



Employment Classifications

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, we classify our employees as shown below. We may change employee classifications at any time.

- Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- Full-time employee. An employee who regularly works 30 hours or more per workweek. Full-time employees are currently eligible for company benefits and are subject to the terms, conditions, and limitations of each benefits program.
- Part-time employee. An employee who regularly works less than 30 hours per workweek. Part-time employees are currently ineligible for benefits except those required by law.



Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked more than 40 in a single workweek. Nonexempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Monday and ends at 12:00 a.m. midnight on Sunday. Paid time off (PTO) including vacation, holiday, and sick days does not apply toward work time and are not included in overtime calculations. All overtime work must be approved in advance by a manager.



Pay Deductions and Safe Harbor Exempt Employees

We do not make improper deductions from the salaries of exempt employees. We comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated, and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deduction.



Use of Biometric Data

The Company uses eSmartClock for employee timekeeping purposes. One feature of eSmartClock uses a biometric scanner that collects fingerprints (“biometric identifiers”) and stores fingerprint templates (“biometric information”), for timekeeping identification purposes, as well as for access authorization purposes.

The biometric feature of the eSmartClock uses fingerprints and fingerprint template data to allow you to clock in and out of the restaurant’s timekeeping system. To do so, a biometric scanner captures and extracts data from your fingerprint to create a unique fingerprint template that is a mathematical representation of your actual fingerprint. The fingerprint template is only used to verify your identity for timekeeping purposes. The Company may also use biometric data in the same way for the purpose of verifying and authorizing manager access to the Company's confidential information and operating systems. You will be auto enrolled in the biometric feature of the eSmartClock.

Your actual fingerprint is immediately deleted after the enrollment process and after each subsequent punch in and punch out. After the biometric enrollment, your fingerprint template will be locally stored to enable you to use the biometric timekeeping feature. The fingerprint template is retained only as long as you are employed and will be deleted upon separation of employment or un-enrollment from the biometric feature of the eSmartClock, unless required by law to be retained longer.



Clocking In and Out

To make sure that you get paid for all time that you work, be sure to clock in before you begin any work and clock out only when you have finished all your work for the day. Do not clock out until your last task is completed.

Depending on the length of your shift, you may also be entitled to meal and rest breaks. Your manager should inform you about breaks at the start of your employment, so you know what to expect. If you have any questions about meal and/or rest breaks or concerns about whether you are receiving breaks, please notify your manager or Human Resources as soon as possible. We can work together to make sure you get the meal and rest breaks to which you are entitled.

Be sure to clock in and out for rest and meal breaks, because it is important that you receive pay for all hours that you work. Doing work while not clocked in is strictly prohibited. If you perform any work while not clocked in, you must keep a record of all time spent on work and provide it to your manager as soon as possible so your manager can make sure you are paid for all time worked.



Errors and Corrections

We all know that mistakes can happen clocking in and out. Review your time punches on the printed receipt when you clock in and out. Be sure to correct any mistakes that occur as quickly as possible. If you made a mistake clocking in or clocking out, or you notice any other mistakes in your paycheck or on your time punch report, please contact your manager immediately. We will work with you to ensure that you get paid for all time you worked.

A member of your management team may also notify you if the manager believes there has been an error in recording your time. It is important that you understand the change your manager wants to make and that you agree with your manager before correcting your time record. Your manager will request your review and signature on changes. If you and your manager cannot agree on a correction to your time records, call your General Manager so that the issue can be resolved promptly. If you are still unhappy with the resolution, bring it to the attention of Human Resources at (801) 280-9299 as soon as possible so that the issue can be resolved, and you can receive all of the pay you have earned without any delay.

C & R Management Company is committed to paying you for all time that you work and following all legal requirements for meal and rest breaks. If you believe that a manager is not living up to this commitment or perceive that anyone is interfering with your ability to record your time accurately and completely, please bring it to the attention of your Area Supervisor or Human Resources as soon as possible so that we can correct the situation quickly. All reports will be investigated, and appropriate corrective action will be taken. You will not be penalized for speaking up and the Company strictly prohibits retaliation against any employee who seeks to correct any pay errors or report any problems regarding our obligations to pay employees correctly.