



Rival Hospitality Management, LLC is committed to compensating all employees fairly, transparently, and in full compliance with applicable federal and state labor laws. This Overtime Policy establishes clear standards for the authorization, tracking, and payment of overtime hours to ensure both operational excellence and employee well-being across all Rival Hospitality-managed hotel properties. As a strength-based hospitality management company, Rival Hospitality recognizes that our people are our greatest asset. This policy reflects our commitment to treating every team member with professionalism and respect.

Overtime Avoidance Philosophy

It is the philosophy and expectation of Rival Hospitality Management that overtime should be the exception, not the norm. Effective labor scheduling, proactive staffing management, and strong operational planning are the primary tools for meeting guest service demands without incurring overtime costs.

As a standard practice, non-emergency overtime should only be authorized after the General Manager has personally worked over forty (40) hours during the workweek in a direct operational capacity, specifically in front desk or housekeeping roles. This standard reinforces Rival Hospitality's leadership philosophy that managers lead from the front, and reflects the expectation that all scheduling options and GM-level coverage have been exhausted before overtime expense is placed on hourly staff.

Emergency overtime remains an authorized exception to this requirement. Outside of genuine emergencies, any overtime approved before the General Manager has met the 40-hour threshold described above must receive prior written approval from the Rival Hospitality Regional Operations team.

Scope

This policy applies to all non-exempt employees employed at any hotel property managed by Rival Hospitality Management, LLC throughout the United States, including but not limited to:

- Front Desk Agents, Guest Services Representatives, and Night Auditors
- Housekeeping and Laundry staff
- Food & Beverage, Banquet, and Catering staff
- Maintenance and Engineering personnel
- Shuttle drivers and Bell staff
- Any other hourly non-exempt position at a Rival Hospitality-managed property

Exempt salaried employees (as defined under the Fair Labor Standards Act) are not eligible for overtime pay under this policy. Questions regarding exempt vs. non-exempt classification should be directed to the Human Resources Department.

Overtime

Overtime is defined as all hours worked in excess of forty (40) hours in a single workweek. Rival Hospitality calculates overtime on a weekly basis, not a daily basis, unless required otherwise by applicable state law.

Workweek

Rival Hospitality's standard workweek begins at 7:00 AM on Sunday and ends at 11:00 PM (midnight) the following Saturday. Any changes to the defined workweek must be approved by the General Manager and Human Resources and communicated to employees in advance.

Employee Authority

Hours worked includes all time an employee is required to be on duty on the employer's premises or at a prescribed workplace, as well as all other time during which the employee is suffered or permitted to work. This includes:

- All scheduled shift hours
- Pre-shift and post-shift duties (e.g., briefings, property walk-throughs, cash drawer reconciliation)
- Mandatory trainings and meetings
- Time spent waiting on the employer's premises if the employee is unable to use the time effectively for personal purposes

General Manager Coverage Requirements

Consistent with Rival Hospitality's overtime avoidance philosophy, no non-emergency overtime for hourly staff may be approved unless the General Manager has already logged more than forty (40) hours of direct operational work in a front desk or housekeeping capacity during the same workweek. This requirement ensures that every available management labor resource has been utilized before overtime costs are incurred. General Managers must document their own hours worked in operational roles each week. These records are subject to review by the Regional Operations team. Any exceptions require advance written approval from Regional Operations.

Pre-Approval Required

All overtime must be pre-approved by the employee's direct supervisor or Department Manager prior to the hours being worked, except in the case of a genuine operational emergency. Unauthorized overtime is a policy violation and may result in corrective action; however, Rival Hospitality will always compensate employees for all hours worked, including unauthorized overtime, in accordance with applicable law.

Approval Process

The following steps must be followed when overtime is anticipated or requested:

- 1.The supervisor confirms the General Manager has worked over 40 hours in front desk or housekeeping operations during the current workweek (or obtains Regional Operations approval for an exception).
- 2.The supervisor requests written or electronic approval from the General Manager (or designee) before scheduling the overtime.
- 3.Upon approval, the supervisor notifies the employee and ensures the hours are documented in the property's timekeeping system.
- 4.The General Manager reviews overtime on a weekly basis as part of regular labor reporting.



Monitoring and Compliance

The Rival Hospitality Human Resources Department, in partnership with Regional Operations, will monitor overtime usage across all managed properties on a regular basis. Excessive or unexplained overtime may trigger a labor audit, corrective staffing plan, or further review. Rival Hospitality is committed to full compliance with the Fair Labor Standards Act, all applicable state wage and hour laws, and any local ordinances governing employee compensation.

Any employee who believes they have not been properly compensated for overtime hours worked should report the concern immediately to their General Manager or the Rival Hospitality Human Resources Department. Retaliation against employees who raise good-faith wage and hour concerns is strictly prohibited.

Policy Violation

Violations of this overtime policy may result in corrective action up to and including termination, depending on the nature and severity of the offense. Examples of violations include, but are not limited to:

- Working overtime without prior authorization (absent a documented emergency)
- Falsifying time records
- Buddy punching or permitting another employee to clock in/out on your behalf
- Supervisor failure to review or correct time records
- Retaliating against an employee for raising a wage or overtime concern

Nothing in this policy is intended to discourage employees from raising legitimate workplace concerns or exercising their rights under applicable law.

Employee Acknowledgement

All employees covered by this policy will be required to sign an acknowledgment form confirming they have received, read, and understood the Rival Hospitality Overtime Compensation Policy. Signed acknowledgments will be retained in each employee's personnel file.

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Employee Signature

Date

General Manager Signature

Property Name