**Attendance Policy – Night Operations**

This document outlines the attendance expectations during your first 90 days of employment as well as the connection of attendance to your pay rate as a new hire. By signing this document, you signify you understand and agree to follow our attendance policy.

**Pay rate:** although our base starting pay rate is $14/hour, we have an adjusted incentive based hourly pay rate for new hires coming with warehouse/food selection experience for up to $18/hour during training. This rate covers the new employee during the training period until the employee is meeting standards to make a full incentive based pay. Your agreed upon hourly bonus rate for your first 90 days of employment is $\_\_\_\_\_.

**Hourly bonus rate:** $14 (base hourly rate) + $\_\_\_ (hourly bonus) = 90 day hourly training rate

In order to be eligible for the $\_\_\_\_/hour rate, the new hire must meet the following standards:

* Have prior warehouse/food selection experience
* Report to work on time nightly – no absences (without prior authorization and approval from management) during the first 90 days
* If an employee is a no show during their first 30 days of work, this will be considered voluntary resignation and the employee will be terminated.
* If an employee calls out during their first 30 days, they will be reduced to the $14/hour base hourly rate for that week’s paycheck.
* Any employee that calls out must see the night Manager prior to starting work the next shift

All employees are subject to progressive disciplinary action for attendance policy infractions (tardiness, call outs, no shows).

If you have a previously scheduled obligation that cannot be missed, you must notify management prior to starting and submit documentation (absence request form) to schedule the time off. If the scheduled days off are prior to completing the 90 day probationary period, it will be unpaid.

After 90 days, you will accrue .5 personal days per month for the remainder of the calendar year your first year of employment; up to 6 personal days.

Employee Signature Print Name Date

Witness Signature Print Name Date