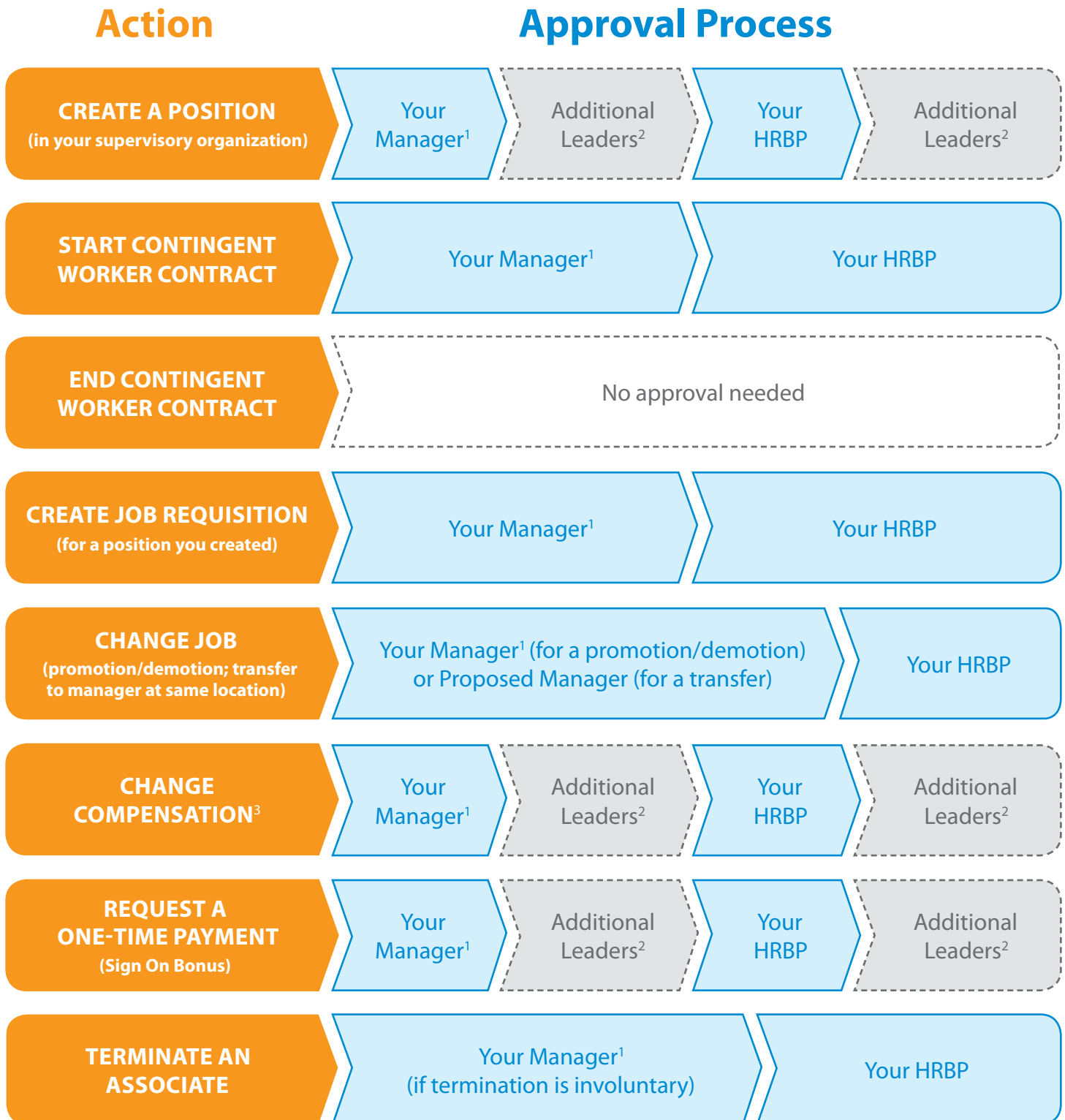


Manager-Initiated Processes: WHO HAS TO APPROVE?



¹ This chart assumes you are the first-level manager. If you are higher up (e.g., initiating an action two levels below you), the approval goes to the first-level manager instead of your manager when creating positions and requesting one-time payments. For all other actions, it goes directly to the HRBP.

² Upon direction from your OpCo or team's leadership or at your HRBP's discretion, additional approvers (other members of your management chain) may be added on this action.

³ Compensation changes outside of the range specified for that position will require additional approval.

EXAMPLE SCENARIOS

A Night Supervisor creates a new Selector position¹ to report to him.

The approval process looks like this:



A VP of Operations creates a new Selector position¹ to report to a Night Supervisor three levels below her.

The approval process looks like this:



Actions with Additional Approvers

Additional approvers can only be added on certain actions: creating new positions, making changes to an associate's compensation, and requesting one-time payments.

¹ This scenario assumes the new position has been discussed and budgeted for.

² Actual additional approvers will vary by location, based on the preferences of senior leadership at that location.