

WELCOME ABOARD

- Welcome to GPS Hospitality
- Introduce to restaurant's Management Team and Team Members

PAPERWORK

- Application
- New Hire Form
- I9 Form Completed
- I9 Verification through E-Verify
- W4 and G4 (State Withholding)

WHAT WE'RE ALL ABOUT

- Received Company Handbook
- Received Nametag
- GPS Hospitality Vision, Values, Purpose and Philosophy
- Discuss Management Schedule
- Store Hours
- Appraisal Process/Salary Matrix

BENEFITS

- Discuss Pay and Pay Dates
- Vacation Pay
- Holiday Pay
- Personal Time Policy
- Meal Policy
- Insurance Programs – Medical, Dental, Life, STD and LTD
- Medical Leave of Absence

POLICIES (IN HANDBOOK)

- Equal Employment Opportunity
 - Discrimination and Harassment
 - Lunch and Rest Breaks
 - Attendance and Punctuality
 - Uniforms, Grooming, Hygiene
 - Phone Calls
 - Cell Phones
 - Safety
 - Cash Handling & Security
 - Alcohol, Drugs & Controlled Substance/Worker's Comp Policy
 - Discipline Policy
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- Send original file to Human Resources

TO BE COMPLETED BY MANAGER

1. I have participated in the Management Orientation as outlined above.
2. I have read and understand the Policies as outlined in the Company Handbook.
3. I understand that GPS Hospitality supports a drug free work environment.
4. I have read and understand the Benefits as outlined in the Company Handbook.
5. I have read, discussed, and understand the description of my position. I do hereby agree to practice my responsibilities as described.
7. I understand that nothing in any GPS Hospitality's manual, handbook or form is to be construed as a contract or guarantee of employment and that the company reserves the right to terminate my employment at any time/for any reason with or without cause. I also understand that no one is authorized to make promises contrary to the statement above.

Manager Signature

Date

Supervisor/DM Signature

THIS FORM MUST BE FILED IN THE EMPLOYEE'S FILE