

WHISTLING KETTLE EMPLOYMENT AGREEMENT

EMPLOYEE: _____ DATE: _____

The undersigned agrees to the following:

1. I understand that I am on a 30 day trial period starting with the 1st day of employment.
2. I have read and understood the employee handbook and job descriptions located on the website.
3. I understand that revisions to the handbook and other notices will be distributed to me via messages on the point of sale system. I agree to PRINT them when available and read them.
4. I understand that my continued employment at the Whistling Kettle requires adherence to the rules and procedures set forth in the manual and memos, and that repeated violations may result in disciplinary action and/or termination.
5. I understand that there may be required lifting of boxes, dish racks and some heavy items.
6. I understand that attendance and showing up to work on time is critical. If I have an unexpected absence I will make every attempt to cover my shift by calling other employees on the schedule BEFORE calling management. I understand that if I am feeling sick I should try and get my shift covered the prior day. If I do not have internet access I will request a printout of the schedule with phone numbers. If I am running late on the day of my scheduled shift, I will notify management in ADVANCE. I also understand that chronic patterns of showing up late or excessive sick days may result in dismissal. Additionally, suspicious sick days may require a doctor's note.
7. I understand that if my availability changes significantly from date of hire, or if I request an excessive amount of time off or frequently request to go home early off this may impact my schedule and may lead to a reduction in hours and/or termination.
8. **Front of house:** I understand that the initial uniform will be provided after three days of training I will be provided a 2nd shirt once my trial period ends. If I leave before the trial period ends then I agree to return the shirts, otherwise I will be charged for the uniform. Additional shirts may be purchased at cost. I also agree to give back the apron given to me.
9. I will give two weeks notice in the event I no longer will be working at the Whistling Kettle or if my availability changes. I will return any keys or equipment that is company property. I agree that if I do not return these items on my last day I will billed for the cost of the item(s) or a new keyset. Additionally, I agree to be paid the prevailing minimum wage in the event I do not give two weeks notice.
10. I understand that I must follow the scheduled breaks on the schedule and clock out during those breaks.
11. I understand that cell phone use while on duty is prohibited. Personal phone calls can only be made while on break.
12. I understand that personal problems which cause excessive disruption to the workplace or amongst other staff members will result in immediate dismissal.

SIGNATURE OF EMPLOYEE

DATE

