**The Independence Hotel - Employee Information**

Pay Periods and Pay Days

Salary is paid two times per month on the 1st of the month and the 15th of the month. Pay periods are from the 11th through the 25th and the 26th of the month through the 10th of the following month. Employees all have the opportunity to sign up for electronic deposit. If pay day falls on a Sunday or on a holiday, checks may arrive on the following day.

Schedules and Schedule Requests

Supervisors will make schedules available two weeks in advance. Supervisors will take into account and try to reasonably accommodate schedule requests. However, hotels and restaurants require staff presence outside of business hours with highly variable and sometimes unpredictable changes in staff needs, further supervisors balance many requests for schedule accommodations and not all requests will be able to be accommodated.

Attendance Expectations

Punctual and regular attendance is an essential responsibility of every team member. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and may result in disciplinary action.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

***Absence***

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

* *Excused absence* occurs when all the following conditions are met:
* The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
* The absence request is approved in advance by the employee's supervisor.
* The employee has sufficient accrued paid time off (PTO) to cover the absence.
* *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence may result in disciplinary action.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give their supervisor proof of physician's care and a fitness for duty release prior to returning to work.

***Tardiness and Early Departures***

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

***Job Abandonment***

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned their job and voluntarily terminated the employment relationship.

Call-in policy

From time to time due to emergencies or illness, employees may need to call-in to inform their supervisor they won’t be able to work. When calling-in, your direct supervisor should be called. Texting or emailing is not sufficient. If for your supervisor doesn’t answer, you should leave a voicemail and call the front desk to ensure the property is informed. Your supervisor may inform you of a 2nd manager to call in the case they are unavailable. When calling out you need to call out a minimum of 2 hours to ensure that your shift can be covered.

Time off request

To request a day off, email or submit a time off request (specified by your supervisor), with dates requested off. You supervisor will reply with notice of either approved or denied and if denied, the reason why it has been denied. If approved, your time off will be reflected on the group calendar. Please do not alter the team calendar. Please provide any requests for time off at least three weeks in advance, to minimize changes to the posted schedules.

Shift swap

If employees agree to swap shifts, both employees need to email their supervisor for approval. Your supervisor will try to accommodate requested changes, however there may be related consequences from a swap that need to be fully considered. Your supervisor will evaluate the request and respond to both emails indicating either approved or denied and will make any relevant changes to the schedule in the back office.

Employee restrooms

Employees may use public restrooms off the lobby, or the all user restroom near housekeeping on the first floor. Employees must wash hands prior to returning to work.

Employee parking areas/parking lot etiquette

Employees should park in the hotel’s parking lot on the north side of the parking lot. When entering or exiting the parking lot, employees should be conscientious of other guests and should drive no more than 5 miles hour and not drive under the Porte cohere. The hotel has bike racks in front of the hotel that hotel and restaurant employees are welcome to use.

Storage of personal property

Employee lockers are located on the 2nd floor employee room, personal belongings, including cell phones should be stored in lockers

Breaks/meals areas

Employees may take breaks and lunches in the employee breakroom on the 2nd floor and may use the refrigerator and microwave in the breakroom.

Employees receive a 50% discount on meals in the restaurant. When eating in the restaurant, staff need to wear a jacket, cover, or change out of their uniform, so that guests don’t confuse them for being on duty.

Personal calls, personal visits during on clock hours

Personal calls and visits need to be done during breaks or lunch and not while “on the clock”.

Smoking areas

The hotel and restaurant are on a non-smoking property that is surrounded by public walkways and a park where smoking isn’t allowed. The City has a designated smoking area across Osprey Lane and employees should use this area to smoke during their break times.

Employee Bulletin board

Employee notices will be posted behind the front desk and in the employee breakroom.