

PROBATIONARY PERIOD

All employees are hired with the understanding that we have a probationary period of ninety (90) days. During the 90 day probationary period, you will be assessed in the following areas:

1. Job Performance
2. Behavior
3. Dependability/ Attendance
4. Appearance
5. Hospitality

If at any time during this 90 day probationary period an employee does not meet the standards in any of the above areas, this will be cause for separation of employment from the company. Also, the employee has the opportunity to make sure we are the right company for them. After meeting all McDonald's standards for 90 days, the employee or crew member will receive a follow up performance review and then be eligible for review once a year.

APPEARANCE POLICY

Appearance is essential. You will be given one (1) uniform upon being hired which will consist of (1) hat, (1) tie, (2) shirts and (1) name tag. You will be required to provide at your own personal expense, a pair of black pants (no jeans will be allowed) and a pair of black, non-skid shoes. You are responsible for laundering and pressing your uniform and for wearing a complete and neat uniform at every scheduled work shift. It will be your responsibility to replace lost/missing items. A hat, tie or name tag is \$5.00. If you require a shirt, the cost to you is \$15.00. You are required to meet basic hygiene standards, reporting to work well groomed.

1. **Clean Shaven** (mustache is allowed not to exceed corner of mouth)
2. Clean groomed hair (tied back if exceeding shoulder length)
3. Unnatural looking hair colors are not permitted
4. Earrings not to exceed size of a quarter
5. Facial piercings are not permitted
6. Complete uniform is to be worn appropriately at all times
 - Pants that are the right size/worn on hip
 - Shirt tucked in
 - Hat on straight
7. We will have the best employee appearance in the industry
8. Only solid black garments can be worn under uniform
9. No personal jackets or sweat shirts can be worn over uniform

If you leave company for any reason, you will be responsible for returning all items of the uniform given to you, laundered and pressed. Any missing items will be replaced at your cost.

CASH POLICY AND PROCEDURES

If you are scheduled to work a register during your shift, a cash drawer of **one hundred dollars (\$100.00)** will be assigned to you. A manager will verify and bank that drawer prior to or upon your arrival. You have the option and right to arrive fifteen (15) minutes prior to starting your shift to count and verify drawer contents. If you arrive late or at the start of your scheduled shift, you forfeit and waive this right and are responsible for the contents of that drawer. Once you have accepted that cash drawer no other crew member will be allowed to work on that drawer. Managers are allowed to work your drawer, if they are acting as your backup.

The cash collected in that drawer must match the register print out. Any amount plus or minus two dollars (\$2.00) per drawer is a policy violation. T-Red average must not exceed \$1.50 and all coupons, promos, cashless receipts (credit cards, etc.) must be in your drawer and accounted for. Missing coupons, promos, and cashless receipts will be regarded as a cash shortage. When a manager does a promo without a coupon (BOG card that is not turned in or coupon that a customer has to purchase several items to receive a free item), there should be a copy of the receipt with the manager's initials in your drawer.

It is your responsibility to ask that manager to print and initial that receipt and then place this receipt in your drawer so your coupons and promos will match your register print out. If any of these items do not match the print out or are out of the designated range, the manager verifying the drawer count will ask for an explanation and the appropriate steps will be followed.

- At no time is anyone other than management permitted to use a manager code. Doing so will result in immediate discharge from company.
- Any fraudulent use of promo option or any other unauthorized discounting will result in immediate discharge from company.

SAFETY AND SECURITY

- When arriving for an opening shift, you must drive around restaurant to make sure it is safe to enter
- Once the doors are locked they are **NOT** to be opened for any reason other than employees leaving the restaurant and the staggered method of leaving must be preformed
- You must follow all McDonald's procedures in regards to handling cleaning supplies
 - No one is allowed behind the counter that is not employed with McDonald's
 - Use common sense
 - In case of a robbery give robber what every they want **DO NOT RESIST**
 - Nothing in the restaurant is more important than the safety of everyone in it

PUNCTUALITY AND ATTENDANCE

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for unpaid meal periods or when required to leave on company authorized business.

Personal appointments should be scheduled during non-work hours unless approved in advance by your supervisor. If it is not possible to be at work at the scheduled time, an employee needs to call his or her supervisor or other appropriate person in the department before, but not later than two hours before the start of his or her scheduled work time on each and every day of absence.

CALL-IN PROCEDURES

You are required to contact the restaurant at least two hours before your shift begins, or if you are scheduled for the breakfast shift, you must contact the restaurant the night before, overnight shift no later than 2p.m. that day.

ABSENCES/CALL OFFS

An unexcused absence is defined as any scheduled shift that a crew member cannot attend due to illness, injury, personal issues, etc. The only way an absence will be excused is if it is accompanied by documentation of the absence such as a doctor's note, jury duty notice, traffic ticket, etc. and the note must accompany the employee on their next scheduled day of work and turned into their manager to be kept in the employee's file.

NO CALL, NO SHOW POLICY

A No Call No Show is defined as any scheduled work shift that a crew person does not attend, and does not call work within the required hours outlined in the Call-In procedures. The person that is employed with company must call.

LATE

Late is defined as arriving to work after your scheduled work shift has begun.

TIME OFF REQUESTS

You may request time off by submitting a written request at least two (2) weeks in advance. We will make every effort to accommodate your schedule requests before the schedule is posted. However, due to restaurant needs, we may not be able to honor your time off request.

Should you wish to switch hours once the schedule is posted:

1. You must find someone to work for you in your place, and
2. The person who replaces you must be able to work the same position, and
3. Your replacement must be approved by the shift manager before the person replacing you begins to work your scheduled shift.

BREAK POLICY

1. Breaks are given at management direction
2. Breaks will be done in designated area
3. You are to notify manager when leaving restaurant
4. You are to conduct yourself in a appropriate manner while in restaurant/in uniform
5. You are to return to work on time
6. All breaks are 30 minutes long

MEAL POLICY

1. Free meal choice of a McChicken or Double cheese small fry and small drink. During breakfast hours the choices are value meals #1, 2 3, 5 or an order of hotcakes
2. A large salad can be substituted for sandwich and fry
3. Any additional items can be purchased for 50% off
4. Meal is to consumed at restaurant unless permission is given by management
5. Special discounted promotions are not half price

EMPLOYEE RESPONSIBILITIES

Phones may be used in the event of an emergency. Managers will not allow personal phone calls unless it is an emergency.

Cell phones cannot be worn during your shift.

Distribution of unauthorized written materials during working time; distribution of non-business or unauthorized literature in working areas; littering; solicitation of or by employees during working time in the workplace is prohibited.

The Company reserves the right to inspect any employee's work area, locker, desk or any other enclosed container kept by the employee on the work premises or in a Company vehicle. Such inspection may be done with or without notice and with or without cause.

Dating a fellow crew member is acceptable as long as it doesn't interfere with our restaurant operations or neither person has a reporting relationship to the other

Giving false information of any kind on the employment application or during the application process is forbidden. Deceptive practices, falsifying any company documents including time records, receipts, and similar logs or recordings is forbidden. Doing so will result in immediate employment separation.

Employees will not carry and/or consume on the property FIREARMS, WEAPONS, NON-PRESCRIPTION DRUGS or ALCOHOL during a workday/McDonald's function.

Any conduct and or language while in uniform or at a McDonald's function that is offensive or abusive to others, or will tarnish McDonald's reputation or image, will not be permitted.

Vandalism, deceptive actions, or destruction to McDonald's property or McDonald's employees will not be permitted.

Theft of McDonald's products will not be permitted. Theft of McDonald's products includes, but is not limited to:

- a. Giving away food to customers, friends, family, or other McDonald's employees without approval of a manager.
- b. Consuming or taking food not listed on McDonald's employee meal policy without approval of a manager.
- c. Taking food products (whether complete or raw food products) off the premises without approval of a manager.

Insubordination: Refusal to obey work orders of supervisors, refusal to perform job assignments or the use of abusive or threatening language toward a supervisor or member of management.

Disregarding safety rules and practices, and security regulations including horseplay, wrestling, dangerous practical jokes, or throwing objects is strictly forbidden.

Unauthorized operation of machinery and equipment, or operation of any machinery or equipment that you are not trained and authorized to operate is forbidden.

Unauthorized entry or exit from Company property at any location at any time or leaving the workplace without properly notifying your supervisor is forbidden.

Any other conduct that is prohibited by law is not permitted. There is no substitute for good judgment and common sense.

This is not meant to be a total list of all work rules, but rather is illustrative of the type of conduct that will not be tolerated by the company. This statement of prohibited conduct does not alter the company's policy of at-will employment. Both you and the company remain free to separate the employment relationship at any time, with or without reason or advance notice.

WORK SCHEDULE

One of the greatest benefits of working at McDonald's is our flexibility in being able to adjust your work schedule. Your work schedule determined at the time of your time of hire was set up to fit our requirements and your availability at that time. Due to changes in restaurant needs, your work schedule and amount of hours may vary each week. We will not schedule you to work less than a two-hour shift. Future schedules will be affected by the restaurant's needs, your overall performance and versatility, your availability, and the availability of other employees.

If your availability should change, please notify us of your request to change your availability, in writing, at least two weeks in advance of the change, and we will make every effort to accommodate your request based on our present requirements and the availability of other employees. Changes to availability could affect hours available to you.

From time-to-time, you may be requested to come to work on a shift that you were not originally scheduled to work, or on rare occasions, to work at another location. If you are called in to work, we guarantee you will be paid for at least two hours. We value employees who will assist us when we need to call them in to work or ask them to work past their scheduled shift.

SCHEDULE POSTING

Work schedules for the following week will be posted in advance on Wednesday. You are expected to know your work schedule and follow it.

TIME PUNCH POLICY

You must punch in at your scheduled start time. Only a shift manager can authorize a change in your start or end time punch. All employees are to punch out for breaks (30 minute minimums). Employees must also punch in and punch out at the agreed upon time. Falsifying time punches is not permitted.

PAY SCHEDULE

Employees are paid on a Semi-Monthly pay cycle. Pay periods are 1st – 15th, and the 16th – last day of the month. Pay days are the 5th and 20th. Occasionally, payroll is processed earlier, but official pay days are the 5th and 20th.

No checks will be distributed prior to payday. The manager on duty will distribute paychecks after 2 p.m. in the store. Final paychecks will only be distributed to departing/terminated employees by the Store Manager.

Company does not cash checks at restaurant.

It is our policy to have all employees sign a payroll log sheet at the time they receive their paycheck. It is the responsibility of each employee to verify their time punches daily and to report problems to management immediately.

EMPLOYMENT AT WILL

Employment at the Company is employment at-will. Employment at-will may be ended at the will of either the employer or the employee. Employment may be terminated with or without cause, and with or without notice, at any time by you or the Company. Terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause and with or without notice.

No one has the authority to make employment other than “at-will” except the company president and then only in writing.

No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following:

Promotion; demotion; transfers; hiring and discharge decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient and economic operation of its business.