

Bogie's Pub & Grill Company Policy & Payroll Deductions

In the course of your duties as an employee you will be required to handle merchandise, materials, monies, products, receipts, and other items of considerable value. It is important, given the value of these items, that you handle them properly to minimize losses.

In the event that a loss occur, you will be held accountable if your direct or indirect actions caused or allowed the loss. Losses for which you are responsible may be deducted from your paycheck at the discretion of Bogie's Pub & Grill.

Any employee (not earning tips) working less than thirty two (32) hours in their first pay period from start date of employment that decides to abandon their position, quit for any reason, or falsify any information on their application will have their pay scale revert to the Texas recognized minimum wage of \$7.25 per hour which will be considered training pay, regardless of any prior verbal agreements unless presented in a written contract approved by Eric Proba, Rosie Proba, or Kurt Proba only.

Payroll deductions you are responsible for & agree to:

1. Overages/Shortages in cash drawers
2. Insurance premiums (if eligible)
3. Noncollectable credit card charges due to clerk negligence and/or Improper procedural use of ENV Device (Card Chip Reader) – no swiping allowed
4. Loss of company products such as liquor, beer, wine, etc.
5. Missing tickets or guest checks
6. Specialty sales items such as t-shirts, caps, koozies, aprons, darts, etc.
7. Petty Cash – whether in sales, changer, or behind the bar
8. Sales receipts and/or deposits
9. Unauthorized telephone charges (information, pay services, etc)
10. Fees for all alcoholic beverage training courses
11. Locksmith charges for re-keying locks should you lose or not return your keys
12. Loss or damage of any company equipment or devices
13. Company uniforms – unless paid upon receipt of merchandise

Having read and understood the above please acknowledge by signing below:

I, _____, have read and understand Bogie's Pub & Grill company policy & payroll deductions & hereby agree to and authorize any deductions from my paycheck at the company's discretion.

Signed _____

Printed Name _____

Date _____