form and submit to the Director of Human Resources.
- Complete the personal budget and submit to the Branch Banker.
- Sign the Acknowledgment and Receipt of the Employee Handbook and submit to the Vice President of Human Resources.

3. Orientation and Training

- New employees will receive the appropriate amount of training, as deemed by the department head. Training will not surpass two weeks of time.
- After the completion of orientation, new employees will receive the company uniform.

Code of Conduct

Listed below are the guidelines that all employees of Block Party must heed to in order to maintain employeeship under the company. These are examples of misbehavior that employees must avoid and must report immediately if witnessed. Employees convicted of misconduct will have appropriate disciplinary measures subjected to them.

The Rules of Conduct prohibits:

1. Harassment and discrimination of other employees, includes, but is not limited to:
 - a. Sexual harassment (inappropriate touching or crude comments, threatening personal space)
 - b. Physical harassment (horseplay, throwing objects, taking/stealing others' possessions)
 - c. Emotional harassment (insulting character, cyber bullying, making threats)
 - d. Verbal harassment (name-calling, insulting others' work)
2. Altering company records
 - a. Use of and/or replicating company records without approval of the creator and department head.

3. Consumption and/or possession of illegal substances
 - a. Intoxication while in the office
 - b. Possession of any type of drug or drug related substances is prohibited.
 - c. Possession of prescribed medicinal drugs from a doctor must be approved by the chair of the board.
4. Possession of arms
 - a. Possession of arms or any other type of weapons is strictly prohibited
5. Inappropriate action taken outside of the workplace that may jeopardize the well-being and/or reputation of Block Party.
6. Safety violations that may jeopardize the workplace or cause traumatic experience for a fellow employee.

Corrective Action

If misbehavior does not call for immediate severe disciplinary action and/or external legal forces, progressive corrective action will take place. Block Party promises to use an objective standpoint when reviewing all disciplinary measures and promises to provide a just and fair investigation.

1. First Offense: Verbal Warning/Discussion- This will not appear on the employee's personnel file.
2. Second Offense: Written Warning- This will be recorded onto the employee's personnel file.
3. Third Offense: Suspension- Employee will be suspended without pay while an investigation takes place.
4. Final Offense: Termination- If employee engages in continued misbehavior, immediate termination may take place as opposed to going through the appropriate corrective steps.

Safety Policy

The following regulations are integrated into the safety policy to make sure that each employee at Block Party feels safe.

1. Illegal substances are prohibited.
2. Alcohol is prohibited.
3. Firearms and weapons are prohibited
4. No running, horseplay, or dangerous activity
5. Keep the workplace clean and free of trash
6. All employees are expected to report dangerous or suspicious activity.

Emergency Procedure

Each employee fills out the Emergency Information Form when entering the company. In the event that the employee needs emergency medical attention, the employee's physician will be contacted and transported to the hospital. If the employee fails to heed to safety regulations, Block Party is not responsible for any injuries caused on site.

Conflict Resolution

The steps listed below are so that the employee is able to make complaints or discuss a problem in the workplace:

1. Speak with the department head
2. If the above effort is futile, contact Director of Human Resources
3. If Human Resources is unable to help, contact the CEO



Benefits and Services



Health Insurance

An employee must work full time in order to receive the following benefits:

- All BlockParty employees will be provided with one health care plan from Kaiser Permanente:
 1. The health coverage plan is the \$30/\$1000 deductible plan. There is a \$1500 annual deductible along with a \$3500 annual out of pocket maximum. Each employee pays a \$92 monthly premium with \$30 office visits.
- All BlockParty employees will be provided with one dental plan processed through Delta Dental:
 1. The Delta Dental HMO 10A plan requires a \$16.83 monthly premium that covers a variety
a variety of dental procedures.
- All BlockParty employees will be provided with one vision plan processed through Blue Shield:
 1. The Vision Life plan ensures that the employee pays an annual premium of \$139.20 (\$10.72 premium). There is a \$15 copay for eye exams, \$25 copay for lenses, \$130 allowance for frames, and no charge for contacts.

Accident/Illness

If an accident or illness was caused by factors in the workplace then the employee may be eligible for worker's compensation if:

1. Employee suffered an injury in the workplace
2. The injury was report at the time that it occurred
3. All necessary paper was filled out

Worker's Compensation

Worker's Compensation insurance includes the following: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits, vocational rehabilitation, and death benefits.

1. If all the necessary steps were taken (reporting the injury and filling out all necessary forms), then the benefits will automatically be applied to the employee after all the paperwork are processed
2. The employee will be excused until able to work again

401(k) Plan

Having a retirement plan is very important which is why our company sets a minimum of 2% of the employees' salaries to their 401(k) plans. We will match 50% of the employee's contributions, however, their match is capped at 3% of the employee's salary. Our plan is participant-directed, meaning that the employee will be able to decide how their money is being invested, whether it is in stocks, bonds, and/or cash. Employees should start investing in their 401(k) as early as possible to ensure they can retire in comfort at the age of 65. It is also important to note that withdrawing money from the employee's 401(k) before the age of 59½ will have severe consequences. Money from the 401(k) plans will be taken out of the employee's salaries each payment period.

Holidays

At Block Party, we realize the importance of time off and time spent with family and friends. Therefore, we run on a school-like schedule. The bolded holidays are federally mandated paid days off for full-time employees.

In addition, religious holidays will be considered days paid off, on a case to case basis. The employee must inform their supervisor if he/she will be absent for religious purposes at least one week prior to their day/leave of absence.

Office Closed	October 12, 2015
Veteran's Day	November 11, 2015
Thanksgiving (Break)	November 23, 2015 - November 27, 2015
Christmas & New Year's (Winter Break)	December 21, 2015 - January 1, 2016
Martin Luther King Jr. Day	January 18, 2016
Lunar (Chinese) New Year	February 8, 2016
President's Day	February 15, 2016
Spring Break	March 14, 2016 - March 18, 2016

Company Policies



Non-Disclosure

All employees are expected to adhere to a non-disclosure policy. Information about Block Party such as marketing strategies, unreleased products, blueprints, and employee personnel is confidential and is prohibited from being released without consent of the executives. Before releasing any information, please speak to the department supervisor to ensure it does not break this non-disclosure policy.

Non-Discrimination

Block Party employees will be held to high expectations and the company holds the employees in high esteem. With that, the company will not tolerate any form of discrimination, on and off the job, from an employee. Topics of discrimination include but are not limited to: race, religion, gender, sexual orientation, ethnicity, and disability. Any violations of this policy will be met with proper consequences.

- Block Party truly values diversity within the workplace and each individual is given the same rights and held by the same expectations.

Benefit of Doubt

Block Party utilizes a Benefit of Doubt policy where every employee is innocent until proven guilty when accused of breaking company regulations or policies. After thorough investigation, if the accused is found guilty, that individual will be subjected to corrective action.

Hours of Operation

Block Party operates for three days a week, excluding holidays that are listed in the **Benefits and Services** section.

Mondays: 9:41 A.M. - 10:16 A.M.

Tuesdays: 8:00 A.M. - 9:20 A.M.

Thursdays: 8:00 A.M. - 9:20 A.M.

- Employees are expected to be present on the times listed above. Time spent working outside of these hours will not make up for coming in late or leaving early.

Attendance

Employees will be marked sick, absent, or late accordingly if not present on the workplace on time. Employees who are sick should call in to report illness at least six hours before absence. It can either be a verbal or written statement from the employee. Block party employees are allotted 5 sick days a year. If employees have planned absence(s), they must fill out the Request for Absence Form and submit it to the Human Resources Department at least one work day in advance. Any day an employee does not show up for work without calling in sick or turning a leave of absence form, they are considered to be absent.

Once all sick and vacations days are used, employees will not be paid. Absence from the workplace three days consecutively without warning will result in employee termination.

- Attendance is defined by a physical and mental presence when working for Block Party.

Safety Procedure

In the event of an emergency, please remain calm and leave the building in an organized manner. If someone around you is in immediate danger, notify a higher up. If completely necessary, intervene in a calm and professional manner.

Sexual Harassment

There is a zero tolerance policy regarding sexual harassment, which includes, but is not limited to, unsolicited and inappropriate advances and crude remarks. If an instance of sexual harassment is witnessed, report it to Human Resources immediately. Employees accused of sexual harassment are to be suspended without pay while an investigation is undergone. If found guilty, the offender will be terminated immediately and reported to law enforcement forces.

Overtime

Employees will receive pay at 1.5 times the hourly rate of pay for overtime as long as they:

- Reported to department head in advance
- Informed payroll specialist in advance

Uniform Policy

All Block Party employees must adhere to the company's uniform policy. All pieces of the employee uniform must be pressed and appear in a professional manner. Shirts must always be tucked in and all pieces of the uniform must be worn at all times during trade shows (belts, shoes, etc.) All employees are required to wear the company polo. Women are able to wear either a black pencil skirt or black women's dress pants. Men are expected to wear black dress pants for men.

Female grooming standards:

- Hair must be kept neat
- If makeup is worn, it must be kept light and natural looking
- Wearing an ear piercings is allowed, but any other type is prohibited
- All employees must keep personal hygiene (brush teeth daily, shower, etc)

Male grooming standards:

- Hair must be kept neat
- All male employees must be clean shaven
- All employees must keep personal hygiene (brush teeth daily, shower, etc)

Technology Use

Use of technology, including phones, tablets, and computers are meant to be used exclusively for work related responsibilities only. Use of technology outside these boundaries will result in the appropriate corrective action.

Company Purchases

Before making any purchases, an employee must receive approval from the C.E.O. and the Director of Fundraising.

1. Employees must fill out a reimbursement request form after approval to make the company purchase.
2. Receipts must be kept, copied, and turned in for filing for completion of reimbursement.

Lost and Found Policy

Lost objects that are found will be placed in the Lost & Found bin in the corner of the office. Block Party will not take any responsibility or liability for any items that are left behind or missing in the workplace.



Employee Communication



Staff Meetings

1. Executive Meetings:
 - a. Take place every Friday, from 11:15 A.M. - 11:50 A.M.
 - b. Led by the Executive Secretary, the CEO, and the COO.
 - c. Executives include: VP of Marketing, VP of Accounting/Finance, VP of Sales, VP of Information Technology, Director of Administration/Fundraising, and VP of Human Resources.
2. Department Meetings:
 - a. Take place at the discretion of the department chair.
 - b. All department employees are expected to attend.
 - c. If employees do not fill out a viable request form for why they will not be able to attend the meeting, they will be subjected to corrective action.

Company Announcements

Company announcements can be made freely and without constraint in the workplace. Electronically, company announcements can be made through the Google group or any other platforms of media that the entirety of the company can access.

Employee Evaluation

Sponsors: Jeanavic Malaiba, VP, Human Resources
Ami Bhakta, Director, Human Resources

Effective Date
9/29/15

Policy Statement: Block Party requires weekly performance evaluations of all employees in order to foster as well as maintain an environment of excellence for our company.

Procedure

Conducting weekly to semi-annual employee evaluations (1) increase the effectiveness of personnel of Block Party in completing their personal goals as well as fulfilling the vision, and values of our company; (2) assist personnel in evaluating employee performance in order to select appropriate professional development and personal growth. Employee evaluations also serve as a tool for direct supervisors and other personnel to assess job performance for individuals per job and department which are clearly defined through the VE standard guidelines and supervisors.

The direct supervisor to an employee holds the responsibility of conducting an evaluation of each of their employees weekly, to then be submitted to the Director of Human Resources. In addition to weekly evaluations, a mid-year face-to-face evaluation will be held with employees and their direct supervisors in which they analyze employee growth, areas of improvement (if any), and overall performance. Throughout the year the direct supervisor of each department is held responsible, if the need arises, to hold a coaching sessions with an employee to increase job performance.

Responses are required by Monday of the following work week.

Weekly Evaluation Process for BP Employees

Each employee will be evaluated by their direct supervisor weekly through an employee evaluation form. In the mid-year evaluation, the employee will also complete a self evaluation in addition to their supervisor's assessment of the staff. All evaluations must be kept on file by the evaluating supervisor, and a copy must also be sent to HR electronically. In addition evaluating supervisors must update the employee log which includes number of tardies, unexcused absence, as well as top weekly goal to be set by the supervisor.

Evaluation of Supervisors

Evaluating Supervisors will be assessed by CO's according to their branch, and CO's and the Administrative Assistant should be assessed by the Chairman of the Board. In the

evaluative
process subordinates should be questioned about their supervisor's performance.

Steps in the Evaluation Process

Planning Period

The supervisor and employee will review and update the employee's job description, prepare a work plan with objectives for the year ahead, and create a personal development goal for said employee. This should be completed within the first two weeks of the evaluation process' effect date.

Mid-Year Review (January)

The supervisor and employee will meet in a face-to-face evaluation where both review the supervisor's review of the employee as well as the employee's self evaluation. Job description and objectives for the remainder of the year should be adjusted accordingly.

End-of-the-Year Review

The supervisor will complete an end of the year (final) evaluation of the employee, and the employee will again complete a self-evaluation. The final signed evaluative form will be forwarded to the human resources department and both employee and supervisor should keep copies of the final evaluation.

Positive feedback to an employee is allowed, if appropriate.

Tardy/Attendance Policy

Being Late 1 time results in a below average rating. If tardiness occurs twice or more within that week a poor rating should be given. The same policy follows for unexcused absences.

Positive Performance Ratings

If an employee receives an overall rating of Excellent in their weekly employee evaluations for 10 weeks in a row (vacations excluded) then he/she qualifies for a pay raise as determined by the department's Supervisor and the Accounting department's Payroll Specialist.

If a category is rated Below Average

Supervisors must meet with an employee if they are given a below average rating in any category and explain why they received that rating. Failure to do so by the supervisor will result in a below average rating in communication towards the supervisor.

Probation for Poor Performance

If an employee receives an overall rating of anything below average in their weekly employee evaluations for 3 weeks in a row, he/she will be considered to be on probation. When on probation it is mandatory for Supervisors/other department heads to conduct a weekly coaching session in which the employee and supervisor review

areas of job performance which need to be improved and make a plan on how to achieve their goal. Employee's will be lifted off of probationary status if they score average or above in their weekly evaluation for 2 weeks in a row. If an employee does not improve his/her performance in 2 weeks since the start of their probationary period, then they will be assigned the duty of cleaning the student store.

Employee Evaluation Log:

<https://docs.google.com/spreadsheets/d/1BvilBxqDalrUPCVOOImy9azBh1QzpC9iYZpibYN3HDw/edit?usp=sharing>

Employee Evaluation Form:

https://docs.google.com/forms/d/1ShCgcBEFxnDtgDyKMBxNUMyOJKe8NJL9GrLZcvMZIac/viewform?usp=send_form

Employee of the Month Process

Employee of the Month will be decided at the end of the third week of at executive meetings. Each department will nominate their employee by turning in voting ballots and from there executives will decide upon an employee. It will be decided through an assessment of the employee's overall score on their employee evaluations as well as their overall contribution to the company.

Salaries Raises/Bonuses

Administration	Administrative Assistant	Tham	tham97@gmail.com	\$37
Administration	CEO	Mia	mmoore@ylamerica.org	\$95
Administration	Exec. Secretary/Copy Editor	Shelly	luongshelly@gmail.com	\$42
Administration	COO	Ryan	ryanzeng7@gmail.com	\$95
Marketing	VP	James	cheezeninja@gmail.com	\$70
Marketing	Director of Marketing	Alyssa	alyssa1919@sbcglobal.net	\$65
Marketing	Art/Publications Director	Jenny	jennychung98@gmail.com	\$60
Marketing	Manager Video Production	Stephanie	stephanietecaxco@gmail.com	\$37
Marketing	Commercial Artist	Donna	buniblossom015@gmail.com	\$32
Marketing	Production Specialist	Diana M.	dmunoz350@gmail.com	\$41
Marketing	Marketing Assistant	Ricky	rlaseria@gmail.com	\$35
Sales	VP	Brian	brianj3224@gmail.com	\$70

Sales	Director of Sales/New Product Developer	Nicholas	nicholaskang98@gmail.com	\$60
Sales	Sales Associate	Idalia	idaacevedo8@gmail.com	\$37
Sales	Sales Associate	Alexis	alexisap09@gmail.com	\$37
IT	VP	Peter	peteryang1625@gmail.com	\$70
IT	Web Developer	Aayush	aayushpatel76@gmail.com	\$62
IT	Web Developer II	Alan	alan.winston.lu@gmail.com	\$62
IT	Web Developer II/Computer Tech	Bryan	bryanvo22@yahoo.com	\$60
Fundraising	Director of Administration/Fundraising	Diana I.	dinguito@ylamerica.org	\$70
Fundraising	Student Store Mgr./Fundraising Coordinator	Emily	emilymcdhld1@gmail.com	\$50
Fundraising	External Relations	Jackie	jaclyn.gonzalez97@yahoo.com	\$65
Fundraising	Event Planner/Fundraising Assistant	Denise	denisemachitar@gmail.com	\$50
Accounting	VP	Ankur	ankur.somani@yahoo.com	\$70
Accounting	Director of Accounting	Jasmine	jazzyfanibanda@gmail.com	\$65
Accounting	Accounts Receivable Assistant	Rahul	rs092193@gmail.com	\$40
Accounting	Payroll Specialist	Chris	chrisr900800@gmail.com	\$44
Accounting	Branch Banker	Kristine	kristinethaomy@gmail.com	\$57
HR	VP	Jeana	jeanavic.malaiba@gmail.com	\$70
HR	Director of HR/Benefits Coordinator	Ami	amibhakta98@gmail.com	\$65
HR	Public Relations Officer	Anh-Tu	alu@ylamerica.org	\$54
HR	Training Manager	Audrey	kirwinaudrey@gmail.com	\$55



Company Forms



Leave of Absence

Employees must turn in a leave of absence form one work day before their day or time of absence. An excused leave of absence is activity excused by the school.

Acceptable reasons:

- Anything family related
- School Obligations
- Extracurricular Obligations

Leave of Absence Form	
Name:	_____
Department:	_____
Date:	_____
Date of Absence:	_____
Reason for Absence:	_____

Signature:	_____
By signing this line I understand that I am responsible for verbally stating my absence and reason. I also understand that I must fill out and turn this form into HR at least one week before I will be absent.	



Employee of the Month Voting Ballot

Each month employees in each department will each nominate an employee they believe deserves recognition because of their dedication and hard work.

Employee of the Month Voting Ballot

Department: _____

Who do you nominate? _____

Why do you believe they deserve the title of employee of the month?



Emergency Contact Information Form

This information will be extremely important in the event of an accident or medical emergency.

Please be sure to sign and date this form

Name:

Last

First

MI

Phone:

Home:

Cell:

Home Email Address:

Address:

Street

City

State

Zip Code

Primary Emergency Contact Name:

Relationship:

Last

First

Phone:

Home:

Cell:

Work:

Secondary Emergency Contact Name:

Relationship:

Last

First

Phone:

Home:

Cell:

Work:

Preferred Local Hospital:

Insurance Information:

Company: Policy #:

Comments (include any special medical or personal information you would want an emergency care provider to know – or special contact information:

Signature: Date:



Agreement Statement

By signing this form, I agree and understand all of the policies within it and take the responsibilities of my employment.

Signature: _____

Date: _____