

MEMORANDUM

To: All Employees

From: Michelle Bistrova, CEO

Subject: Overtime Policy

Date: 10/16/2013

Greetings,

This memo is to inform all that the extra pay program is ending in two weeks effective 10/20/2013.

The Human Resources Department informed us that it is against the company policy to pay part time employees for activities that are voluntary; therefore all part time employees will not be paid for voluntary activities.

For full time employees, the policy of a 40 hour work week still applies.

Please contact me for any uncertainty that may have arisen.

Regards,
Michelle Bistrova