**Guidelines and Policies**

**Issues**

Please pay attention to these guidelines, they address some issues we've had lately. It's taken me nine months of research, careful thought, and consultation to arrive at these. (For complete policy refer to our employee handbook)

Thank you, Tony

**Personal Cell Phones**

Using your cell phone for self-checkout, and other business functions is the decision I've made, because the only alternative was to leave them locked in your car. I have iPads available in case you have a smartphone hardship, or you'd rather not use your phone for business functions. I ask that you read the official company policy below in **bold** and comply, please be reasonable, don't be selfish and ruin it for everyone. The iPads were bought to use for self-checkout plus other business functions, please don't force me to change the official policy to "No phones brought inside".

**The use of personal cell phones should be held to a reasonable limit during work hours, and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.** (For complete policy refer to our employee handbook)

What's not reasonable,

* Checking social media and messaging with friends.
* Pulling your phone out in the dining room during open hours.
* Talking on your phone while on the clock.
* Going to the restroom (or any tucked away space) to disguise your improper use.

(For complete policy refer to our employee handbook)

**Employee Meals**

Employees clocked in are allowed one half price-meal per day. This half-priced meal must be paid for before ordering or receiving, it’s not permitted as a to-go order, it must be eaten and disposed of in-house by the employee that paid for it (Paid receipt must be always visible). Employee meals are only allowed during approved break times and must be eaten at designated areas determined by management. Employee meals, desserts, or mistakes, given or received without a paid receipt are considered theft. **Violation will cause one the following, loss of employee meal privileges, disciplinary write-up, or loss of employment.** Steve Nodine, my mother, and my sister are the ONLY exceptions, Steve can get himself one meal a day, no signing tickets for anyone else. (For complete policy refer to our employee handbook)

**Smoking, Vaping, Chewing**

Smoking, vaping, and use of chew are only allowed during designated break times, outside of our building, and only in designated areas (In accordance with local ordinances). **Designated break times -** are covered in our new break policy. **Designated areas -** The City of Mobile passed a law in 2012 banning smoking from most public spaces downtown, I'm required to use this as the guideline for "designated areas", I can't require you to smoke somewhere that breaks the law. These two sentences were taken straight from the City ordinance, read our official company policy below in **bold**.

1. "No smoking will be allowed on sidewalks in downtown Mobile before 8 p.m."
2. "Smoking is banned within 15 feet of entrances to buildings where smoking is prohibited".

This means the only designated areas for smoking are at least 15 feet away from our back patio. The only logical conclusion is you must smoke in your car or walk around in the parking lot while staying at least 15 feet away from our back patio, not on it. Obviously smoking anywhere in front of the building, the sidewalk, the street, or Cathedral Square, will violate the City's law, therefore is strictly prohibited.

**Smoking, vaping, and use of chew are not permitted in our building. Employees wishing to engage in these activities may do so during their designated break times, outside our building in designated areas (In accordance with local ordinances).**

(For complete policy refer to our employee handbook)

**Timekeeping**

**Clocking in and out is permitted only at the host stand**, everyone enters and exits through the front door. This includes the cashiers; you cannot clock in at your terminal.

**Clocking in more than 5 minutes early is not permitted**, no exceptions without Tony's approval. If your scheduled time is 6:30 you can't clock in until 6:25 at the earliest. If you clock in at 6:20, the system will automatically edit your timecard to 6:25. I'm not asking you to work early therefore don't clock in early.

**Clocking in and out for breaks is not required,** as covered in the "Breaks" section, you have paid breaks. If that changes then these same guidelines and policies will apply for clocking in and out.

**Clocking in and out is your responsibility**, if you fail to do either, the only recourse is fill out the "Request Timecard Review" form at the bottom of this page. I won't contact you about this unless I have a question, there's no reason to contact me or anyone else about this, that defeats the purpose of me creating such an easy way to correct it. I timed it, took only 45 seconds for me to fill out the form. The hours from the shift being reviewed may appear on your following week's check due to time restraints.

Like *Nike* says, ***Just Do It***, it's the only way you get paid, it's the first task you perform at work every day, it's the simplest task you perform at work.

(For complete policy refer to our employee handbook)

**Breaks**

Neither the State of Alabama nor Federal law requires a company in Alabama give paid breaks, I have for 27+ years. I've never had a stated policy because there must be latitude for discretion in a busy restaurant, I ask that we work together on this. I realize you're working hard in a stressful industry; you must realize that providing quick, consistent, and excellent service is my stress. You're getting paid for every minute you're on break, I ask in return that you not put any part of the break in front of service to our guests. Meaning, don't go on break if your position isn't covered, don't stay on break if you're needed back on the line, don't take unscheduled breaks.

I'm starting a new scheduling practice this week that designates break times. Supervisors have the final say on these breaks, if asked to wait, wait. If asked to not take the break, don't take it. If you feel you're being mistreated, contact me, but don't disrespect your supervisor. When it's your breaktime, take it. You can't arbitrability decide you'll wait and take it later, that defeats the purpose of me scheduling the breaks and having someone there to tap you out for a break.

Let's make this a positive, not a point of contention. We've worked together for a long time without setting breaktimes, it's caused problems almost every week, so I'm forced to do something. Recognize that I chose to pay you to go on break, I don't want your pay to drop. (For complete policy refer to our employee handbook)

Anthony D. Moore

as President of A Spot of Tea, Inc.

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