



## WORK SCHEDULE POLICIES, PROCEDURES, & EXPECTATIONS

The purpose of this policy and procedure is to clarify guidelines and expectations for all full time and part time employees when it comes to staff work schedules at the stores.

### Hours:

- Full-time employees are expected to work a 40-hour work week. Part time workers should not work over 20 hours a week and are limited by law to basically 1,000 hours in a calendar year.
- The work week is Monday through Saturday.
- Every Full-Time employee will be given one day off during the work week. That day will be either a Monday, Tuesday, Wednesday, or a Thursday. Friday or Saturday's off must be approved by the General Manager.

### Fridays & Saturdays:

- Either a Store Manager or Assistant Store Manager must be closing their store on any Friday or Saturday, unless otherwise approved by the General Manager. The reasoning of this requirement is because of the high volume of sales/foot-traffic as Friday and Saturday are two of the busiest days each week.

### Saturdays:

- Every employee is allowed one (1) Saturday off each month during January through November.
- No approval will be given for a Saturday off in the month of December.
- The list of employees and their Saturday's off must be submitted to the General Manager no later than the 15<sup>th</sup> day of the previous month.
- If a full-time employee wishes to take two Saturday's off within the same calendar month, both of those days must be requested and approved in advance as vacation days. The reasoning there is that certain individuals could abuse the process and take multiple weekends off each month which would negatively affect store operations.

### Proposed work schedules:

- Schedules for the following work period should be entered into Paycor and submitted no later than Saturday at 9 pm.
- Schedules for full-time employees should balance out at 40 hours including work hours, vacation hours, and sick hours.
- There should be no less than two individuals closing a store every night. It is not safe nor efficient if one person were to be left to close the store.
- Part time employees are not to be left to work the store by themselves unless approved by the General Manager.

### Time cards:

- It is the Store Manager's and Assistant Store Manager's responsibility to approve all time cards and fix all missed punches for all employees no later than Saturday at 9 pm.
- Any deficit for full time employees, under 40 hours that work week, will be taken out of vacation time. The purpose of this is to minimize staff costs and encourage employees to watch their time carefully.

Over/Comp time:

- Only full-time employees are eligible for over-time.
- So as to keep staffing costs at a minimum, overtime for all full-time employees must be approved in advance by the General Manager.
- It is the responsibility of the Store Manager and Assistant Store Manager to keep track of the calendar and staff member's hours.
- Overtime will be paid out and will not be accumulated.

Leave requests:

- If a staff member is interested in available dates for leave, they are encouraged to contact the General Manager for availability. No dates will be "held" nor names "penciled in" rather requests are considered on a first come basis.
- The General Manager try not to approve more than six (6) people for vacation leave on any given day. That six (6) maximum comes from the understanding of how many people it takes to efficiently operate ALL stores. The six (6) people basically factors in the chance that people will also be sick or out for some other unknown reason.
- When staff members are on vacation leave, it is the Store Manager's and Assistant Store Manager's responsibility to work it out within their assigned staff. The General Manager and Assistant General Manager will do their best to supplement additional staff in times of shortages.

No approved leave:

- There are certain times of the year and holidays that coincide with high sales and a lot of foot traffic at our stores. Because of that, there will be periods when no vacation leave will be approved.
- No leave will be approved between last Saturday before Thanksgiving through December 31.

Sick leave:

- Between January 1<sup>st</sup> and the last Saturday before Thanksgiving, if a staff member takes sick leave and is absent for more than 2 consecutive days, they automatically must supply the General Manager with documentation from a physician.
- Between the last Saturday before Thanksgiving and December 31, if a staff member takes sick leave then they automatically must supply the General Manager with documentation from a physician.
- The General Manager however reserves the right to request documentation from a physician at any time no matter the amount of sick leave taken by a staff member.

*Adopted 11/1/19; updated 11/26/21*