



## 2016 Employee Training Guide & Policy Agreement

The Waterfront Café operates only five months out of the year. However, during this time we get extraordinarily busy. We are a “team-based” operation where each employee must give their 100% and work together at all times. There isn’t any time for anything less. The Employee Training Guide is not a contract. It is intended to outline benefits and requirements for work of our employees. Procedures and terms are subject to change at any time.

I, \_\_\_\_\_ acknowledge that I have received, read and understand the **2016 Employee Training Guide** and agree to follow its rules and regulations. I also understand that I must present my required employment documents, on or before the first day of employment.

### At Will Employment Policy

It is the policy of this company that employment and compensation of employees is at will and can be terminated with or without cause at the option of the company. It is to be understood that shifts, days of work, hours of work, benefits or tenure are subject to our right to manage in the best interests of this company. It is our intention to abide by all labor laws and requirements.

Employee Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please print and turn in the following forms on your first day of work.**

### Check List

- 2016 Employee Training Guide & Policy Agreement
- Form W-4
- Form IL W-4
- I-9 Employment Verification\*
- Illinois Food Handlers Permit Certification
- Illinois BASSET Alcohol Certification

*\*When submitting forms, please also bring in a copy of your required identification documents (I-9 employment verification) so we can verify and make a copy of them*