



F&B TIP POOLING POLICY

Notice to Employees Who Receive Tips

PURPOSE

In order to create an atmosphere of teamwork and group cohesion, Founders Group International (FGI) has created a tip pooling policy. FGI believes that with tip pooling, employees will work better together to improve the overall customer experience and that fully satisfied customers usually result in higher tips.

The goal of this policy is to clearly outline our tip pooling practices for those employees who are eligible to participate. It is also imperative that all managers and supervisors understand the specific procedures for participation and can answer detailed questions regarding the workings of the tip pool program for existing and newly hired staff.

ELIGIBILITY AND POLICY OUTLINE

- Staff associates in the following job classes are eligible to participate in tip pooling arrangements under this policy: bartender and server staff. Supervisors and managers are not eligible to receive any share in the tip pool.
- Managers and supervisors may keep only those tips that they receive directly from a customer for the service they directly and solely provide.
- When an employee is working in a solo position such as bartender, beverage cart, or server with no other staff members sharing those job duties during that shift, then tips will not be pooled, and employee is entitled to all tips generated on their own merit.
- Pooled cash tips will be split evenly between employees after each shift. Tips charged during employee shifts will be split and entered on employee timesheet and be paid out during regularly scheduled payroll distribution.
- During the employee training period employees will not be eligible to receive tips. The training period typically consists of 3 to 5 shifts with less or more time provided depending on new employee's progress and work experience. Once employee can work a shift on their own and not shadow another employee, they are considered to be done training.
- Employees are prohibited from removing any pooled tips prior to end of shift.
- Tip money will be disbursed at the end of each shift and/or when another employee starts a shift. (i.e. The person that opens receives all tips accumulated until the next employee begins work. When that person comes in, they evenly split the amount made until the opener leaves. Once the opener leaves, the closer makes all money accumulated in the afternoon.)
- Employee is responsible for tracking and reporting their tips.
- Employee is responsible for entering all claimed cash tips into Paycom.
- Manager is responsible for entering all charged tips into Paycom.
- Employees found not adhering to this policy could result in disciplinary action up to and including termination.

PROCEDURES

Each eligible staff member will receive a copy of this policy in their Paycom portal and will acknowledge that he or she has received and read this policy by signing page two of this policy. Only staff members who contribute to a pool arrangement will be considered participants. In addition to employee signing this policy upon hire, manager must reiterate policy on first day and keep employee notified of training period progress.

LEGAL COMPLIANCE

It is the policy of Founders Group International (FGI) to comply with federal and state tax laws requiring all tips/gratuities to be reported. Each pay week, payroll is required to verify that the tips used in paying an employee in a week equal or exceeding federal and/or state requirements for the week. If any provision of this policy conflicts with either federal or state law, employee will be paid in accordance with the most generous applicable law.



EMPLOYEE ACKNOWLEDGEMENT

Agreement to “TIP Policy-Notice to Employees Who Receive Tips”

(Includes Employees in Company Required Tip Pool)

I have received a copy of the “TIP Pooling Policy-Notice to Employees Who Receive Tips.” I have read this Notice or had it read to me. I understand and knowingly agree to the terms in the Policy.

I agree to participate in the tip pooling arrangement and to comply with this policy and all federal and state laws requiring the reporting of my tips in the Company’s payroll timekeeping system. It is my responsibility to check my tip entries if entered by my manager to ensure accuracy.

I agree that if I have any questions about the accuracy of my pay, I will notify my manager, or Human Resources immediately.

Employee Signature

Date

Employee Name Printed