

## Attendance Policy

This comes directly from the Management Policy and Procedures handbook of Electronic Arts.

### Attendance Definitions:

**Absence:** Failure of an employee to report to work during the hours that he/she is normally scheduled to work.

**Tardiness:** When an employee is not on the job at the time work is normally scheduled to begin. This includes returning to work from break periods or lunch.

**Occurrence:** An occurrence is either an absence or a tardy. One or more consecutive days absent for the same reason is considered one occurrence. Each tardy counts as one occurrence.

**Unexcused Absence:** When an employee fails to notify his/her supervisor and does not show up for work, does not notify prior to the absence or does not have a doctor's excuse.

## Attendance Guidelines

Absenteeism and tardiness become a problem when they adversely impact the work group or when the effectiveness of the department is impaired.

For this department:

Absenteeism is considered excessive or chronic when there are four or more occurrences within 6 months.

Tardiness is considered excessive or chronic when four or more unexcused occurrences have occurred within 6 months.

When an employee's absences are having a negative impact on the department, the supervisor should verbally inform the employee of a potential problem. If the problem persists, the supervisor should follow the progressive discipline process.

<sup>9:30</sup>  
Everyone in CS is to be here by 8:30. The policy in QA is 9:00 unless you are working odd hours (those to be approved by Donna [redacted] or Marie, EVAN, BRIAN, or Michelle)

Be here by the meeting time announced on Wed. If no meeting or no message about meeting, then be here by 8:30 on Wednesdays.

ADDENDUM

DEC 21, 1995



## "Virtual Reality Check" Outline of a talk for the Electronic Game Developers Society

### Who I am

#### Previous gigs:

*Wing Commander Prophecy, Abuse (PC), Sega Genesis Rugby; Ultima: Black Gate SNES, Savage Empire SNES, Wing Commander 2 SNES*

#### Bio:

After spending his childhood in front of an Atari 2600, trying (along with his friends) to master any game that came out, Billy took to the arcades to become 7-11's Texas Defender Champion in 1982. Moving to Austin, he eventually found his way to Origin / EA, where he put his console experience to the task in completing a few console games for the SNES and Genesis. Eventually he moved to the Wing Commander team, where he served as lead designer on Wing Commander: Prophecy. His move to Kinesoft allowed him the chance to build a great team, working on a great game. He is currently producing **Crimson Order** for the PC.

Spending time with his wife and two kiddos now occupies more of his time than gaming, but he says it's a fair trade.

### What I've seen

- This industry has a tremendous lack of job security
  - Your boss can change weekly or monthly (your employees could become your boss in the future)
  - Your company can change vision or plans every 6 months
- Bridges burned
  - Leave a company for 'greener pastures' and trying to come back later
- People that cannot work in a team environment
- Burnout
  - People that do not understand what a great thing it CAN be to be in the game industry, or have forgotten
  - Dead projects waiting for a bullet
- Starry eyed dreamers that got disillusioned after a project was cancelled
- Crippling Paranoia, after a few project cancellations

### What you MUST do to help yourself NOW

- Resume – create one
- Portfolio – create one
- Learn how to be a team player
- Take communication classes
- Get a BAD job for at least a few months (to get some perspective)
- Keep current on the industry
- Play games
- Learn about financial issues. What's a 401(k), a stock plan?, ESPP? What is employer matching?

### What you can do to help yourself THEN

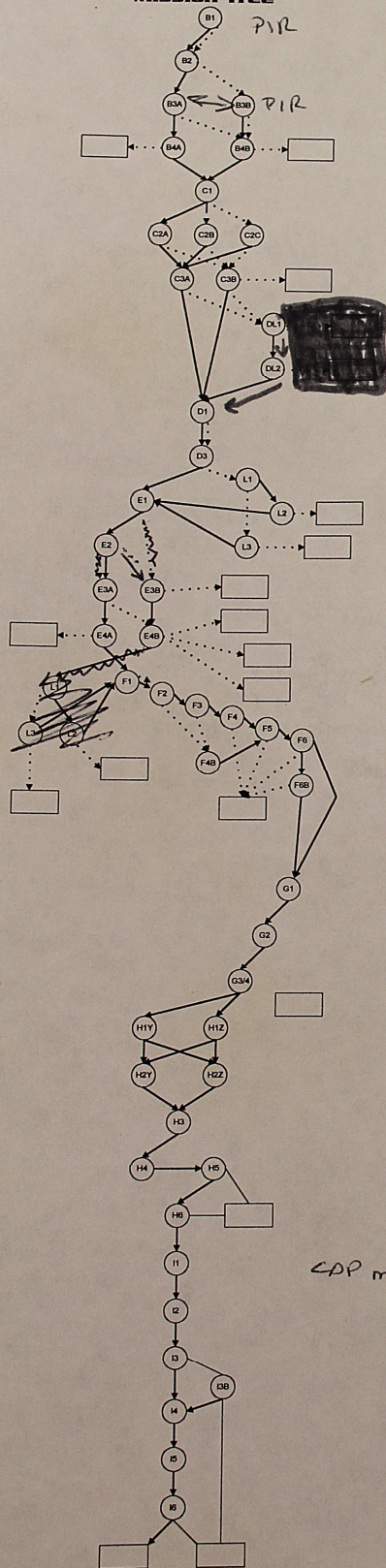
- Resume – keep it updated
- Portfolio – keep it updated (don't use anything you aren't supposed to, such as copyrighted material. Each company / boss has different opinions about this)



- Remember that bad job
- Don't burn bridges
- Do what you can to complete games
- If you are having issues with management or your leader's direction and are considering leaving – tell them before you really go. This is a bridge burner for many people.
- Keep current on the industry
- Play games
- Learn about financial issues. What's a 401(k), a stock plan?, ESPP? What is employer matching?



# Wing Commander: Prophecy Mission Tree



## Mission

B1	Kilrathi Distress Call
B2	Black Widow Rescue "meet the Aliens"
B3A	<del>Starting the way</del> SWEEP AND RENDEZVOUS
B3B	PATROL and rendezvous
B4A	Wasp Intercept
B4B	Midway on the Run
C1	Convoy Rescue
T C2A	<del>SCA ENCOUNTER</del> FIRST ALIEN STARSHIP ENCOUNTER
T C2B	<del>BOMBER STRIKE ESCORT DESTROYER</del>
T C2C	<del>SHRIKE BOMBER ESCORT</del> ENEMY STARSHIP ENCOUNTER
C3A	<del>CRUISER ASSAULT ON ALIEN HYDRA ASSAULT</del>
C3B	HYDRA FLEET ASSAULT
DL1	MINE THE JUMPPONT
DL2	CRUISER GROUP ASSAULT
D1	RELAY STATION INTERDICTION
D3	RELAY STATION DEFENSE
★ E1	TREASURE HUNT <del>LOCATE JAMMING DEVICE</del>
E2	MIA RECOVERY
E3A	PERIMETER SWEEP
E3B	PANTHER SWEEP FIGHTER SWEEP
E4A	KILRATHI <del>ASSAULT</del> SQUADRON RENDEZVOUS
E4B	DIVERSIONARY STRIKE
F1	CULT OF SINAR RESCUE
F2	SWACS SCAN OF DULA 7
F3	SHRIKE BOMBER ASSAULT
F4	NO SURVIVORS
F4B	BUG HUNT
F5	STORMING THE ROCK
F6	HOLDING THE LINE
F6B	PANTHER SCRAMBLE
G1	OPERATION AMBUSH
G2	EXTERMINATION
G3/4	SHIP KILLER ACQUISITION
H1Y	VAMPIRE ESCORT DUTY
H1Z	DEVASTATOR ASSAULT DUTY
✓ H2Y	VAMPIRE MINE SWEEP [MINE SWEEP / CRUISER ATTACK]
D H2Z	DEVASTATOR MINE SWEEP
H3	ASTEROID FIELD PATROL
H4	SHIP KILLER ASSAULT
H5	PLASMA GUN DEFENSE
H6	PAINTING THE TARGET
I1	<del>DESTROY THE REMNANTS</del> FLEET REMNANT DESTRUCTION
I2	INTERCEPT <del>THE REMNANTS</del> CAP MISSILES
I3	DREADNOUGHT SUPPORT SHIP DESTRUCTION
I3B	CLEAN UP
I4	DEFANG <del>THE BEAST</del>
I5	<del>TAKING THE</del> DREADNOUGHT ASSAULT
I6	WORMHOLE DESTRUCTION
L1	CALLISTO DEFENCE
L2	JUMPPONT STANDOFF
L3	LAST STAND AT ALVOR

CAP MISSILE



Destroyer - Orca

Carrier - Leviathan

Cruiser - Hydra

Ship Killer - Kraken

Dread Naught - Tiamat

Raid

Assault

Attack

Invasion

Storming

Strike