



Pie Pan, Inc. Employee Commitments

Being part of the family at Pie Pan (d/b/a Bull City Burger and Brewery, Pompieri Pizza, and Bull City Solera and Taproom) should be fun and rewarding for you and our customers. It's important you understand that our mission is to serve great food, great wine and great beer, but above all to provide an unparalleled customer service experience.

The following is a list of expectations, requirements, and rules, we would like you to acknowledge and follow in order to be a part of Pie Pan, Inc.

- * There is one type of smoke allowed on premises - the smoke from the ovens or grills. Otherwise, this is a smoke free environment. Smoking is not permitted anywhere on the property, including hanging out by the dumpster at break. This includes other tobacco products such as chew and snuff.
- * Showing up for work under the influence of drugs including alcohol isn't allowed, nor is consuming while you are on the job. You may be subjected to peeing in a cup for a test, suspended without pay or most likely fired if you do.
- * If you are going to be late, you must speak to the Chef or the manager on duty at least 2 hours before the shift and yes we mean speak as in have a verbal conversation, no emails, texts, etc.
- * Calling out Sick: If you are too sick to work, please don't share it with the rest of us! We want you to get better as soon as possible. Since rest is the best medicine, anyone calling in too sick to work is immediately taken off the schedule for that shift as well as the following day if scheduled.
- * We all like time off. The best way to ensure that you have a job after you take time off is to put in a request 14 days before you need to be gone. Requests are just that. They are not a guarantee of time off and all requests will be considered on a first come first served basis. For example, please note that everyone can not have Mother's Day off.
- * Piercings/Tattoos - pierce anything you want, but besides ears we ask that you have only one other piece of facial jewelry visible. Tattoos are generally okay, but we reserve the right to ask you to cover any tattoo we deem unacceptable while you are in the restaurant. Remember, we are family friendly.
- * Employee Food: All food purchased with an employee discount during a shift must be consumed at the restaurant. If you want to purchase food during your shift, you receive 65% discount on all food. If you are eating with us on your day off or taking food to go, you receive a 50% discount on all food for just you. Additional details about food discounts can be found in our Meal Policy.

* Break Time: NC law does not guarantee a break; however, If you work an 8 hour or longer shift, we will try to be sure you receive an unpaid break to be coordinated with your supervisor based on business flow.

* Employee Beer/Wine: If you are 21 or older, and choose to consume alcohol, we want you to taste our beer and wines so you are familiar with what we serve. You can purchase one shift beer or glass of wine for \$2 after you have clocked out and changed into regular street clothes. This drink is to be consumed on premises and is only available for the day you work, directly after your shift. Beer is limited to our regular features, but may not be available with some specialty or limited beers. Wines are limited to our house pour red and white. Spirits are not included. Beer can be purchased by the growler to take home at a 50% discount. Limit 1 growler per day. Deposit required.

* Non Alcohol Beverages - Employees must stay hydrated. We will supply a reusable plastic cup with lid and straw for employee beverages. There is no charge for non alcohol drinks. Employee drinks must be kept covered, and out of sight. No glass containers are allowed in the kitchen. Please take only as much as you can drink during your shift. Please do not take to-go cups home unless you brought a cup with you.

* What to wear, what to wear.....

Shirts - you will be issued a uniform shirt each shift you work. You are responsible to make sure your shirts go in the laundry to be cleaned at the end of each shift.

Pants - you must wear your own clean pants/jeans in black or navy. If you work in the kitchen you may also wear chef pants. No religious aka holey pants. We reserve the right to say no to your long pants if they do not meet our standards. Please no workout pants or pants that are excessively tight.

Hat - if you work in the back of the house, you must wear a hat. Please make sure any logos are tasteful and do not promote a competitor of the Pie Pan family or one of our products.

Shoes- they must be closed toe, non slip, and clean.

* Cell Phones - Yes, they are a part of our lives, but there was a time when we went to work and didn't have a phone in our pocket. Please, no phone calls on your cell phone or personal calls on the restaurant's phone while working and absolutely no texting. If you need to be contacted for a family emergency give the work number to your family. (919) 973-1589 for Pompieri Pizza, (919) 680-2333 for Bull City Burger and Brewery, or (919) 908-0203. Please leave your cell phone in your car or in the area in the restaurant designated for cell phones. If you are caught using your phone during your shift the manager on duty may take your phone and keep it in the office until the end of your shift.

* What does on time mean? - We like it when an employee is scheduled to work and starts to work at the time they are scheduled. In other words, if you have to start at 3 PM, feel free to arrive 10 minutes early to change clothes, or to send one last text before you start work at 3 PM. On time means you are ready to work when you are scheduled to start. Punching in more than 5 minutes before your scheduled start time is too early and more than 5 minutes after is considered tardy.

* Timekeeping- The best way to ensure you get paid is to punch in and out on the Point of Sale System time clock. Thanks for keeping your payroll accurate to get paid correctly and on time.

* Required training - As a Pie Pan employee, we will train you in all aspects of your job and more. However please refrain from using equipment you have not been trained to use. We put the safety of our staff first. Always feel free to ask a supervisor for help if needed.

*Parking - If you are in one of the downtown restaurants, there are many places to park in the area around the restaurant including four parking decks. Do not park in the street parking spaces surrounding the restaurant or in the flat lot across from Pompieri Pizza as those should be left open for customers. We encourage riding a bike to work if possible as there is a place to secure them and it will save money in gas and parking tickets. If at any time you feel uncomfortable walking to your car after dark, please ask a supervisor to escort you. If you are working at the Taproom, parking is free in one of the areas designated for employees.

* Harassment Policy - You can't. Don't. If you do you will be terminated.

* Mouth - Keep it free of inappropriate or discriminatory language and chewing gum, mints etc.

* These commitments are subject to change at any time. Try to keep up.

* We use a strict no call, no show, no job policy.

* You are being hired on a 15 shift or longer trial basis depending on the position. At the end of that time a decision will be made to either continue your employment, extend the training period or to terminate employment.

* Pie Pan, Inc. (Bull City Burger and Brewery/Pompieri Pizza/Bull City Solera and Taproom) does not discriminate in its hiring or employment practices on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. In other words, we care about all people, and work hard to promote a work environment where everyone feels safe and appreciated.

I have read and understand the Employee Commitments:

Employee Name: _____ Date: _____

Signature: _____