

To All Staff Members

1. Uniforms and name badges must be worn at all times
2. All customers must be greeted with a smile
3. Hours are based on plus selling capabilities and performance
4. All sales must be rung up correctly in the correct category
5. All Coffee/Slurpee/Soda refills must be rung up
6. No free food or drinks to family or friends
7. No usage of cellphones during your shift
8. No headphones allowed during your shift
9. Every shift must be begun with a store walk
10. Check codes on Chili and Cheese and Ice Coffee
11. Check all sandwich codes daily
12. Rotate and check codes on Hot Food's, Pizza, Hotdog's and Taquitos
13. Do your shift duties such as shelf cleaning, shelf sequence and cycle counts
14. Always allow service animals inside the store, and help the customer out
15. Always help any disabled customers with assistance
16. **MAKE SURE TO CLOCK IN AND OUT DAILY,NO EXCEPTION**
17. **CLOCK OUT FOR 30 MINUTE MANDATORY MEAL BREAK**
18. **PAYROLL TIME SHEETS MUST BE SIGNED WEEKLY**
19. **ALL EBT SALES MUST BE RUNG UP CORRECTLY**
20. **CHECK ID FOR BEER/WINE AND CIGARETTES**

NAME: \_\_\_\_\_

SIGNATURE: X \_\_\_\_\_

DATE: \_\_\_\_\_

## MEAL AND REST PERIOD POLICY AND ACKNOWLEDGEMENT

### MEAL AND REST PERIODS

It is company policy that all non-exempt, hourly employees be provided meal and rest periods as follows:

#### Meal Periods:

Number of Hours Worked Per Shift	Number of Meal Periods
5 hours or less	No meal period
More than 5 hours up to 6 hours	1 unpaid 30-min. meal period (may be waived in writing)
More than 6 hours up to 10 hours	1 unpaid 30-min. meal period
More than 10 hours up to 12 hours	2 unpaid 30-min. meal periods – (may not be combined, 2 <sup>nd</sup> meal period may be waived in writing)
More than 12 hours	2 unpaid 30-min. meal periods (may not be combined)

#### Note:

Employees should not work more than 5 consecutive hours without beginning a meal period.

You may take your meal period as scheduled unless requested not to do so by your supervisor. Depending on your specific company policy, you may receive additional time beyond the required 30 minutes for meal periods. Your Supervisor will notify you if this is the case.

If you do not take a meal period and you do not report this to your supervisor, the company will conclude, as permitted, that you voluntarily chose to forego your meal period that was provided to you.

#### Rest Periods:

Number of Hours Worked Per Shift	Number of Rest Periods
Less than 3 ½ hours	No rest period
3 ½ hours up to 6 hours	One, 10-min. rest period
6 hours up to 10 hours	Two, 10-min. rest periods
10 hours up to 14 hours	Three, 10-min. rest periods
14 hours up to 18 hours	Four, 10-min. rest periods

If you are entitled to two rest periods, one should be taken before the meal period and one should be taken after the meal period. They should not be combined with each other or with your meal period. Rest periods should be taken, as far as practical, in the middle of each work period. Depending on your specific company policy, you may receive additional time beyond the required 10 minutes for rest periods. Your Supervisor will notify you if this is the case.

If you do not take a rest period and you do not report this to your supervisor, the company will conclude, as permitted, that you voluntarily chose to forego your rest period.

I have read and understand the "Meal and Rest Period Policy" and agree to abide by it.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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

## ON DUTY MEAL PERIOD AGREEMENT

The Employee and Company mutually agree to an "on-duty" meal period based on the following requirements.

- An on duty meal period shall be permitted only when the nature of the work prevents the employee from being relieved of all duty; and
- When by written agreement between the parties an "on-duty" meal period is agreed to; and
- The meal period shall be considered "on-duty" meal period and counted as time worked, and paid.

I understand that the Company or I may revoke this "Meal Period Waiver" at any time by providing at least one day's advance notice in writing of the decision to do so. This waiver will remain in effect until I exercise, or the Company exercises, the option to revoke it

I acknowledge that I have read this waiver, understand It and freely and voluntarily agree to its provisions.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

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