

Sumerki Studios  
Official Developers and workers Terms

Hello! If you are reading this, that means you are either a developer or worker of Sumerki Studios. In this document, you will be reading the requirements, expectations, and other important details for working with us!

Developer Requirements-

Section A

1. Developers should be required to work at least one hour per day, or a total of seven hours a week. Depending on job title and rank, this can be changed.
2. All Developers are required to answer questions directing roles ask. If refusal to do so, an owner or co-owner will look at the situation and determine results off of that.
3. Developers must report if they will be taking any leave for more than three days. If this does not happen, the situation will be looked over by a directing role.
4. All Developers must report to their heads when asked. If not, the head developer will determine the proper punishment.
5. All Developers must keep their work inside the group studio. Refusal to do so can lead to a ban from working at this studio.
6. No work can be shared on any media platform, or anywhere that can be shared across users not with our Studio, unless you receive proper approval. Refusal to comply can lead to a ban from working at the studio.
7. All assets, scripts, art, etc, must only be used in Sumerki Studios development. If refusal to comply this can lead to a ban from working at the studio.
8. Once accepting a job you must stay at least one month to receive a form of payment. This is to ensure reliability and trust.
9. You must never use any assets that are not yours. (Ex: toolbox, websites, a friends assets) unless given permission. This will be taken seriously and you can/will lose your job if caught doing so.
10. If you agree to work at this studio, you are required to follow the complete list of requirements.

Worker Requirements-

Section B

1. All workers of Sumerki Studios must never share their job information unless approved by a directing role. Failure to comply can lead to demotion or a kick from the studio.
2. Once accepting a job you must stay at least one month to receive a form of payment. This is to ensure reliability and trust.

3. All workers are required to report to the leads of their department when asked. Failure to do so will be determined by their department head.
4. Workers can only ask for help with work from others in their department. This is to ensure everyone knows to stick to the department they were hired under.
5. No differences in payment should be talked about in open chats. If there is a problem with payment, talk to a directing role.
6. Once acceptance of this job is complete you are required to abide by all rules in this document. Failure to do so can lead to a ban from working with the studio.

#### Expectations- Section C

1. Any member of Sumerki studios is expected to have a good form of communication between coworkers, directing roles, the community, and any person they encounter. If caught disrespecting any of the following, Department heads will search for the correct punishment.
2. All members are expected to maintain healthy lives. If department heads believe it is needed, they may request for you to take paid time off for up to two weeks.
3. All members are meant to be treated as friends. If you believe you're being discriminated against, contact your head of your development or team.
4. If a member is unable to complete a large area of work to the expectation set, we may need to find a better suitable member.

#### Payment- Section D

1. Payment will be received as a monthly payout. Each Month, a directing role or owner will determine the amount based on earnings of that month. This is **\*\*not\*\*** ever going to be a set payment unless the owner makes a formal announcement stating so.
2. At any time, the owner is allowed to change the type of monthly payout you receive, whether this is switching to %, or, having a set pay per month.
3. If you quit your job for Sumerki Studios, you will no longer receive monthly payouts. If you leave after the 15th of that month, you will still receive a payout for that month of working.

#### Developer Ranks- Section E

1. Most developers will be hired as a regular Modeler, Builder, Scripter, or any of the following. This is not a permanent position as you will be able to get promoted.
2. If you are a regular developer for us, your first person to report to about issues, time off, discrimination, etc will be your Department head. If you do not have a Department head or are a Department head, the next person you should report to is an assigned director.

3. Developers should only ask for promotions if there is a spot open, and they believe they have done excellent work for the studio. Most times you will only be promoted after two or more months of working with the studio.
4. If an internship is accepted they will work closely with a Department head to ensure the intern is getting the best experience. They are expected to follow the same requirements as everyone else.

Worker ranks-

#### Section F

1. There are many positions you may be hired under whether that contributes to the discord, game moderation, or developer help. You will most likely be hired under a department head. This is who you should report to for issues, discrimination, time off, etc. If you are a Department head or don't have one, you will report to an assigned director role.
2. Workers will only get promoted after one month or more of working at the studio, excellent compliance and work times, and if they request it. This can be changed.

\*Ranks:\*

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Owner

Co-owner

Department heads \*Workers

Department heads \*Developers

Regular Developers

Regular Workers

Interns

Member