

M Prints Printing & Graphics

125 N Johnson St
Mineola, Texas, 75773

Welcome to M Prints Printing & Graphics! On behalf of all of us, let me say we are excited you have decided to join our team. In this letter we will share our company philosophy, review your job description as press operator and company policy pertinent to your employment.

We have established and operated M Prints Printing & Graphics on a few core beliefs. These beliefs shape all company policy, internal & external, therefore it is important for you to understand them.

We are all customers

We think of each of us as having “customers” and being a “customer.” You are a customer of prepress, and bindery is a customer of yours. Make sure when you buy (accept) a job it is ready to go and when you sell (hand-off) a job make sure the product will please your “customer.” This is one reason we hold morning production meetings. As press operator your input is needed. Like a military unit, or sports franchise, our strength lies in our functioning together with a clear understanding of what our individual contribution should be. Teamwork depends on open and honest communication between all team members.

We must be profitable

We owe it to ourselves, our families and each other to be profitable. The continued existence of M Prints Printing & Graphics and continued gainful employment for all of us depend on it. **Profits come from keeping our promises.** From profits comes the money to grow, invest in new equipment, provide raises & bonuses, provide training, and opportunities for individual advancement.

Without customers, we have nothing

Our customers paid for everything we have in, and take out, of this business. Only through their continued satisfaction is our existence possible. If we process 100 jobs and only one of those jobs is late, in that customer’s mind, we have failed 100% of the time. We must keep every promise we make!

Job Description – Press Operator

As press operator you will play a key role on our team. Our ability to keep our promises will depend on the smooth flow of work into and out of your hands. You will be expected to develop and use productive work habits. Your responsibilities are:

Work starts at 8:00 am. Begin by starting the platemaker, and proceed with make-ready until notified of the daily morning meeting. The production manager will distribute the day’s jobs to the various departments and review any rush work, special instructions, etc. After this there will be a short period to discuss any problems or questions you have. After the meeting, you will pull the stock for the days runs. Deliver stock to be cut down to the bindery operator. Run the day’s scheduled jobs. Keep a log as directed by the production manager. Run any rush work brought to you by the production manager. We encourage you to complete the day’s work as soon as possible without rushing. We must avoid the human tendency for “available work to fill available time.” You will not be sent home early if your jobs are completed early. We intend to have excess press time available for rush work. Your goal should be catching up with the typesetter, and not letting the bindery catch up with you. Use down time to clean and maintain the equipment and perform general housekeeping of the press area, including inventorying supplies. Turn in supply orders and non-emergency repair orders to the production manager at the daily meeting.

Additional Duties:

You will be responsible for keeping the stock room organized and stocked with our house sheets. Inventory will be performed quarterly. Turn in stock order forms to production manager at the daily meeting.

Holiday/Vacation Pay

After 90 days you will be eligible for sick and holiday pay. We will take the following holidays:

- New Years Eve & Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the day before or after
- Christmas Eve and Day

You will have two sick days (16 hrs) available. We encourage you to stay home if ill and likely to spread a cough, cold, etc.

After one year of employment, you will be eligible for vacation pay. You will receive five vacation days paid (40 hrs), increasing at the rate of one day per year, until ten days is reached. Vacation time must be scheduled in advance with the production manager. Vacation time is considered earned at the rate of 1/12 of the time you are eligible for per month. If you are terminated or quit, unearned vacation hours are forfeited.

Work hours

The workweek is from Monday to Friday, with checks issued on Monday. Overtime (1.5x) is paid for hours worked over forty in a consecutive five-day period. Holiday/vacation/sick pay is not included in overtime calculations.

Working Environment

We intend to maintain a safe, comfortable, harmonious adult work environment. We trust each member of the team is equally concerned with maintaining this environment. It is assumed we are all adults with a sense of responsibility towards each other and your employer. In every aspect of your employment, ask yourself is my conduct/appearance/performance beneficial to the stated goals of my employer? If your decisions are guided by this sense of responsibility we are confident the right choices will be made. The production manager will review your overall job performance with you several times throughout the year.

Discipline

If at any time you exhibit unsatisfactory behavior the production manager will counsel with you in an adult, friendly manner. It is expected your sense of responsibility will cause you to respond in a like manner. If experience proves you do not respond to such efforts, you will be terminated. Our sense of responsibility prevents us from employing someone who has proven himself or herself to be less than a mature, responsible adult.

This is the process of counseling we will follow:

A friendly reminder.

Overlooking work procedures or carelessness will be brought up in a casual, friendly manner. The problem and the reason it is not acceptable will be pointed out. It would not be fair to you to let small infractions build into a real problem, or to wait until an overall review session where they might hold you back from promotion or pay raises.

Continuance of the problem will lead to . . .

Council session one:

You will be called aside and again reminded of the problem and asked if there is any reason you cannot comply with the production manager's request. This will be noted in your personal file.

Failure to comply will lead to . . .

Council session Two:

At this point your job is in serious jeopardy! You are being evaluated for possible termination. Your continued employment will depend on your attitude and willingness to be responsible for your actions. You may be asked to leave for the day, and consider returning the next day ready to work as a responsible person, or to submit your resignation. If you choose to return to work, you will be taken at your word the problem is solved. Whether it is or not, it will not be brought up again. A recurrence will result in immediate dismissal.

Please do not hesitate to ask questions concerning anything in the shop or your employment. We will do anything we can to support you in your efforts to carry out your duties.
Thank you for choosing to work with us.