

---

# PANotaryinc. Employee Manual



Covering

Staff Positions  
Instructors/Ambassadors

---

## **PANotaryinc. : The Purpose of the Handbook**

This Employee Handbook of PANotaryinc., (hereinafter “the Company”) establishes policies, procedures, benefits, and working conditions that will be followed by all PANotaryinc. employees as a condition of their employment by the Company. The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of PANotaryinc., who reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Company will notify employees when an official change in policy or procedure has been made by physically printing and circulating to all employees or by email when available. However employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Standards of Conduct can be waived without written permission from the Company’s COO, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

PANotaryinc. strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Your Company commitment to serving customers and to providing quality products at competitive prices is unwavering. These policies, procedures and working conditions provide a work environment in which both customer interests and employee-interests are served.

PANotaryinc. values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive. The Company provides an open door policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

PANotaryinc. is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. PANotaryinc. provides for fair treatment of employees based on merit. The company complies with all applicable federal, state, and local labor laws.

Employment at PANotaryinc., is on an “at will” basis, which means that either you, the employee, or panotaryinc., may terminate the employment relationship at any time, for any reason, with or without cause, only a written agreement, signed by the COO or designee of the company can change the “at will” nature of the employment of any individual.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook and employee Standards of Conduct.

Regards,

## **Our history, mission, and values.**

Originally formed from a simple DBA as PA Notary Academy we developed our courses with the expertise and experience of over 10 years in the field of Notary Public. PANotaryinc. was incorporated in June 2009.

We moved forward by applying to be a Pennsylvania approved educator by the Pennsylvania Department of State / Notary Division. Once approved to provide live seminars meeting the criteria for new and reappointment courses, we submitted and received approval for online education which resulted in PA Notary Academy online. We continued with additional courses in the Signing Agent field and a DMV course along with support courses in small business management education.

Our vision and mission is to provide PA Notaries Public with best educational and informational resources available. We are not a membership organization. We provide our services to all individuals, groups and companies without requiring membership or different ranges of prices or availability.

Notaries Public provide impartiality, honesty and integrity in their work. And these values are repeated and practiced within this company. Our core beliefs and governing values are based on the values of impartiality, integrity, honesty and respect. We want only to provide the highest level of education along with the same level of excellence in service. We strive to provide that level of excellence in this field and dealings with all of our employees, students and companies that we are affiliated with both in business and our personal lives.

Our goals for this company are fairly simple;

- To provide the best educational and informational services to Notaries Public
- To expand our customer base and achieve the highest standards of quality.
- To enhance our company by providing unquestionable service.
- To deliver award-winning level of educational excellence.
- To build public interest, trust and pride.
- To provide vigorous community leadership and support.
- To instill an environment of internal and external excellence in customer service.
- To empower and recognize each employee's unique contribution.
- To improve financial strength and profitability.

## General Employment Information

In striving to provide excellence in our educational and informational resources for Notaries Public we do require all of our applicants to adhere to our hiring procedures and fulfill all of our employment qualifications required for each position.

- All applicants must be over 18 years of age.
- Must be a current resident of Pennsylvania.
- Must possess a current and valid driver license.
- Must be a currently commissioned Notary Public.
- Must not have ANY criminal record.
- Must submit to a background check. (NOT CREDIT)
- Must be fluent in the English language.
- Must be a citizen of the United States

Some positions may require a certain level of experience and equipment which is reviewed and evaluated at the time of hire or promotion.

All open employment positions available at PANotaryinc. will be posted on the website and in office until filled. All applicants must submit a resume with a letter of interest via email. No phone calls will be taken. There will be two interview sessions. Applicants will be notified of pending interview either through email or phone. All initial interviews will be via phone. All subsequent interviews will be in person unless travel is not convenient.

Following the second interview the position will be offered to qualified and approved candidates on a probationary basis. This will be a two week probationary training period for all in house (staff) positions. Our out of county ambassadors or instructors are subject to a six month probationary training period. All out of staff, county ambassadors and instructors will be evaluated by staff during the probationary period. After all probation time is completed the evaluations will be reviewed and offer of employment will be issued to qualifying participants.

PANotaryinc. is dedicated to assisting employees to reach their professional goals through internal promotion and transfer opportunities. One of the tools the company makes available to employees in managing their career is internal job posting. This procedure enables current employees to apply for any available position either for two weeks before the position is advertised outside of the company. To apply for an opening: Please make sure you meet the eligibility requirements before applying.

- You are a current, regular full- or part-time PANotaryinc. employee.
- You have been in your current position for at least six months. (Exceptions can be made.)
- Your performance meets established work standards in your current position.
- You have not had corrective action within six months.
- You meet the qualifications listed for the position on the job posting.

If you are interested in an internal posting please notify your immediate supervisor.

## Conflicts of Interest

PANotaryinc., applicants, employees or volunteers may not, at any time be employed by any other notary organization, company, or membership organization. Regardless of whether an employee is a full time, part time, volunteer or casual employed by PANotaryinc.. Employees who violate this policy will be subject to employment termination.

## **Compensation and Benefits**

### **Payroll Information**

As all employees of PANotaryinc. are dedicated to providing quality and excellence in their work for the company, and the company is honored to provide them with comparable payroll. All salaries or hourly wages will range from position to position. Some will be on a monthly plus compensation level. Some will be hourly. Each employee in each position and its compensation level will be decided and agreed on at the time of hire on a permanent basis.

All support staff will be on a two week payment schedule unless they agree upon a monthly schedule. All out of county, instructors and others will be on a monthly schedule with additional payments made after classes are held in their designated territories.

All employees will be considered “Independent Contractors” and therefore responsible for their own taxes and deductions. At the end of the tax year all employees will be issued a 1099 form for income tax purposes.

### **Medical Benefits**

As all employees of PANotaryinc. are dedicated to providing quality and excellence in their work for the company, the company is honored to provide them with comparable benefits. Knowing the benefits of health insurance including dental and retirement, we hope in the near future to be able to offer these benefits to all employees of PANotaryinc., however this will be decided at a later date and handbook will be updated to reflect changes.

### **Vacation/Sick Leave**

As all employees of PANotaryinc. will receive their full employment compensation benefits for critical medical leave for the term of 2 months. Additional time will be reviewed on a personal basis.

### **Funeral Leave for an Immediate Family Member:**

When a death occurs in an employee’s immediate family, all employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

### **Immediate Family Defined for Bereavement Leave:**

Immediate family members are defined as an employee’s spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

### **Non-family Member Funeral Leave:**

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member.

### **Additional Time Off**

All employees of PANotaryinc. will be treated with respect and dignity. All time off for personal reasons, medical reasons, family issues and any other issues will be reviewed an individual and personal basis. Vacation time and designated sick days are important and we hope in the near future to be able to offer this paid benefit all employees of PANotaryinc. As we continue in business this will be decided at a later date and handbook will be updated to reflect changes.

## Personnel File Policy

The Company maintains three employee files for each employee.

A **personnel file** is maintained for each employee of PANotaryinc. . These personnel files contain confidential documents and are managed and maintained by required staff using the utmost of privacy. No information from these files are open for public viewing or release without consent of employee. An employee may view his or her personnel file by contacting a designated staff person during normal business hours. No employee may alter or remove any document in his or her personnel file.

Typical documents in a personnel file include the employment application, a family emergency contact form, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. Not all personnel files contain the same documents but each personnel file has some documents that are the same.

**Payroll files** are also maintained; payroll files contain a history of the employee's jobs, departments, compensation changes, and so on. An employee may view his or her personnel file by contacting a designated staff person during normal business hours. No employee may alter or remove any document in his or her personnel file.

An **employee medical file** is also maintained for emergency information only. The contents of the medical file are not available to anyone except designated staff and the employee whose records are retained in the file. At PANotaryinc. medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting a designated staff person during normal business hours. No employee may alter or remove any document in his or her personnel file.

## Access to Personnel Records

All employees, former employees, and representatives of employees may view certain contents of their personnel file with advance notice to designated staff. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action, and transfer **may be viewed**. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee **may not review** include: references or reference checks, records of any investigation undertaken by management, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee rating or screening for promotion.

## Procedure

An employee who wants to review the allowable contents of their personnel file should contact designated staff with 24 hours notice. Former employees, or people unknown to the staff, must present identification and / or proof of permission to access the personnel file.

Personnel files must be reviewed in the presence of designated staff person. No part of the personnel file may be removed from the office by the employee.

Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, staff person will provide photocopies.

If the employee is unhappy with a document in his or her personnel file, in the presence of the designated staff person, the employee may write an explanation or clarification and attach it to the disputed document.

The employee may also ask to have a document removed from the personnel file. If the Human Resources staff person agrees, the document may be removed. If the designated staff person disagrees, the matter may be appealed in the manner proscribed in the Company Open Door Policy.

## **Computer and Internet Use Policy**

PANotaryinc. recognizes the importance of the Internet in shaping public thinking about our company and our current and potential products, employees, partners, and customers. PANotaryinc. also recognizes the importance of our employees joining in and helping shape industry conversation and direction through blogging and interaction in social media. So, PANotaryinc. is committed to supporting and encourages your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction in social media.

These guidelines will help us open up a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of PANotaryinc. and our current and potential products, employees, partners, customers, and competitors.

Note that these policies and guidelines apply only to work-related sites and issues and are not meant to infringe upon your personal interaction or commentary online.

- If you are developing a Web site or writing a blog that will mention PANotaryinc. and / or our current and potential products, employees, partners, customers, and competitors, identify that you are an employee of your company and that the views expressed on the blog or Web site are yours alone and do not represent the views of the company.
- If you are developing a site or writing a blog that will mention our company and / or our current and potential products, employees, partners, customers, and competitors, as a courtesy to the company, please let your manager know that you are writing them. PANotaryinc. may choose to visit from time to time to understand your point of view.
- You may not share information that is confidential and proprietary about the company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, and number of employees, company strategy, and any other information that has not been publicly released by the company. All materials are confidential and a zero tolerance policy will be in effect.
- You may not sell any product or service that would compete with any of your company's products or services without permission in writing from the president. This includes, but is not limited to training, books, products, and freelance writing. Violation will result in immediate termination.
- Unless given permission, you are not authorized to speak on behalf of the company, nor to represent that you do so.
- PANotaryinc. logo and trademarks may not be used without explicit permission in writing from the company. This is to prevent the appearance that you speak for or represent the company officially.

## **Respect and Privacy Rights**

- Recognize that you are legally liable for anything you write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
- Speak respectfully about the company and our current and potential employees, customers, partners, and competitors. Do not engage in name calling or behavior that will reflect negatively on your company's reputation. Note that the use of copyrighted materials,

unfounded or derogatory statements, or misrepresentation is not viewed favorably by PANotaryinc. and can result in immediate termination.

- Honor the privacy rights of our current employees by seeking their permission before writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality.

## **Internet and Email Policy**

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting PANotaryinc. business. Some job responsibilities at the PANotaryinc. require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

## **Internet Usage**

Internet use, on Company time, is authorized to conduct PANotaryinc. business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to PANotaryinc. passwords and other confidential information.

Removing such programs from the PANotaryinc. network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so will lead to termination of employment.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. These emails are prohibited at the Company. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

## **Casual Dress Code Guidelines**

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Business casual dress is the minimum standard that must be observed when you are representing the company or interacting with customers or potential customers while traveling to see customers, exhibiting at or attending trade shows, and representing the company in the business community.

## **Discrimination/Harassment**

As Notaries Public and at PANotaryinc. we must never use our personal bias in our job performance. Therefore as a corporation our core values are also to protect all persons from any type of discrimination or harassment in the work place or in business affiliations. These values will be strictly adhered by all employees and any applicants in screening and maintains a zero-tolerance level against such acts.

We will not in any form discriminate against;

- Age.
- Disability.
- National Origin.
- Pregnancy.
- Race.
- Religion.
- Sex or Gender.
- Sexual Harassment.

## **Violence in the Workplace**

At PANotaryinc. our core values are also to protect all persons from any type of violence in the work place or in business affiliations. These values will be strictly adhered by all employees and any applicants in screening and maintains a zero-tolerance level against such acts.

We will not in any form tolerate;

- Verbal abuse.
- Physical abuse.
- Sexual abuse.

Employees who violate this policy will be subject to employment termination.

## **Drug Free Workplace**

PANotaryinc. is a drug-free workplace, PANotaryinc. therefore we maintain a zero-tolerance level and will take steps and initiated policies to ensure that employees, vendors, and customers are not:

- taking or using alcohol or drugs,
- selling drugs, or
- affected by the after effects of indulging in alcohol or drugs outside of the workplace

Additionally, with the goal of a drug-free workplace, we encourage any employee with a substance abuse problem to seek help from their direct supervisor for treatment, and recover options, and the goal for return to work.

## **Weapons at Work**

PANotaryinc. employees may not, at any time while on any property owned, leased or controlled by PANotaryinc., including anywhere that company business is conducted, such as customer locations, client locations, trade shows, restaurants, company event venues, and so forth, possess or use any

weapon. Regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a weapon, weapons are prohibited on any company property or in any location in which the employee represents the company for business purposes, including those listed above.

Possession of a weapon can only be authorized by the company's CEO or her designee for the safety of employees or as a personal security measure. Employees who violate this policy will be subject immediate employment termination.

## **Progressive Discipline**

PANotaryinc. uses progressive discipline as a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Failing that, progressive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve.

The steps in our progressive discipline system include;

- Discuss the issue at hand with employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance that are not immediately obvious. Solve these issues, if possible.
- Verbal reprimand.
- Verbal reprimand and place a written warning in the employee's file.
- Suspension from work. Start with one day and escalate to five.
- Terminate employment.

## **Progressive Discipline and Employment At Will:**

While the Company may elect to follow its progressive discipline procedure, the Company is in no way obligated to do so. Using progressive discipline is at the sole discretion of the company in an employment at will workplace. Please read the Handbook and these employee Standards of Conduct carefully to understand these conditions of employment before you sign this document.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either PANotaryinc. or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other PANotaryinc. documents, or in any verbal statements to the contrary; and
- That no one except the CEO can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship. contract, or agreement must be in writing, signed by the CEO, notarized, and in the employee file.

Exceptions to the Employment at Will Policy:

No one except The Company's CEO/President can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing, signed by the CEO/President, and notarized.



## NON-DISCLOSURE AGREEMENT

This NON-DISCLOSURE AGREEMENT is made and entered into as of \_\_\_\_\_, 20\_\_, by and between PANotaryinc., with its principal place of business at 104 Brinton Street Monroeville, PA 15146, on its own behalf, and on behalf of its subsidiaries, and [Employee], with its principal place of business at \_\_\_\_\_. [PANotaryinc. and [Employee] shall collectively be called the "Parties". For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Purpose. PANotaryinc. and the [Employee], wish to discuss a potential business opportunity under which each may disclose its Confidential Information to the other.
2. Definition. "Confidential Information" means any information, technical data or know-how, including, but not limited to, that which relates to research, products, services, customers, markets, software, developments, inventions, processes, designs, drawings, engineering, marketing or finances, disclosed orally or in written or electronic form, and which is marked or identified by the disclosing party as "proprietary" or "confidential".
3. Non-Disclosure of Confidential Information. PANotaryinc. and [Employee], each agree not to use the Confidential Information disclosed to it by the other party for its own use or for any purpose except to carry out discussions concerning and the undertaking of any business relationship between the two. The recipient of Confidential Information will not disclose such Confidential Information to anyone except other employees of PANotaryinc. in order for them to assist or perform their own employment requirements. [Employee], agrees that it will take all reasonable steps to protect the secrecy of and avoid disclosure or use of Confidential Information of the other in order to prevent it from falling into the public domain or the possession of unauthorized persons. [Employee], agrees to notify the other in writing of any misuse or misappropriation of Confidential Information of the other that may come to its attention.
4. Ownership. All Confidential Information shall remain the exclusive property of PANotaryinc., and [Employee], shall have no right to use Confidential Information except as provided herein. No patent, copyright, trademark or other proprietary right or license is conveyed by this Agreement with respect to Confidential Information.
5. Return of Materials. Any and all materials or documents which have been furnished by PANotaryinc. to the [Employee], will be promptly returned, accompanied by all copies of such documentation, after the business possibility has been rejected or concluded.
6. Intellectual Property Rights. Nothing in this Agreement is intended to grant any rights under any patent or copyright of either party, nor shall this Agreement grant either party any rights in or to the other party's Confidential Information, except the limited right to review such Confidential Information solely for the purposes of determining whether to enter into the proposed business relationship between the parties and in carrying out such relationship. The disclosing party warrants that it has the right to disclose its Confidential Information to the receiving party. Otherwise, all information is provided "as is" and without any warranty, express, implied or otherwise, regarding its accuracy or performance.
7. Miscellaneous. This Agreement shall be binding upon and for the benefit of the undersigned parties, their successors and assigns, provided that Confidential Information may not be assigned without consent of the disclosing party. Failure to enforce any provision of this Agreement shall not constitute a waiver of any term hereof. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of PA as they apply to contracts entered into and wholly to be performed in the Commonwealth of PA. The federal and state courts within the

Commonwealth of PA shall have exclusive jurisdiction to adjudicate any dispute arising out of this Agreement.

8. Remedies. Each party agrees that its obligations hereunder are necessary and reasonable in order to protect the other party and the other party's business, and expressly agrees that monetary damages would be inadequate to compensate the other party for any breach of any covenant or agreement set forth herein. Accordingly, each party agrees and acknowledges that any such violation or threatened violation will cause irreparable injury to the other party and that, in addition to any other remedies that may be available, in law, at equity or otherwise, the other party shall be entitled to obtain injunctive relief against the threatened breach of the Agreement or the continuation of any such breach, without the necessity of proving actual damages.

9. Notices. All notices hereunder shall be sent to either party at the address and to the contact person specified below, or such other address or contact person as the respective party may specify from time to time in accordance with the provisions of this Agreement.

IN WITNESS WHEREOF, each of the parties has signed this Mutual Non-Disclosure Agreement as of the date first above written.

PANotaryinc.  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

[Employee]  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Pennsylvania  
County of \_\_\_\_\_  
On this \_\_\_ day of \_\_\_\_\_ 20\_\_  
Before me personally appeared  
\_\_\_\_\_, personally  
known to me (or proved to me on the basis of  
satisfactory evidence) to be the person(s) whose  
name(s) is/are subscribed to the within instrument and  
acknowledged to me that he/she/they executed the  
same in his/her/their authorized capacity(ies), and that  
by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the  
person(s) acted, executed the instrument.  
WITNESS my hand and official seal.  
\_\_\_\_\_  
My commission expires

Commonwealth of Pennsylvania  
County of \_\_\_\_\_  
On this \_\_\_ day of \_\_\_\_\_ 20\_\_  
Before me personally appeared  
\_\_\_\_\_, personally  
known to me (or proved to me on the basis of  
satisfactory evidence) to be the person(s) whose  
name(s) is/are subscribed to the within instrument and  
acknowledged to me that he/she/they executed the  
same in his/her/their authorized capacity(ies), and that  
by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the  
person(s) acted, executed the instrument.  
WITNESS my hand and official seal.  
\_\_\_\_\_  
My commission expires

EMPLOYEE NON-COMPETE AGREEMENT

In consideration of my being employed by PANotaryinc. I, the undersigned, hereby agree that upon the termination of my employment and notwithstanding the cause of termination, I shall not compete with the business of the Company or its successors or assigns, to wit: PANotaryinc. and shall not directly or indirectly, as an owner, officer, director, employee, consultant, or stockholder, engage in the business of Notary Education or Organization or a business substantially similar or competitive to the business of the PANotaryinc. This non-compete agreement shall be in full force and effect for 1 years, commencing with the date of employment termination.

I also understand that I am stating by my signature below that I am not employed by any other Notary Public organization, either membership or privately held in any capacity. I also understand that misstating this information is grounds for immediate termination.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Employee

Commonwealth of Pennsylvania  
County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Before me personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
My commission expires

## Job Descriptions

### PANotaryinc. County Instructors/Ambassador

This position is appointed by county or by population in metro areas. Each instructor/ambassador will be given a definitive territory which will not be infringed upon by any other Ambassador. Each instructor/ambassador will live in their designated areas. They must maintain their commissions without lapse.

They will be responsible for the following:

- Instructors/Ambassador will scout facilities to hold live seminars in their areas. Each classroom must provide space for at least 15-20 people.
- All approvals, contracts and communications for all facilities will be handled by PANotaryinc. Reservations and dates for these facilities will be made at least 2 -4 times a year, no more than one a quarter. PANotaryinc. will post scheduled classes on website and promote with mailings.
- Instructor/Ambassador will help promote PANotaryinc. seminars in their areas and will be responsible for helping to fill classes.
- Instructors/ Ambassadors will be instructors in these seminars.
- All printed materials for students will be provided by PANotaryinc.
- All electronic and printed material for instructor will be supplied by PANotaryinc.
- Instructor/Ambassador will conduct research in their area for businesses that may have interests in our seminars. This includes banks, medical facilities, universities, etc.
- They will suggest advertisement possibilities including newspaper, Chamber of Commerce, Business Networks etc.
- Approval for all expenses must be done through the office and prior to purchase. All expenses approved will be 100% reimbursed by PANotaryinc. with submission of receipts and approved forms. All expenses not approved will be the responsibility of the Ambassador.
- They will help provide support for classes in their area. And they will receive the full support of our office staff.

Payment for these services will be as follows;

- Instructors/Ambassadors will be paid per class in the amount of \$100.00.
- They will receive \$20.00 per student that **they are responsible** for registering. Each student that is registered through an Ambassador must be registered with PANotaryinc. via email at least one day before class.

### Newsletter Editor / Submitters/ Authors

These positions will be filled according to experience. They will be responsible for the following:

- Submitting monthly articles for our newsletter. This may be an ongoing series of articles or a single article of their choosing. This must be of interest to the Notary Public field. PANotaryinc. has final approval for printing and accepting all articles. PANotaryinc. will not have editorial license this rest with author.
- Submit one article per newsletter consisting of all Notary law changes. They will be researched by the author and PANotaryinc.
- Research and verify job listings posted elsewhere on the web. This information can come from other websites or newspapers. They will be researched by the author and PANotaryinc.

Payment for these services will be as follows;

- Each article published will be paid at the rate of \$25.00 an article.

## **PANotaryinc. Support Staff**

These positions will be filled as needed. Each employee will live in their areas. They will be a Commissioned Notary Public. They must have a computer with internet access. Since PANotaryinc. has no physical offices at is time, these positions will be out of their home.

They will be responsible for the following:

- Support staff will be responsible for acquiring contact information including emails of notaries from various websites. They will be responsible for updating the notary list and database with the information. This will be done on their own time frame.
- They will be responsible for adding all previous students to the database.
- They will help monitor the website as support for our perspective students. A schedule will be made up between all support staff for monitoring the website.
- They will help with preparing for classes and provide support to the instructor for local classes.
- All support staff will be required to attend monthly staff meetings in an agreed upon venue.
- All support staff may be required to attend out of areas classes for support and weekend scouting trips for other facilities with all expense by paid by PANotaryinc. They will be required to assist in a scouting trip at least twice a year.
- They will help canvass information on businesses for Notary courses.
- They will provide support for the company in any other matters needed.

Payment for these services will be as follows;

- Support staff will be paid \$250 monthly. This will be paid in one monthly payment on the last day of the month. Or on the fifteenth and the last day of the month at the rate of \$125.00.

## **PANotaryinc. Payroll Information.**

All employees will be considered “Independent Contractors” and employees at will, and therefore responsible for their own taxes and deductions. At the end of the tax year all employees will be issued a 1099 form for income tax purposes.