



JOHN MURRAY PRODUCTIONS INC.

Event Design & Production

WORKING AT JMP

What to Expect as a Team Member



www.johnmurray.com

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WHO WE ARE



John Murray Productions, Inc. provides a design/build service to corporations, meeting and event planners, design firms, audio/visual companies, and agencies who seek to improve sales, marketing, and brand awareness through special events and custom environments. JMP was established in 1989 to meet the growing demand for experienced corporate event planning and production. Today, we are a full service event production company specializing in scenery and stagecraft. We blend traditional theatrical techniques with state-of-the-art digital fabrication technologies. At JMP, we are dedicated to providing our clients with decades of industry experience, skill and creativity to produce innovative, memorable, and cost effective solutions for any environment.

The diverse team of creatives at JMP offer our clients a wide range of skill sets including design, 3D rendering, custom fabrication, technical direction and scenic production.



WHAT WE EXPECT

Thank you for considering joining the JMP team. On the following pages you will find important information on what we expect from all of our employees and how we generally operate. Please read it thoroughly and ask for clarification if you are unsure about any of the following. Additional information about JMP and how we operate is contained in our Company Handbook.

JOHN MURRAY PRODUCTIONS

COMPANY WIDE MINIMUM EXPECTATIONS

At JMP we expect all of our staff and crew, whether full-time, part-time, or over-hire, to uphold minimum Company Standards when working with us. As a leader in the Bay Area's special event industry, our professionalism and reputation are critical to our success. YOU are the face of our Company when making a delivery or working a on-site. At a minimum we expect the following from all JMP team members:

- **SAFETY** We expect all JMP team members to have safety as their number one priority at all times. We take pride in our safety record and it requires that everyone takes safety seriously. Think twice about your actions and how they could compromise your safety, the safety of those around you, and the safety of the eventual attendees of an event.
- **PROFESSIONALISM** We expect you to present yourself professionally at all times. This includes arriving 15 minutes before the start of a scheduled crew call, wearing the appropriate clothing, respecting your Supervisor's management, not using vulgar or inappropriate language, and maintaining your personal hygiene.
- **RELIABILITY** We expect all JMP team members to transport themselves to and from the job site, and to arrive at least 15 minutes before the start of a scheduled crew call in order to begin working promptly at the specified call time. You are responsible for knowing the call time and location for meeting the rest of the JMP team. Production timelines are critical and being late leads to additional expenses, and puts our reputation at risk. Once you have agreed to work a scheduled call, you are responsible for knowing the project details and communicating with the project's Supervisor.
- **COMMUNICATION** We expect all JMP team members to respond within 24 hours to company communications, including phone, text and email, from our Office Administrator, Producers, and Project Supervisors. We require that you maintain accurate contact information on file with JMP at all times.
- **FOLLOW PROTOCOL** We expect all JMP team members to follow our established protocol, whether they are working in the warehouse, the shop, as a driver, or on-site. Our shop motto is "Don't Hose the Next Guy," as the next guy could be YOU.
- **DRESS CODE** We expect you to dress appropriately for the kind of work you will perform, and to dress professionally for meetings with customers or potential customers, as your personal appearance directly reflects upon JMP. The use of proper clothing can also reduce the risk of injury. Appropriate dress for an installation includes paint-free jeans without holes, and a paint-free JMP t-shirt or polo. Steel-toed shoes are required at all times when working in the shop, warehouse, or on-site. Clean show blacks, with closed-toed shoes are required for all show calls.

MINIMUM REQUIRED TOOL SETS

We expect all JMP team members who are working in the shop, warehouse, or on-site to carry in a tool belt or vest, or other appropriate carrying case, the following items on their person at all times: tape measure (16' minimum), matte knife, pencil and black Sharpie, and gloves. The remainder of your required tool sets listed below must be close at hand and readily available throughout your scheduled workday.

NEW HIRE BASIC HAND TOOLS

- Gloves
- Ear Protection
- Pencil & Sharpie
- Multi-tipped Screw Driver
- Tape Measure (16' minimum)
- Pliers & Dykes
- Matte Knife
- Safety Goggles
- Folding Hex Key Set
- 5-in-1 tool

CARPENTER TOOL SET

- Basic Hand Tools
- Screw Gun with Drivers & Bits
- 10" Crescent Wrench
- Tool Belt or Bag
- Hammer
- T-50 Staple Gun

Optional:

- Speed Square
- Chalk Line
- Pry Bar
- Punch Set
- Tin Snips
- Hand Saw
- Level

HOW WE OPERATE

JOHN MURRAY PRODUCTIONS

CA LABOR LAW

John Murray Productions pays our employees in accordance with the California's Department of Industrial Relations (CADIR).

AT-WILL EMPLOYMENT

Your employment with JMP is voluntary and termed 'At-Will', meaning that you are free to resign at any time, for any or no reason. Similarly, JMP is free to terminate your employment at any time, for any or no reason, with or without cause.

SCHEDULING AND CONFIRMATION

When scheduling crew, whether for a show call or work in the shop, office or warehouse, we use email and texts as our primary form of communication. We request that you respond within 24 hours of receiving any communication.

When scheduling we compare the skills of available crew to the needs of the project. If your skills match our needs you will receive an email with general information about the crew call. If you respond to our email before all positions are filled you will receive a second confirmation email containing critical project information. Positions are always limited and are filled on a first-come, first-served basis. If you need to cancel you must contact the Supervisor and Office Administrator immediately.

THREE STRIKES AND YOU'RE OUT

We value our employees, but we are also professionals who value our clients. We understand that our team members may occasionally find themselves in situations that prevent them from working after being confirmed for a crew call. We expect all JMP team members to be responsible professionals who follow our established protocols, and to abide by our company-wide expectations. If you need to cancel a scheduled crew call, contact the Supervisor and the Office immediately. Being late, not following our procedures and protocols, working in an unsafe manner, insubordination, negligence, and using vulgar or inappropriate language are some examples of conduct that can lead to termination, or immediate dismissal.

MINIMUM CALLS

JMP will pay all hourly employees a 5-Hour Minimum for any confirmed on-site crew call. Employees working as a Supervisor, or any employee who is working on-site for a project that requires overnight accommodations, will be paid a guaranteed 10-hour minimum. Employees are required to be available to work for the entire length of the guaranteed minimum.

CANCELED CREW CALLS

When a client cancels a project within 48 hours of a scheduled crew call, JMP will pay scheduled, non-exempt, non-supervisor employees a 5-Hour Minimum. Scheduled Supervisors receive a 10-Hour Minimum. Canceled labor call hours will not be counted when determining Overtime (OT) or Doubletime (DT).

SHIFTS FROM MIDNIGHT TO 6:00 AM

JMP will pay all employees at their next higher rate for all hours worked between the hours of midnight (0:00 a.m.) and 6:00 a.m.

MEALS AND BREAKS

Crew meals are rarely provided on-site. You are responsible for bringing meals, snacks, and beverages, or sourcing them locally. We schedule two 15-minute breaks, and a 1-hour lunch break for each normal workday. It is your responsibility to be ready to work at the end of each scheduled break.

TYPICAL CREW CALLS

Typically, we work in hotel ballrooms, requiring one or two 8 - 10 hour days of install, and 5 - 8 hours to strike. Larger events, or permanent installations, may require 6 day workweeks of 10 - 12 hour days. Whenever possible, we prefer to have the same crew on the strike as the install. Please consider this when informing us of your availability. Crew calls start at the stated call time, not the time you arrive at the job site.

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WORKING OUTSIDE OF THE BAY AREA

We occasionally work outside of the greater Bay Area at locations that are not within reasonable daily driving distance, or are in a different state. In these situations, JMP will provide round-trip transportation, hotel accommodations (single occupancy is not guaranteed), and per diem at federally established rates for meals and incidental expenses (M&IE) for the project location.

TRACKING YOUR WORK HOURS

JMP uses an ICON RTC-1000 2.5 Time Clock and Supervisor Payroll Reports (SPRs) to track employee hours. The time clock is designed to accurately track all hours worked, and is compliant with CADIR rules and regulations. Use the time clock when working in the office, shop, or warehouse. When working on-site, SPRs are used to document hours worked. SPR hours are entered into the time clock on a weekly basis. The ICON Time Clock and SPRs are the only official records of hours worked. Use of a personal journal or time tracker will not be accepted by JMP as proof of hours worked. All employees are responsible to ensure their hours worked are properly entered in the time clock, and accurately documented on the SPRs.

PAYDAYS

Paydays are every other Friday and JMP recommends that all employees utilize direct deposit for your paychecks. Paychecks are available after 1:00 pm on payday Fridays. Paychecks not picked up on payday will be mailed to the employee's address listed on their W-4. A list of our regular paydays is posted by the Icon Time Clock in the shop. It is the policy of JMP not to provide advances on any wages.

VIEWING YOUR TIME CARD ONLINE

All JMP employees are given a unique username and password for online access to the time clock where they can view and print reports to verify hours worked for any time period.

VIEWING YOUR PAYCHECK ONLINE

JMP utilizes Intuit to process payroll. All JMP employees can enroll with Intuit to view their paycheck and print W-2 forms. Printed copies of pay stubs or direct deposits can be obtained in the office on Fridays after 1:00 pm.

YOUR POINT OF CONTACT IN THE OFFICE

Our Office Administrator, Khanh Huynh, is your main point of contact for all things JMP. You can reach her at khanh@johnmurray.com or 510-594-2080.