Assignment Details and Rubric

This week's Assignment consists of watching a scenario about Sandwich Blitz, Inc. and reading the textbook section on Bureaucratic Control Systems in the Bateman and Snell text.

Lei noticed what appeared to be a discrepancy in the time sheet of one of the customer associates. When she asked the location manager about this, she learned that the team supervisor had allowed the associate to report hours not actually worked in this pay period, thus receiving pay for time not yet earned. Lei did not like this practice and immediately viewed this as a control issue. After checking the employee handbook which had been in effect since she and Dalman were actively managing the single location, she discovered that this practice was not covered. She also realized that many of the duties that employees were expected to do and were in fact, evaluated on were also not clearly addressed.

After reading the scenario above, the textbook section on Bureaucratic Control Systems, and completing the practice Learning Activities in this unit, describe how Dalman and Lei can create the missing section of employee handbook by describing how the four step control process could be implemented to correct the problem of misreporting hours. External sources may be used. Cite external sources.

Submission Instructions:

Draft your Assignment paper at least two full double-spaced pages in length, using size 12 point font size in MS Word format. Be sure your paper is well written in paragraph form, with correct spelling, grammar, and punctuation. Be sure to name your file according to the Kaplan file-naming convention.

Submit as an attachment to the Unit 6 Assignment Dropbox for grading before the close of the unit.

AB140 Unit 6 Grading Rubric	Percentage	Possible Points
Content, Focus, Use of Text and Research: Identified and discussed each of the four steps in the formal control process as it	**50%**	20

relates to the scenario.		
Analysis and Critical Thinking: Responses demonstrated critical thinking and analysis and exhibited application of information.	**30%**	12
Spelling, Grammar, and Format: Clear business writing. Spelling and grammar are acceptable. Formatting follows instructions.	**20%**	8
Total	**100%**	**40**