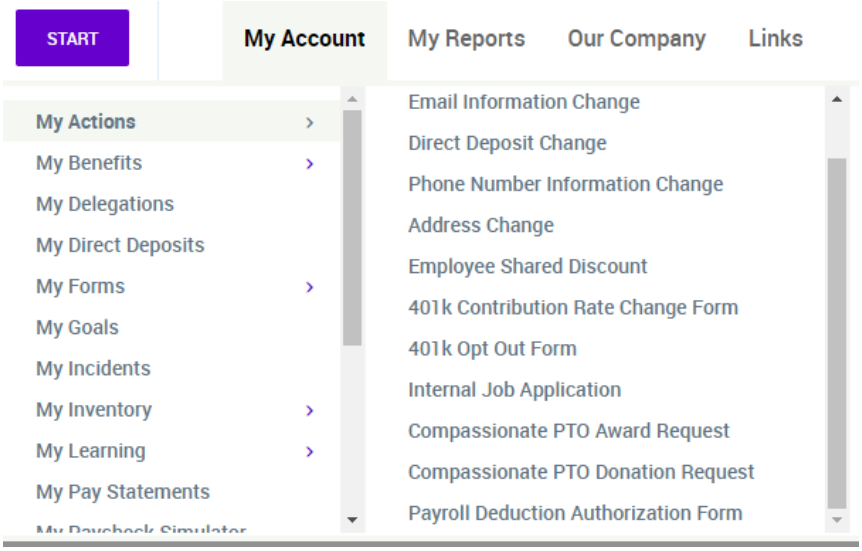
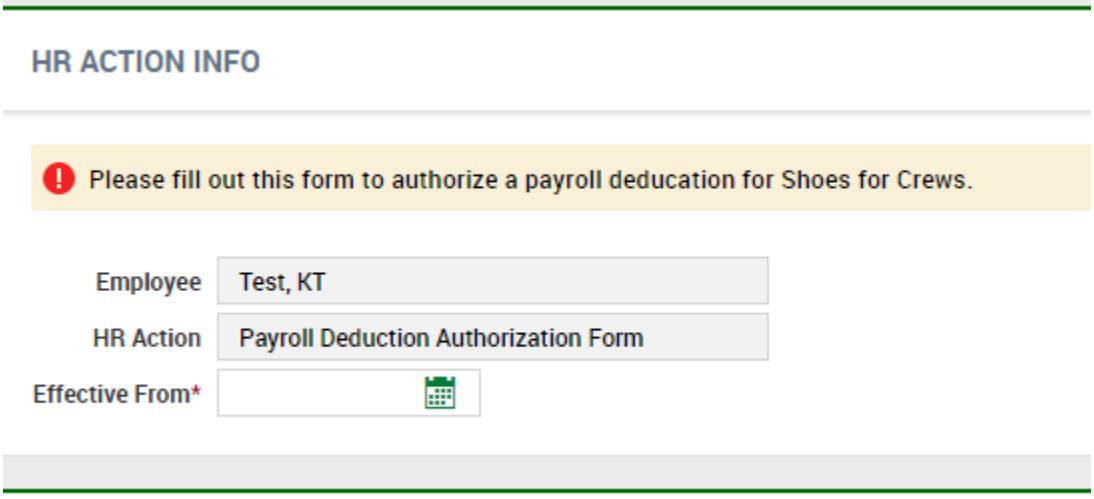
MOSCOW FOOD CO-OP

STANDARD OPERATING PROCEDURE FOR: SHOES FOR CREW ORDERING

1. ***Shop for shoes in the Shoes for Crews catalogue or on the website at shoesforcrews.com.***
2. ***Fill out the order form that can be found on the HR office door. Turn the form into HR for ordering.***
3. ***Log into your Kronos Employee Account.***
4. ***Click My Account, My Actions, Payroll Deduction Authorization Form. Please note: Orders will not be placed until the Payroll Deduction Authorization Form has been completed and submitted to HR.***



5. ***Choose an effective date. The shoe order will not be submitted until after the effective date has passed.***



6. ***Click the box that authorizes MFC to use payroll deduction for the cost of the shoes. If the order is over $55, you may choose to have the cost deducted in 1 or 2 payments. The cost for ordering plus shipping will be taken in the next pay period.*** **Sign and Date the form.**

MOSCOW FOOD CO-OP

Payroll Deduction Authorization Form

Name: KT Test Effective Date: *

Department: Admin & Overhead/Front I

I understand that I am eligible for a shoe allowance of $35 per calendar year for workplace shoes from Shoes for Crews and any costs incurred beyond the $35 will be subject to a payroll deduction.

I hereby authorize the Moscow Food Co-op to make the following payroll deductions from my gross earnings for Shoes for Crews.

*__ I authorize cost of the shoes plus shipping incurred over the yearly $35 allowance to be deducted from my paycheck.

Employees may choose to have orders that exceed $55 deducted in equal payments over two pay periods.

__ 1 pay-period

__ 2 pay-periods

I understand that if I am terminated or resign, the total Shoes for Crews balance will be deducted from my final paycheck.

I understand that the deduction may not be made if I have insufficient income in a pay period and that I am responsible to pay any outstanding charges from Shoes for Crews immediately.

I understand that statutory dues such as Income Tax and Social Security Tax take precedence over these deductions.

I understand that the deductions may not take effect during the current payroll cycle.

I will not hold the company liable for any deductions made or not made.

I authorize Moscow Food Co-op to share all information necessary to complete tasks necessary to collect this debt, including employment, address, and outstanding balance information.

Employee Signature* SIGN Date*

HR Manager Signature* SIGN Date*

7. ***Click the Submit Button that is in the far right corner.***

8. **Orders will be placed weekly. Shoes will be delievered to the store and given to the department manager to disperse.**

9. **Shoes for Crews has a 60 day exchange policy. To exchange the shoes, please see HR.**