

**GLASSERIE**

**Employee Manual**

## **FOREWARD**

### **MISSION STATEMENT**

Glasserie was founded on June 1, 2013, by Sara Conklin. Its focus is on family style, shareable Mediterranean food in a casual, neighborhood bar/restaurant. Glasserie is located in the former home of Greenpoint Glass Works. The building was erected in 1860 by Christian Dorflinger, an immigrant from Alsace, to house his expanding Glass Factory. The operation included kilns, docking facilities on Newtown Creek, and a production line. The factory itself also included housing for the employees in its wings. This cut glass was so highly regarded that special pieces were requested for the White House collection. In 1882, the factory came into the possession of the Elliot P. Gleason Manufacturing Co, and in 1902 was renamed The Gleason-Tiebout Glass Co. Gleason-Tiebout operated out of the building for years, employing around 300 people. The prints throughout the restaurant are from original glass fixture catalogues (kept safe by the Corning Glass Museum). We are told that divers in Newtown Creek have found some of these original glass fixtures. Gleason-Tiebout continued operations in the building until 1946 when it moved across Newtown Creek to Queens.

### **WELCOME & INTRODUCTORY STATEMENT**

We are excited that you are part of Glasserie. This Employee Handbook (the "Handbook") is designed to acquaint you with Glasserie and provide you with information about the benefits and the policies affecting your employment. Employment with Glasserie is "at-will" and this handbook does not set forth any expressed or implied contractual obligations.

You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee.

No Handbook can anticipate every circumstance or question about a policy. The need may arise, and Glasserie reserves

the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will generally be notified of such changes as soon as reasonably possible.

## **AT-WILL EMPLOYMENT**

All employees of Glasserie, regardless of their classification or position, are employed on an "at-will" basis. Therefore, any employee is free to terminate employment at-will at any time, for any or no reason. Similarly, Glasserie may terminate the employment relationship at-will, at any time, with or without notice, and for any or no reason, consistent with applicable law. Only Sara Conklin has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to this paragraph.

The policies set forth in this Handbook are not a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Glasserie and any of its employees. The provisions of the Handbook have been developed at the discretion of management and may be amended or canceled at any time, at Glasserie's sole discretion. In addition, Glasserie reserves the right to deviate totally or partially from the policies, practices, or procedures contained in this Handbook, consistent with applicable law.

This Handbook supersedes all previous Glasserie handbooks and policies, or any prior guidelines, or management memos to the extent that such memos contradict a subject or policy covered in this Handbook.

## **IMPORTANT INFORMATION**

Glasserie  
95 Commercial Street  
Greenpoint, Brooklyn 11222  
(718) 389-0640

## **GENERAL HOURS OF OPERATION**

### Glasserie Hours

Monday - Thursday: 5:30pm - 11pm

Friday: 5:30pm - 12am

Saturday: 10am - 4:00pm, 5:30pm - 12am

Sunday: 10am - 4:00pm, 5:30pm - 11pm

## **DISCRIMINATION AND HARASSMENT PREVENTION POLICY**

Glasserie is committed to providing equal employment opportunities to all qualified individuals and employees without regard to race, color, religion, sex, pregnancy, national origin, age, disability, marital status, sexual orientation, genetic information, military/veteran status, or any other characteristic protected by applicable Federal, State or local law ("protected status"). Protected status also includes an individual's marriage to or association with someone with any status listed above.

This policy applies to all aspects of employment including, but not limited to: recruitment, hiring, rates of pay, placement, training, compensation, benefits, transfer, promotion, leaves of absence, termination, layoff, recall, and treatment during employment, social and recreational programs.

This policy governs all conduct in the workplace, on our computer systems and network, and at all work related events, including Glasserie-related functions or trips. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

If you experience, observe, or become aware of any conduct you believe may be discriminatory, you must immediately follow the Reporting Procedure described below.

### **Harassment**

Glasserie strictly prohibits and will not tolerate harassment based on an individual's protected status, including, but not limited to, sexual or racial harassment. Employees are prohibited from harassing other employees whether or not the conduct occurs on Glasserie's premises or during working hours. This conduct includes, but is not limited to:

- sexually suggestive statements, questions, insults or jokes, or sexual innuendos;
- repeated unwanted sexual flirtations, advances, or

propositions;

- pressuring for sexual activity, including offering employment benefits in exchange for sexual favors or denying employment benefits in response to a refusal to provide sexual favors;
- comments of a sexual nature about a person's physical attributes;
- offensive touching or assault, obscene gestures or suggestive sounds;
- use of slurs or negative stereotyping;
- using Glasserie e-mail or Internet resources to receive, view, or send offensive jokes, pictures, posters, or other similar material;
- intimidating acts, such as bullying or threatening based on an individual's protected status;
- circulating or displaying offensive pictures, letters, notes, e-mails, invitations, or other similar materials;
- falsely denying, lying about, or otherwise covering up or attempting to cover up conduct that is prohibited by this policy; or
- any other conduct that shows hostility toward, disrespect for, or degradation of an individual based on an individual's protected status.

If an employee experiences, observes, or becomes aware of any conduct they believe may constitute harassment, the employee must immediately follow the Reporting Procedure described below.

### **Retaliation**

Glasserie strictly prohibits and will not tolerate any adverse action taken against an applicant or employee for:

- reporting conduct that may violate this policy;

- filing a complaint of discrimination or harassment with a government agency or court;
- assisting another individual in reporting conduct that may violate this policy;
- assisting another individual in filing a complaint of discrimination or harassment with a governmental agency or court;
- cooperating in an investigation of any kind; or
- opposing discrimination or harassment.

If you experience, observe, or become aware of any conduct you believe may be retaliatory, you must immediately follow the Reporting Procedure described below.

### **Reporting Procedure**

Glasserie is committed to preventing discrimination and unlawful harassment in all aspects of our business. To ensure that Glasserie has knowledge of any such misconduct and to allow it to appropriately respond, an employee must report any possible violation of this policy. Thus, if an employee experiences, observes, or becomes aware of conduct that violates this policy, the employee must use the following reporting procedure:

- You must immediately report the possible violation to Rover.
- If you believe that Rover may be violating this policy or do not feel comfortable reporting the possible violation to that person, you may report the possible violation by contacting Sara Conklin.

Glasserie will promptly and thoroughly investigate all reports of unlawful harassment or discrimination. The investigation will be kept confidential to the extent possible and information relating to the investigation will be disclosed only to those with a need to know. If the investigation confirms that this policy was violated, Glasserie will take appropriate action to correct it and



prevent its recurrence.

Glasserie may put reasonable interim measures in place during an investigation, if Glasserie determines that such measures would be in the employee's and/or Glasserie's best interest. These measures may include, but are not limited to, a leave of absence, suspension, or transfer of the employee who reportedly violated this policy.

Any manager who becomes aware of possible harassment or discrimination and/or violation of this policy must immediately report such conduct to Sara Conklin.

Retaliation of any kind for using this Reporting Procedure is strictly prohibited. Glasserie will take the appropriate steps necessary to ensure that no retaliation of any kind is taken for using this Reporting Procedure.

Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

## **VIOLENCE-FREE WORKPLACE**

Glasserie will not tolerate any form of workplace violence, including verbal and nonverbal threats or destruction of property. Weapons of any kind are not permitted on Glasserie premises or at off-site Glasserie functions.

If you observe or are subjected to workplace violence, or feel unsafe due to the conduct of an employee or another individual, you should immediately report the possible policy violation to the Rover on Duty or Sara Conklin. Your safety will be our primary consideration in addressing any report of a possible violation of this policy.

Glasserie will promptly and thoroughly investigate all reports of workplace violence. The investigation will be kept confidential to the extent possible and information relating to the investigation will be disclosed only to those with a need to know. If the investigation confirms a violation of this policy occurred, we will take appropriate action to correct it and prevent its recurrence.

Glasserie may put reasonable interim measures in place during an investigation, if it determines that such measures would be in the employee's and/or Glasserie's best interest. These measures may include, but are not limited to, a leave of absence, suspension, or transfer of the employee who reportedly violated this policy.

Retaliation of any kind for reporting workplace violence is strictly prohibited. We will take the appropriate steps necessary to ensure that no retaliation of any kind is taken for a report of this kind.

Any violation of this policy may result in discipline, up to and including immediate termination of employment, in addition to potential legal consequences.

## **DRUG-AND-ALCOHOL-FREE WORKPLACE**

Glasserie is committed to providing a drug-free, healthy, and safe workplace. All employees are required to report to work in appropriate mental and physical condition, free from the influence or effects of alcohol and/or drugs, and you are expected to conduct yourself in a way that does not discredit Glasserie.

Acting under the influence means that you are affected by a drug and/or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to an obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, but also includes the physical effects of drugs or alcohol, including its odor. While on Glasserie's premises, and while conducting business-related activities off of our premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job, in a safe manner, and does not endanger other individuals in the workplace. The possession or consumption of alcohol is permitted only in connection with social functions authorized by Glasserie and in order to learn about new products offered on the wine list. As such, it is Glasserie's policy that each employee may taste wine during a shift, up to one glass, in order to become educated on the different varieties and therefore better assist the patrons with selecting a wine to accompany their meal. Employees are entitled to two complimentary well drinks, two complimentary glasses of wine or two complimentary keg beers once their shift has concluded and they have clocked out.

Any violation of this policy may result in discipline, up to and including immediate termination of employment. Such violations may also have legal consequences.

If you have questions or concerns about substance dependency or abuse, you are encouraged to contact a medical professional to seek assistance or referrals to appropriate resources in the community. If you have a drug or alcohol problem, you may be entitled to unpaid leave or

other reasonable accommodation under the Americans with Disabilities Act.

If you have questions about this policy or issues related to drug or alcohol use in the workplace, you should contact the Rover on Duty or Sara Conklin.

## **ROMANTIC OR PERSONAL RELATIONSHIPS**

Glasserie strives for an effective environment conducive for business where employees maintain clear boundaries between employee personal and business interactions. We recognize that friendships or romantic relationships may develop between co-workers however, during working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person. The conduct of an employee who is not on-duty is generally regarded as private, as long as such conduct does not generate complications within the workplace.

Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on Glasserie's property, whether during working hours or not.

Employees should disclose the existence of a romantic relationship with a co-worker to Sara Conklin. Employees who allow romantic or personal relationships with co-workers to affect the working environment may be subject to disciplinary action, up to and including termination. The provisions of this policy apply regardless of the sexual orientation of the parties involved.

Any employee trying to engage a patron in a romantic relationship while on shift will be disciplined, up to and including immediate termination.

Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, or has any questions regarding any or all of this policy should direct contact Sara Conklin.

## **SMOKE-FREE WORKPLACE**

For the protection of all employees and to ensure compliance with Federal, State and local laws, smoking is not allowed in Glasserie, including any work areas. Employees who do smoke should do so outside, around the block from the front of the building where customers cannot see you.

## **SAFETY POLICY**

Glasserie provides a safe and healthful environment for all employees consistent with Federal, State, and local laws and regulations. All employees are expected to perform their work in such a manner as not to jeopardize the safety and health of themselves, fellow employees, customers, or the public. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees must immediately report any unsafe condition to Sara Conklin or the Rover on Duty. Employees who violate safety standards, who cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

In the case of accidents that result in injury or illness, regardless of the severity, employees must immediately notify Sara Conklin or the Rover on Duty who will complete an Accident Report. The Accident Report is necessary to initiate insurance and workers' compensation benefits procedures. Unless a report is submitted, a subsequent Workers' Compensation claim by the employee may be denied or delayed.

Employees who violate safety standards, cause hazardous or dangerous situations, or otherwise violate this policy may be subject to disciplinary action, up to and including termination of employment.

## **Treatment of Confidential Information**

As an employee of Glasserie, you may have access to "confidential information" about the company, which is not available to the public (including recipes, service systems, vendor lists, sales information, customer lists and information, operations, merchandising, buying, accounting, financials, payroll, ideas, improvement inventions, prospective customers, patterns, volume, special hardware or software, methods, techniques, plans, designs and other company specific information). It is the responsibility of every employee to treat this kind of information appropriately and not share it with anyone outside the company either during or subsequent to your employment with Glasserie. If you violate this policy while employed by Glasserie, you will be subject to immediate termination of your employment, in addition to potential legal consequences.

This means that:

- You must regard all information about the company, unless it has been released to the public, as private and confidential.
- You must not disclose this kind of information about the company to anyone outside of Glasserie without first obtaining the written permission of Glasserie.
- You must not use for personal gain, or advantage, material information that you acquire about the company or any other organization during the course of your employment, without first obtaining the written permission of Glasserie.

In addition, you cannot help anyone else to use such information for personal gain. Such information is considered "confidential" and Glasserie policy forbids employees from using or helping others use it for gain. Employees may not share "confidential information" about the company, whether purposely or carelessly.

## EMPLOYMENT COMPENSATION

Employment with Glasserie is on an at-will basis and either you or Glasserie may terminate the employment relationship at any time for any or no reason, except where prohibited by law.

Glasserie has the following categories of employment:

### **NON-EXEMPT Hourly Employees (and TIPPED NON-EXEMPT Employees)**

NON-EXEMPT employees are eligible for overtime pay for all hours worked over 40 hours per workweek.

Additionally, employees who work in a tipped capacity will receive an hourly wage less the applicable tip credit in accordance with state and federal wage hour law.

### **OVERTIME**

This policy applies to all NON-EXEMPT employees. Glasserie pays all NON-EXEMPT employees overtime for all hours worked over 40 hours in a workweek. Generally, employees will not be asked to work more than 40 hours in a workweek. Occasionally, should an employee's daily job requirements or other tasks not be completed during regular working hours, employees may be required to work additional hours in order to satisfactorily meet the needs of Glasserie.

**You must obtain advance permission from the Rover on Duty or Sara Conklin to work overtime.** If you work overtime, you will be paid one and one half (1.5) times your regular rate of pay for all hours worked, even if you did not obtain prior permission to do so. However, employees who work overtime without obtaining prior permission may be subject to discipline, up to and including termination.

Failure to work scheduled overtime may result in disciplinary action, up to and including termination.

If you believe that you were eligible for, but did not receive overtime, or are aware of any other possible deviations from this policy, please see the reporting



procedure outlined at the end of this section.

### **Working Off The Clock**

Glasserie is committed to compensating every employee for all the work performed. Glasserie prohibits all *off the clock* work, and will not tolerate NON-EXEMPT employees who work off the clock, or employees who request NON-EXEMPT employees to work off the clock. Employees must not perform any work without compensation. Rovers must not request, require, or permit other NON-EXEMPT employees to perform work without compensation.

*Work* means any activity that you are required, requested, or permitted to perform in the interest of Glasserie or for Glasserie's benefit.

*Off the clock* work means any work performed when a NON-EXEMPT employee's time was not recorded and the employee was not paid for the time worked.

If you are a NON-EXEMPT employee, you must not work off the clock at any time, even if your Rover asks you to do so. Examples of prohibited off the clock work include, but are not limited to:

- Performing any work prior to the start or conclusion of a scheduled shift, such as assisting a customer;
- Performing work while you are on your meal period.

If you perform work while not on your shift, you must keep track of all time worked and immediately report that time to Sara Conklin. Glasserie will pay you for all hours worked, even if you worked any hours prior to the start of a scheduled shift.

If you perform work without properly recording your time, you will be subject to discipline, up to and including termination.

If you have been asked to work outside the hours of a scheduled shift, are aware of any other possible deviations from this policy, or if you have any questions about your pay, please see the reporting procedure outlined below.

Every employee must comply with this policy and report any possible deviations from this policy. Except where prohibited by law, Glasserie will investigate all allegations of violations of this policy promptly and thoroughly. Employees who violate this policy will be subject to discipline, up to and including termination.

### **Working Unscheduled Hours**

If you are a NON-EXEMPT employee, you may not work unscheduled hours unless Rover approved the work in advance. You must track and record all unscheduled hours. There may be situations where you need to perform unscheduled work without prior approval from Rover. In these rare situations, you must keep track of all hours worked and immediately report the time to him.

### **Time Reporting**

Each employee should clock in at the beginning of the shift and clock out at the end of the shift. No employee should clock in or out for someone else. Any employee found to be clocking in or out for someone else will be disciplined, up to and including immediate termination.

### **Payday**

The workweek runs from Monday through Sunday.

### **TIP HANDLING PROCEDURES**

At Glasserie, tips are pooled and redistributed amongst customarily tipped employees according to a point system which will be distributed in a separate policy.

### **Reporting Procedure**

If you were affected by or become aware of any other possible deviations from this Compensation policy, you must immediately contact Rover. If you believe Rover may be violating this policy, you may report the possible violation to Sara Conklin.

## **EMPLOYEE BENEFITS AND LEAVE PROGRAMS**

### **Vacation/Sick Leave**

Neither non-exempt hourly employees (including tipped non-exempt hourly employees) nor exempt salaried employees are not entitled to paid time off. Please contact Sara Conklin at least two weeks in advance to schedule any unpaid absences.

### **Workers' Compensation**

All employees are protected by Workers' Compensation in accordance with State law. The cost of this coverage is paid by Glasserie. Any accident or injury incurred at work must be reported to Sara Conklin or the Rover on Duty immediately. Workers' Compensation requests must be made by submitting the appropriate Workers' Compensation leave form as soon as the employee becomes aware of a disabling condition. Glasserie may also require that the employee furnish with medical evidence satisfactory to Glasserie and/or submit to an examination by a physician selected by Glasserie, regarding continued disability.

When the employee is able to return from Workers' Compensation leave, the employee must report his or her availability for work to Sara Conklin no less than one (1) week prior to the date on which the employee wishes to return. Glasserie may require that the employee provide a physician's statement specifying that the employee is fit to return to work and/or submit to an examination by a physician selected by Glasserie.

If the employee fails to report to work at the end of the approved Workers' Compensation leave, or if the employee is employed by or working for another employer or Glasserie during his/her Workers' Compensation leave, employment with Glasserie will be considered voluntarily terminated.

Any payment received through the Workers' Compensation Law for a period of time during which you were paid in full by Glasserie, will be payable to Glasserie.

### **Jury Duty/Witness Leave**

If an employee is required to be absent for jury duty or is

subpoenaed to appear as a witness, the employee will be granted unpaid time off for the period designated by the Court or as permitted by law. The Employee must provide the Rover on duty or Sara Conklin with a copy of the subpoena, jury summons, or court order as soon as possible after receipt so that the leave can be scheduled, and to provide proof of attendance on your return to work.

If employee is excused from jury duty or as a witness in enough time to report to work on a regularly scheduled workday because of court adjournment or other reason, you are expected to report to work and resume your regular duties. Glasserie will not discriminate against employees for serving as jurors or witnesses pursuant to a subpoena or summons.

### **Other Leave**

Glasserie will provide all other applicable leave required by Federal, State or local law to eligible employees. Please contact Sara Conklin for information relating to eligibility and qualifying circumstances for any other leave you believe you may be entitled to as required by Federal, State or local law.

## **STANDARDS OF CONDUCT AND WORK RULES**

These basic standards of employee conduct help protect all employees, and allow us to maintain the level of professionalism we all expect. Adherence to the following rules will further our goal of creating a pleasant and comfortable place for all employees to work.

### **Attendance and Punctuality**

Everyone has a set work schedule and is expected to report to work on time. Good attendance and punctuality is an integral part of overall work performance. If you anticipate that you will be late, please call Sara Conklin or the Rover on Duty. Excessive lateness will not be tolerated and you may be subject to disciplinary action, up to and including termination. Being late not only hurts you, but the other people who work with you.

If you are sick, or otherwise at the last minute have an emergency and cannot make it into work, it is your responsibility to find a replacement for your shift and switch for a comparable shift with that individual. If you cannot find a replacement, you must contact Sara Conklin or the Rover on Duty immediately.

### **Work Schedules**

Monthly schedules are emailed on the first of each month and are always stored in a shared google document accessible to employees. As noted above, please contact Sara Conklin at least two weeks in advance to schedule any unpaid time off. Providing as much time as possible will help ensure securing a replacement to cover your shifts.

### **Rest Breaks & Meal Periods**

Employees whose day shifts are six hours or more extending over the noon day meal period (between the hours of 11am and 2pm) will be entitled to a half hour (30 minute) unpaid meal period within that time frame plus an additional 20 minute meal break if the shift extends beyond 7pm. Employees who work the evening shift of six hours or more between the hours of 1pm and 6am will be entitled to a forty-five minute (45 minute) unpaid meal break.

During this meal period, NON-EXEMPT employees will be completely relieved of their duties, and must not perform any work during a meal period. However, if you perform work during your meal period, you will be paid for the interrupted meal period. If you are needed to work during your meal period and cannot be completely relieved of your duties, upon your written consent, you may work through your meal period and be paid for that time.

If you believe you have been improperly denied a rest break or meal period; have been improperly asked to work during a rest break or meal period; or are aware of any other possible deviations from this policy, please report these instances to Sara Conklin.

### **Personal Appearance and Dress Code**

Glasserie promotes a positive work environment for all employees. In order to maintain a respectful, productive environment, it is important to present a professional appearance to the customers and ensure safety while working.

Front of house employees must present themselves in a neat and clean manner. Employees are not allowed to wear tank tops or any ripped clothing. The Rovers and Sara Conklin maintain discretion as to whether employees are dressed appropriately.

Kitchen staff will find clean whites in the dry storage room. These should be deposited for laundering at the end of each shift in the bags at the basement steps.

### **Cell Phone and Technology Usage Policy**

Glasserie understands that there are times when an employee wants to keep in touch with life outside the work environment, during business hours. However, employees may not visibly access the Internet, Facebook, Twitter, Email accounts, Text messaging services or other technology during working hours. Personal cell phones, iPads, Ipods, laptops and the like may be used out of the sight of Glasserie patrons and while on meal breaks. Furthermore, Glasserie computers are for business use only and employees may not use it to access any of the aforementioned.

Failure to adhere to this policy may subject you to disciplinary action, up to and including termination.

In case of an emergency, family members may call the restaurant to speak to the employee.

## **SALE OF ALCOHOL POLICY**

### **GLASSERIE'S ANTI-UNDERAGE DRINKING POLICY**

It is a crime to sell, deliver or give away an alcoholic beverage to a person(s) less than 21 years of age in a licensed establishment. Employees must check for proof of age before selling an alcoholic beverage. Also, be sure that underage persons are not obtaining alcoholic beverages through a third party. If you suspect that an alcoholic beverage is being purchased for an underage person, refuse the sale.

### **SALE OF ALCOHOL TO INTOXICATED CUSTOMERS**

The sale, delivery or giving away of an alcoholic beverage to an intoxicated person is prohibited by law. There are no exceptions regardless of whether a customer is driving or has other means of transportation to or from Glasserie. Glasserie must cease sale/delivery of alcoholic beverages to that customer if he/she displays visible signs of intoxication. If you think a patron is intoxicated, alert Rover whose duty it is to document this in the closing notes.

Violations of these policies may have serious consequences, including but not limited to arrest, or possibly civil liability for selling alcoholic beverages to an underage and/or intoxicated person.

### **Department of Health Procedures**

If a Department of Health Officer arrives for an investigation, ask the Officer for his/her badge and then ask for them to wait at the door until you retrieve Sara Conklin, the Chef, or Rover (in that order). Only one of these designated persons should escort the DOH Officer through the restaurant.

### **Sales Tax Policy**

It is the policy of Glasserie to collect sales tax on all purchases in accordance with applicable state and local law.



## **THEFT**

Glasserie employees should work hard to provide good service, build sales and make our establishment profitable. Shortage reduces our profits and undercuts our efforts to be successful.

As such, no employee is to take anything from the restaurant without asking Sara Conklin first, including but not limited to money, stock items or merchandise. No employee shall offer free food/merchandise or provide free food/merchandise to anyone without prior approval of Sara Conklin.

If an employee is caught stealing, you may be subject to disciplinary action, up to and including termination, as well as potential criminal prosecution.

### **Complimentary Food/Beverages to Employees**

Family meal is offered to early shift employees. As noted above, employees are entitled to two (2) complimentary alcoholic beverages at the conclusion of their shift.

Employees are otherwise offered a 30% discount on meals/drinks for the employee plus one guest. Food and beverages must be ordered 45 minutes prior to the kitchen closing.

## EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of Glasserie's Employee Handbook ("Handbook") and agree to familiarize myself with the policies in the Handbook within five (5) business days after signing this acknowledgement. I understand that I should consult Sara Conklin if I have questions about any of the contents of the Handbook.

**I understand that this Handbook is not a contract of employment and does not confer any contractual rights, either express or implied, upon me or any other employee, nor does it guarantee employment for any period of time. Every employee is employed "at will" unless expressly stated otherwise in a separate written employment agreement, and either the employee or Glasserie may terminate the employment relationship at any time, for any reason or no reason.**

The descriptions of employee benefit plans that appear in this Handbook are intended to provide only a general overview of the plans for the convenience of our employees. The actual benefit plans are governed by their formal documents as they exist now or in the future. If there is any conflict between the information presented here and the legal plan documents that govern each benefit plan, the legal plan documents apply. Glasserie reserves the right to change or terminate any or all benefit plans at its discretion. I further understand that Glasserie reserves the right to change any policy set forth in the Handbook with or without notice and retains the right at its sole option and at any time to deviate totally or partially from the policies, practices and procedures contained in the Handbook, consistent with applicable law.

I acknowledge that I have received the Handbook, understand and agree that it is my responsibility to read and comply with the policies contained this Handbook and any revisions made to it.

EMPLOYEE'S NAME:

EMPLOYEE'S SIGNATURE:

DATE: