

Company Information Sheet



Business Information

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| Business Legal Name: UoB of East Sacramento LLC | DBA: University of Beer – East Sacramento |
| Restaurant Address: 5090 Folsom Blvd, Sacramento, CA 95819 | Mailing Address: 3188 Industrial Blvd, West Sacramento CA 95691 |
| Restaurant Phone: (916) 306-5577 | Payroll & Administration Office Phone: (916) 996-3494 |

Workers' Compensation Insurance & Emergency Information

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| Carrier Name: ProCentury Insurance Company | Address: PO Box 13369, Springfield, IL 62791 |
| Phone Number: 866-642-2567 | Policy Number: WCMPRO518197200 |
| Nearest Emergency Room: Kaiser Permanente Sacramento Medical Center 2025 Morse Ave, Sacramento, CA 95825 | |
| Nearest Non-Emergency Care Provider: UC Davis Medical Center 2315 Stockton Blvd, Sacramento, CA 95817 | |

Contact Information

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| Manager you call if you are sick or otherwise cannot make it to work: Sean Biggs | Email: Sbiggs@theuob.com |
| President: Nate Yungvanitsait | Phone: (916) 342-3880 |
| Chief Operating Officer: Sean Biggs | Email: Nate@theuob.com |
| Human Resources Manager: Jason Scheib | Email: Sbiggs@theuob.com |
| Office Manager: Nicholas Morisi | Email: Jscheib@theuob.com |
| Human Resources Team | Email: Nmorisi@theuob.com |
| Payroll Team | Email: HR@theuob.com |
| Operations Team | Email: Payroll@theuob.com |
| Customer Support | Email: Operations@theuob.com |
| Maintenance & Repairs | Email: Support@theuob.com |
| | Email: Maintenance@theuob.com |

FAQ

Q: Who do I contact if I am sick or otherwise cannot make it in to work?

A: A phone call must be made to Sean Biggs' cell phone. Do not call the restaurant. You are responsible for your shift until relieved by the Manager who writes your schedule.

Q: Where can I find UoB policies? Who can I ask for policy related questions?

A: All policies are located within Company's Employee Handbook. A digital version was emailed to you upon hire. Digital versions are also available on the employee portal (employees.theuob.com). For any questions regarding policies please email the Human Resources Team.

Q: Who can I contact if I have questions regarding my paycheck?

A: For all questions or concerns regarding payroll or your paycheck, email Payroll Team.

Q: When should I contact Operations Team?

A: Contact Operations Team for any questions regarding technical issues, or company systems.

Q: When would I contact Human Resources?

A: Contact Human Resources for any questions regarding; Company policy, workplace environment, company benefits, persistent issues with management, colleagues or customers, or changes to personal circumstances.

Q: What do I do when a previous employee calls and asks for their W-2?

A: Inform the previous employee to contact HR@theuob.com, all requests will be handled by our Human Resources team.

Q. Can I view my paystubs online?

A. Yes; Contact the Payroll Team, they can enroll you in electronic payroll and W-2 options. If you are already enrolled, you can view your paystubs here: <https://www.paychex.com/login>