

ATTENDANCE CONTEST

WANT TO EARN PRIZES OR EXTRA CASH?

ALL YOU HAVE TO DO IS SHOW UP TO WORK..... ON TIME, EVERYDAY

HOW IT WORKS!

1. There will be 3 prizes each month
 - a. Prize 1: \$50 Cash
 - b. Prize 2: \$25 Amazon Gift Card
 - c. Prize 3: 7-Day Dart Bus Pass or \$25 Gas Card

2. What's the catch?
 - a. You must have perfect attendance for the entire week to be eligible
 - b. You cannot be on disciplinary action for any other reason
 - c. Only one prize per person
 - d. Prize 1, 2, and 3 will be pulled in order- IRJ will not exchange prizes
 - e. Prizes are subject to change at IRJ's discretion

THERE WILL BE NO EXCEPTIONS TO THIS RULE.

Occurrence Policy:

1 Occurrence= Verbal Warning

2 Occurrences= Written Warning

3 Occurrences= 2-4 Day Suspension

4 Occurrences= 5-7 Day Suspension

5 Occurrences= Termination

Occurrences last for 6 months.

In order for a lateness, early departure, or call out to be excused, you must have a valid, written excuse (ie. Doctor's note, legal documentation, etc).