**Greetings New Employees!**

Welcome to Murfy & Morphie Inc, the world’s best pet sitting service!!! We’d like to introduce you so some of our policies and procedures before you are set loose to run with pack (so to speak). First and foremost, you need to know the ideals Murfy & Morphie Inc stand for. We expect all our employees to embody all the values and virtues of our business:

* Love
* Compassion
* Kindness
* Enthusiasm
* Energy
* Smiles
* Hugs
* Pockets full of cookies
* Rainbows

At Murfy & Morphie Inc, we guarantee our clients a level of care for their pets that is unparalleled in the world of pet sitting. We want our clients to feel that their animal families are properly cared for, no matter where they may be on business or vacation. Because of this, we have a rigorous schedule of care for our temporary charges. Since the species we care for have different needs, your schedule may change from location to location.

**Dogs:**

By 9am: Run/Walk 3 miles

9:15: Feed and medicate

12:00: Snack time (if allowed)

5:00: Feed and medicate

7:00: Run/Walk 3 miles

**Cats:**

By 9:am: Brush out coat

9:15: Feed and medicate

12:00: Snack time (if allowed)

5:00: Feed and medicate

7:00: Clean litter box

**Snakes:**

By 9am: Make sure they are alive.

As you can see, we have high standards of care for the animals people trust us with. But we also have high standards of care for our employees. Here’s a quick overview of your benefits package when you work for Murfy & Morphie Inc.

HEALTH: Full health coverage $60/month

DENTAL: Maintenance covered $10/month

VISION: Full vision coverage $5/month

And don’t forget your paid time off!

SICK LEAVE: 1/2 of full salary pay 4 hours earned/month

VACATION LEAVE: Full salary pay 4 hours earned/month

MATERNITY LEAVE: Use vacation leave up to 9 weeks off

Now the only thing we have left to figure out is your schedule. Your schedule will vary week to week, so we suggest you keep track of your appointments here: