

# Introduction to Occupations - Business "Team" Guidelines

## A. Structure and Organization:

1. Each Team will consist of 5-7 members.
2. Teams will have (5) types of paid staff positions.
  - a. Team Leader / Supervisor
  - b. Accountant
  - c. Assignment Clerk
  - d. Attendance Clerk
  - e. Support Staff
3. The Supervisor will be "hired" by the classroom Instructor.
4. The Team Leader will hire all other staff members.

## B. Applying for a Staff Position:

1. Obtain an employment application from the Instructor.
2. Complete the application and submit to Instructor.
3. Participate in a job interview.

## C. Duration of Job

1. All staff positions last for a 10-week marking period.
2. At the end of the first 10 week marking period, all jobs will be declared vacant. Applicants will then be able to bid into new jobs.

## D. Compensation:

1. Salary "Bonus Points" - are earned according to the staff position and are added to the Participation Grade at the end of the 10-week marking period.
2. Profit Contest / Profit Sharing- Periodically the Teams will calculate the Team's academic average. Each Team that makes a profit (attains an 85% average) during one "Profit Contest" period will divide the profits (the number of points over 85%) evenly among the Team members. **If the Team does not earn a profit then there are no profit points to share.**

## E. Dismissal: (FIRING)

1. The dismissal of the Supervisor can only be done by the classroom Teacher.
2. The Supervisor handles all dismissals of other staff.
3. All employees are given a ten (10) week probationary period and cannot be fired during that time. However, a poorly performing employee will not earn as many points toward the total participation grade.