

# “SIDE WORK” POLICY ACKNOWLEDGEMENT

As a tipped employee, you are required to perform duties that are essential to servicing our guests. Some of these duties include tasks that directly support the servicing of your guests, but do not involve direct interaction with guests. This work is sometimes known as “side work” and examples include cleaning and setting tables, rolling silverware, making coffee, etc. This “side work” should be limited to no more than 20% of your working time for the workweek. Additionally, you should not perform “side work” for a continuous period of time greater than 30 minutes even if such time is less than 20% of your total working time for that workweek. We expect you to spend at least 80% of your work hours directly servicing our guests. **You must notify management immediately if the time performing “side work” exceeds 20% of your total work time during any work week or if it is performed continuously for a period of more than 30 minutes.**

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND THAT I AGREE TO FOLLOW THE POLICY AND PROCEDURES LISTED ABOVE.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
STORE #

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
DATE