

# Company Handbook



## CLEAR COAST EYEWEAR

**Sea Differently**

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### **About Clear Coast Eyewear**

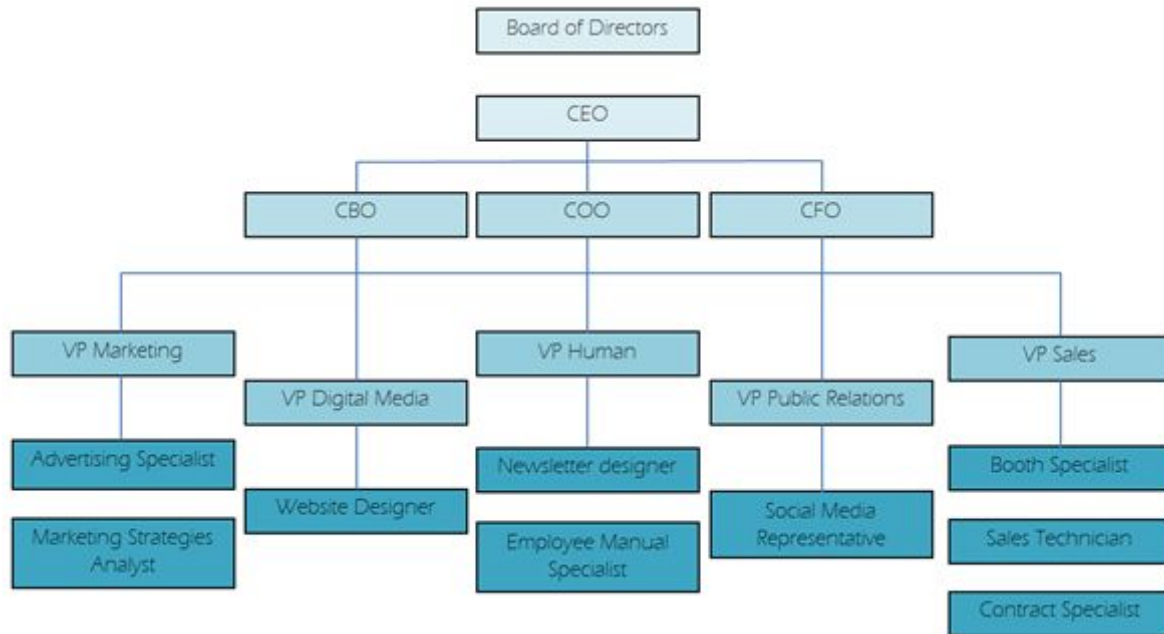
Clear Coast Eyewear is an environmentally conscious, trendy business that sells upscale glasses made from recycled ocean plastics. We clear beaches of harmful waste that pollutes our once pristine coast. The journey of creating our sunglasses starts with the collection of plastic waste from the Pacific Ocean. Once gathered, it is converted into usable plastic after which is sent to be manufactured locally. One of the most effective marketing tools we will employ is the coordination of “communal beach clean up days”. These will serve three purposes: to attract the target market of our company consisting of people of the ages 18-28 years old, getting the community involved and collecting plastic waste that will go towards the production of our product and beautifying our beaches. By reusing the plastics that contaminate our oceans, sea-life prospers and we raise awareness for this growing issue.

### **Welcome to the Team**

Welcome to Clear Coast Eyewear! Familiarizing yourself with the company handbook will be crucial in your success throughout your employment. The handbook contains all the rules and policies which structure our business. The Handbook may be revised by Clear Coast’s executive team at any time. Upon revision, the executives and HR associates will sign a revision completion form. Clear Coast Eyewear works in accordance with both state and federal laws. Clear Coast Eyewear will also follow any local laws, even if they are not specifically stated within the handbook.

### **Human Resources Mission Statement**

As an Human Resources department, we strive to recruit and retain a diverse team of passionate and efficient individuals motivated for exceptional performance. By utilizing modernistic directing methods, we foster a positive culture encouraging productivity, teamwork, creative thinking and reflection to best ensure the highest amount of employee and company success. We look to provide a supportive workplace where employees are committed and engaged, resulting in reduced turnover and communal achievements.



**Employment**

Full Time vs Part Time

Full Time- For a single calendar month, the employee must work at minimum an average of 30 hours per week, or 120 hours of service per month. New employees to Clear Coast have a mandatory 30 day training period before they are considered a regular to the Company. Regulars receive benefits including, sick leave, annual leave, and health insurance. Full-Time is often considered a career.

Part Time- For a single calendar month, the employee works less than the minimum average of 30 hours per week, Must also complete the mandatory 30 day training period before they are considered a regular. Typically not subject to all the benefits of a full time employee.

**At Will Employment**

Clear Coast eyewear is an at will company meaning that either the employee or the employer can terminate employment at anytime for any reason and without notice.

**Work Hours**

There is normally a 9 hour work day at Clear Coast Eyewear starting at 8:00am- 5:00pm. If there are conflicting issues between your schedule and the work day, contact your manager to see if accommodation is possible.

1. Meals and Rest Periods

Each employee is granted one 15 minute break in each 4 hour work period

and one 30 minute lunch break everyday. Associates must take their breaks and lunch break; continuing work during break periods does not denote overtime minutes, and will not be paid.

### **Pay Days**

Employees will be paid at the beginning of each month, should a pay day land on a holiday, employees will be paid on the preceding work day. See Human Resources for auto-deposit forms.

### **Performance Evaluation**

We receive performance information on each employee throughout the year from our bi-weekly evaluation sheets. Employees performance evaluation is based on the following criteria.

1. Productivity
2. Quality of Work
3. Dress for Success
4. Teamwork

Productivity is a measure of how well the employee gets work done. Quality of Work is a general measure of the quality of each task assigned to the employee. Dress for Success regards to the expectation for employees to dress on Formal Dress Days. Teamwork is a measure of the quality of communication between employees.

Our Performance Evaluation forms contain a section called goals which lists the expected objectives and responsibilities for the employee during the next two weeks. This section is filled out by the supervisor during the bi-weekly management. Another section of the form is the scoring rubric, which is used to assist the supervisors in evaluating performance of each category.

The employee will acknowledge the notion of the evaluation by signing the evaluation report. Only high performing employees will be considered for a raise in pay. However, all employees will be paid in accordance to the State and Federal minimum wage laws and overtime rules. A good performance evaluation does not insure that the employee will receive a pay increase, nor is it a promise of continued employment.

### **Company Policies and Practices**

A. Zero Tolerance:

Clear Coast eyewear follows a zero tolerance policy for the following acts: Violence, Harassment, Drug and Alcohol Abuse, Theft, Insubordination, and Weapons. Any violations with the Zero Tolerance Policy may result in disciplinary action with the possibility of

termination.

1. Violence: Any acts of Violence are not permitted at Clear Coast Eyewear, and Threats of any kind are considered acts of Violence. Acts of Violence may result in immediate termination.
2. Harassment: Harassment is the ridicule and/or threatening behavior directed at a single individual or a group of individuals. Harassment may result in immediate termination.
  - Sexual Harassment consists of bullying, coercion of a sexual nature, or the unwelcome/inappropriate promise of rewards in exchange for sexual favors, basically in violation our policy and the law in general. Sexual Harassment training will be required for each employee working for Clear Coast Eyewear. This will take place during employee training before employees acquire a position in our company. The purpose of the sexual harassment training is to provide an opportunity for faculty, staff, and students to learn or refresh their memories on how to handle issues pertaining to the topic. Understanding sexual harassment and how to report an incident will assist in minimizing conflict and discomfort from behavior associated with harassment. If sexual harassment occurs please immediately fill out the form, found in the handbook or can be distributed by a Human Resources associate.
3. Drug and Alcohol Abuse: Any associate under the influence of drugs and/or alcohol will be escorted off the premise and sent by public transport to our drug testing facility. This will be followed by an investigation from Human Resources. If an employee tests positive, and is willing, they can participate in our Employee Assistance Program (EAP) where they undergo rehabilitation, they can return to work after completing the program.
4. Theft: Theft of any kind will not be tolerated and may result in immediate termination.
5. Insubordination: The act of refusing to complete a job assignment or to act in compliance with a supervisor may result in immediate termination.
6. Weapons: Possession or use of any dangerous weapons will not be tolerated on Clear Coast Eyewear property. Occupational Safety and Health Act (OSHA). Clear Coast Eyewear supports OSHA. Any employee caught with a dangerous weapon will be terminated immediately.

## **Progressive Discipline**

Clear Coast Eyewear follows a Progressive Discipline Policy where a verbal warning is given to first offenders, followed by written warnings given to repeat offenders. Once an employee has accumulated three written warnings the employee will be removed from their position pending an investigation and reevaluation. The Progressive discipline policy is as follows:

1. Verbal Warning: Required documentation in the form of a verbal report form.
2. Written Warning: To document the offense and state the disciplinary action from leadership.
3. Suspension without pay pending Termination: Employee is placed on suspension without pay.

## **Open Door Policy**

The Human Resources Department exists at the company to create a safe and productive environment. Should any employee have any problem we encourage vocalization of their grievances and concerns to the Human Resources department.

1. Suggestion Box: There is an anonymous suggestion where at any time an employee can share their complaints or suggestions with the management. The box can be found at the front of our office space. Our suggestion box is also located on our website, where any individual can submit suggestions online. All suggestions will be read and considered by the HR department. Not all submissions to the suggestion box will be fulfilled, but all will be considered.

## **Attendance and Punctuality**

1. Tardy Policy: To be excused from a tardy employees must call their department manager. If you cannot reach your VP please call the Human Resources Department as soon as possible. Three unexcused tardies results in deduction from the employee's Evaluation sheet. All unexcused tardies after five offences results in a written warning.
2. Call-Off Policy: Taking personal/sick days requires the employee to call their department VP two hours before the work day. Neglecting to do so will result in a pursuit of the progressive discipline policy by management. If an employee is out of work sick three days or more, a doctor's note is required to return.

## **Dress Code Policy**

All employees must adhere to the following guidelines in regards to;  
Casual Dress Days

- No visible tattoos, chains, garments with inappropriate wording/symbols.
- No visible undergarments, or inappropriate belt buckles.
- Clothing options that expose undergarments(sagging or low belts, visible bra straps, low cut tops.)

#### Formal Dress Days

The specific days are to be decided by supervisor, and on these days employees must dress in formal business attire. If an employee does not abide by these rules it will affect evaluation and result in Progressive Discipline.

A Business Attire Loaning Closet and Donation Center is available at Clear Coast Eyewear for employees that may not have sufficient funds for appropriate attire.

#### **Transfer Policy**

Employees are qualified for a department transfer after a year of working with Clear Coast. If the employee is in good standing 90 days prior to the request, they may apply for an internal transfer to another department. Transfers are only offered when available positions are posted. See Human Resources for list of open positions.

#### **Personal Professional Development Plan**

When hiring a new employee, they are given the opportunity to complete our personal professional development plan. This plan asks questions; what do you want to do, why are you qualified, what field fits you the best, what does it take, what is required of you and how you will get there. This plan maps out our employees' future, in efforts to help our employees' achieve their goals. The personal professional development plan can be found in the appendices or can be given to the employee by the human resources.

#### **Electronics Policy**

Clear Coast Eyewear allows the use of electronics on company premises, exclusively for work purposes. The Company reserves the right to examine any electronic device at any time, if inappropriate usage is suspected. All intellectual property belonging to Clear Coast Eyewear is prohibited to be downloaded and taken from company premises. Cell-Phones may be used at company trade shows to make sales at trade shows, but a computer is provided to complete work on company property.

#### **Health and Safety**

Clear Coast Eyewear utilizes an Illness and Injury program compliant with California Law. All employees are responsible for their personal safety and the safety of all others at the Company.



Should any injury occur on the job, an accident report must be filled in the Human Resources office.

### **Code of Conduct**

Clear Coast Eyewear's Code of Conduct policy details our commitment to ethical business conduct. All associates are expected to carry out business tasks with the highest standards of ethical conduct as the basis for decision-making and to openly and truthfully discuss moral ethics in the midst of business action. Highest ethical and legal behaviors are expected of every associate, and associates must report instances that may be in violation of these standards.

### **Holidays**

Days off include: Martin Luther King Day, Labour Day, President's Day, Memorial Day, Independence Day, Thanksgiving, the day following Thanksgiving, Christmas Eve and Christmas Day.

### **Sick Leave**

Employees will receive 24 hours of paid sick leave. Any employee that is absent 3 days or more due to illness must provide a doctor's note to return to work.

### **Vacation**

Full-time employees (30 hours) are granted one week (30 hours) and half-time employees (<30 hours) are granted one week (20 hours) of vacation after the first year, and both full and half time employees are granted two weeks of vacation after their second year.

Paid time is also available for Professional Development Days, Pregnancy Disability Leave, Catastrophic Leave, Bereavement Leave, Military Leave, Mentoring Leave, Union Leave, and Jury Duty.

**Appendix:**

A.

**EMPLOYEE PERFORMANCE EVALUATION**

Employee Name:	
Department:	
Date completing this review: Review Period:	
Position:	
Supervisor completing review:	

Rate your employee's performance during this past review period based on scoring rubric on the back of this page.

1. PRODUCTIVITY 0 2 4 6 8 10  
 (Describe the employee's ability to work effectively with fellow employees to meet objectives and deadlines)

Comments:

Goals:

2. QUALITY OF WORK 0 2 4 6 8 10  
 (Describe the extent to which the work produced meets standards of accuracy, thoroughness and effectiveness)

Comments:

Goals:

3. Attendance -20 -10 0 10  
 (Report tardies and absences to avoid point reduction; -10 points per no call/no show)

Comments:

Goals:

4. DRESS FOR SUCCESS 0 2 4 6 8 10  
 (Dress according to school guidelines and Dress for Success days)

Comments:

Goals:

5. TEAMWORK 0 2 4 6 8 10  
 (Describe the level and quality of communication between team members and departments)

Comments:

Goals:

Total Points: \_\_\_\_\_  
50

**2017-2018 PERFORMANCE EVALUATION CYCLE  
EMPLOYEE SCORING RUBRIC**

Scoring Rubric

10	Consistently Exceeds Expectations	Consistently obtains results that far exceed expectation and requirements.
8	Meets and Sometimes Exceeds Expectations	Frequently achieves or contributes more than is required.
6	Consistently Meets Expectations	Meets expectations and standards set for the job.
4	Needs Improvement	Meets expectations in most areas of the position. However, needs improvement in an area or areas that are a priority for this position.
2	Rarely Meets expectations	Frequently fails to meet minimum expectations.
0	Does Not Meet Expectations	Fails to meet minimum requirements.

**Comments, If any:**

Your signature below indicates that your manager has reviewed the contents of this form with you.

<b>Employee Signature:</b>	<b>Date:</b>
<b>Dept. VP:</b>	
<b>Human Resources:</b>	

B.

## Personal Professional Development Plan

What do I want to do?

Personal Mission Statement

Why are you qualified?

Resume: Applying life skills to the job market

- a. Business letters: Thank you letter, Cover Letter, Counter-offer, Decline offer, etc.

What field fits you best?

Informational Interviews

- a. How to get them
- b. Who should you talk to?
- c. Questions you should ask

What does it take? What is required of you?

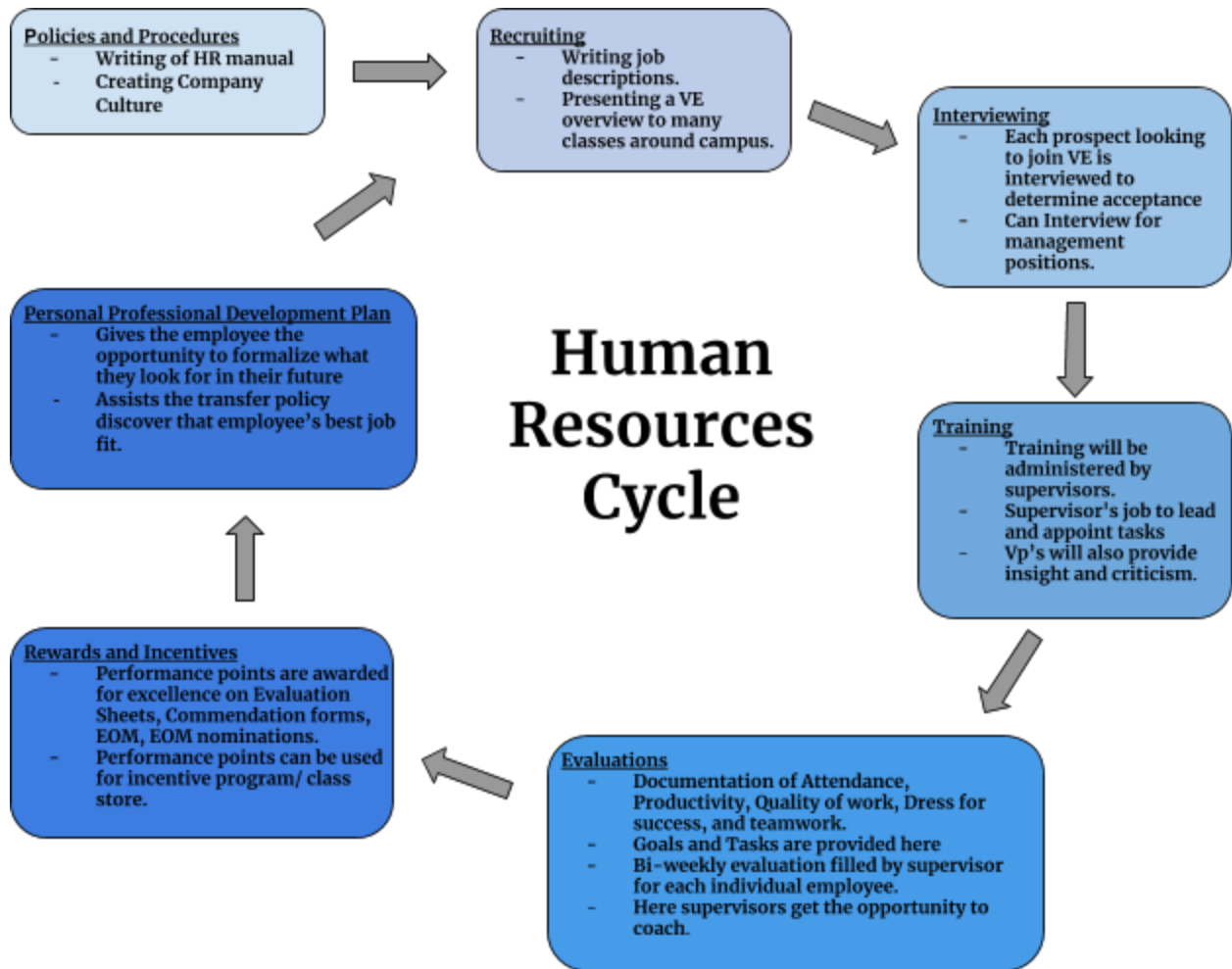
What does it take to become who and what you want to be?

- a. Personality & Aptitude
- b. Education
- c. Certification
- d. Internships/Experience
- e. Travel/Flexibility
- f. Hours
- g. Leadership Skills

How to get there.

- a. College degree required?
- b. Trade school
- c. Seminars

C.



D.

## Sexual Harassment Form

Date of Complaint: \_\_\_\_\_

Name of Individual Filling Out Complaint: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Name of employee(s) accused of harassment:

Details of alleged incident(s) of harassment:

Witnesses identified by complaint:

Responsible for investigation of complaint:

E.

## Personal and Professional Development

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

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

Position Applied For: \_\_\_\_\_

Were you considering applying for another position?    Yes                  No

If Yes, which position? \_\_\_\_\_

Reason for Application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

=====

Please fill out the following questions in regards to your personal life, outside of work activities, and work related interests. This form will be reviewed by up to two members of Human Resources.

Interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What motivates you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where do you see yourself in 5 years (family, work, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are hired at Clear Coast Eyewear, a copy of these goals will be put into your employee folder.

Goal	Target Date	How to achieve this goal?	Possible Setbacks	Ways to overcome setbacks

F.

### Confirmation of Receipt

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I have received a copy of the Pinya Linya Associate Handbook. I understand it is my responsibility to read and follow all of the rules, policies, regulations and procedures of this handbook. Pinya Linya has the right to add, take away, and revise any part of the associate handbook at any time. I agree to abide by all the policies and procedures set forth by this Associate Handbook and any future revisions to it.

I understand that my employment is at-will, meaning that my employment status may be changed or terminated at any time for any reason. I understand that this handbook does not alter my at-will status.

I, \_\_\_\_\_, have read and understand this Associate Handbook and agree to abide by all policies set forth in it.

Associate Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



**G.**

**Warning Report**

\_\_\_\_\_  
Associate Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
Supervisor Name

Supervisor Report (Specify Incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Associate's Statement- I have read this report and make the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

## References

Fulton, Joni Hower. *Fostering a High Performance Workforce: Tips for Successful Leadership*. N.p.:n.d Print.

Holmstead, Christopher. *2017 Employment Law Update*. 7 Nov. 2017.

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