



## Franchisee Employee Purchases

Store # \_\_\_\_\_

### Purpose

Establish a policy that allows store employees to pay for products consumed while on duty through payroll deduction.

### Applies To

All corporate and franchise store employees who work in stores with POS Registers.

### Definitions

Except where prohibited by law, New York does not allow grocery deductions.

- **Grocery Bill** – The amount owed by an employee for products consumed while on duty which are to be paid through payroll deduction.
- **Payroll Deduction Definition**- A subtraction of funds from an employee's paycheck.
- **Policy**-The Grocery Bill may only be used to purchase products that are consumed while the employee is on duty.
- All items consumed while on duty must be rung or scanned prior to consumption.
- The Grocery Bill may not exceed \$40.00 weekly (or a maximum \$80.00 payroll deduction for employees paid Bi-weekly).
- The Grocery Bill may not be used for the purchase of items not consumed while on duty, including but not limited to the following items:
  - Lottery and Lotto Tickets
  - Gasoline
  - Alcoholic Beverages
  - Money Orders
  - All Prepaid items (phone cards, internet cards, gift cards etc...)
  - Other \_\_\_\_\_
- It is the employee's responsibility to stay within the limit specified in the above paragraphs and to notify the Franchisee if a Grocery Bill is not deducted or is deducted incorrectly from his or her paycheck.
- Employees who do not comply with this policy are subject to disciplinary action up to and including termination.

### Procedure

- Items consumed by an employee while on duty are to be rung or scanned by another employee on duty prior to consumption. If employee is on duty alone, the employee must ring or scan items consumed prior to consumption.
  - Items consumed are to be rung or scanned by selecting "Other Media" and "Payroll Deduction" on the register in accordance with instructions provided in the In-store Processor User Guide (Flip File Guide) or the Inventory Control Manual.
- The employee making the purchase will sign his or her name on the receipt.
- The employee ringing or scanning the purchase will initial the receipt and place it into the shift pouch/envelope.
  - The receipt should be maintained in the store until the grocery bill has been deducted from the employee's pay.
- The Franchisee will complete the Cash Summary Report on a daily basis for an employee payroll deduction according to instructions provided in the In-store Processor User Guide.
  - Cash reports with payroll deductions must be approved and sent to accounting before the payroll is approved to ensure the Grocery Bill will be deducted in the correct payroll period.
  - The Franchisee should monitor employees' Grocery Bills to ensure compliance with this policy.
- If an employee is terminated or goes on a leave of absence, the Grocery Bill must be added to the daily cash summary report on the employee's last day worked to ensure that it is deducted from the employee's final check.
- Under no circumstances may an employee purchase or play any lottery games while on duty.

I have read the Franchisee Employee Purchases Policy and I fully understand my responsibilities. I further understand that if I do not comply with this policy then I will be subject to disciplinary action up to and including separation.

\_\_\_\_\_  
Franchisee Employee Signature

\_\_\_\_\_  
Franchisee Signature

\_\_\_\_\_  
Franchisee Employee Name (Printed)

\_\_\_\_\_  
Franchisee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date