



# **Employee Handbook**

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## About This Handbook

The following pages contain information regarding many of the policies and procedures of [Restaurant Name]. This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of [Restaurant Name] and [Restaurant Name] reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

[Restaurant Name] values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your manager.

## Welcome

[Insert welcome letter or message to new employees: The letter welcomes new employees to the company. It is the first opportunity to set the tone of the manual and introduce the company philosophy.

The letter may be just a short welcome or it may include three or four sentences that summarize the history of the company and the unique features about your restaurant's products, service, and management. The letter may thank the employee for selecting the company as his or her place to work and stress service and management. They may thank the employee for selecting the company as his or her place to work and stress the importance of becoming a productive part of the organization.

Above all, the letter is a personal statement from management who is responsible for the company's success and the policy manual]

## Mission Statement

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[Insert Mission Statement: This statement includes what your goals are for your company and the philosophies that will help you get there.]

## History

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[Insert History: A brief company history helps the employee be aware of the change and growth experienced by the company since its inception. Information about the founders of the company and a brief statement of their original objectives helps a new employee appreciate what the company has accomplished.]

# Employment Policies

## Benefits

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The following is a list of benefits that **[Restaurant Name]** makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by **[Restaurant Name]**, at its discretion.

### Benefits Eligibility

Full-time employees that have successfully completed the evaluation period are eligible for the benefits outlined below. Part-time employees (less than 35 hours per week) are not eligible for these benefits.

### Medical Insurance

Medical insurance is available for Eligible Employees and their qualified dependents. Refer to the plan summary for details regarding coverage, eligibility, waiting periods and cost.

## Breaks

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**[Restaurant Name]** managers determine appropriate lunch and dinner breaks per their needs. Typically, employees working for more than four consecutive hours are provided with a meal break of between 30 and 60 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the business processes of **[Restaurant Name]**.

Employees must let a manager know when they do take break so that their station is covered during that time.

All staff must sign in and punch out for their breaks.

## Cash Handling

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All staff is to handle cash following general cash procedures. The following guidelines are to be followed at all times:

- All servers are required to have their own “banks”. \$20.00 in change is required before starting your shift.
- Servers are responsible for their own sales and credit cards, which are to be turned into the cashier at the end of the shift.

## Code of Conduct

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### Employee Conduct and Work Rules

To ensure exceptional operations and provide the best possible work environment, **[Restaurant Name]** expects employees to follow rules of conduct that will protect the interests and safety of all employees and the **[Restaurant Name]**.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

- The following are examples of infractions of rules of conduct that may result in corrective action, up to and including termination of employment:
- Theft or inappropriate removal or possession of property
- Inappropriate actions, dress or gestures that reflect poorly on **[Restaurant Name]**
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Illegal drug usage on premises
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, mail system, or other employer-owned equipment