

**LaSalle Yacht Club**

**Employee Policy Manual**

**Revised 9/22/2010**



**LaSalle Yacht Club  
Employee Manual  
TABLE OF CONTENTS**

**Table of Contents**

Employee Policy Manual .....	1
WELCOME TO THE LASALLE YACHT CLUB!.....	3
WELCOME ABOARD .....	4
INTRODUCTION .....	5
A BIT OF PHILOSOPHY .....	5
OUR GOAL .....	5
THE OBJECTIVE OF OUR CLUB .....	6
HOW TO ADDRESS A MEMBER.....	6
HOW TO ACT TOWARD A MEMBER.....	7
CLUB SECURITY .....	7
HOW TO HANDLE A MEMBER’S COMPLAINT .....	7
REQUIREMENTS FOR A POSITION AT THE LYC.....	8
PERSONAL APPEARANCE .....	8
WORK STANDARDS/EXPECTATIONS .....	9
NO SOLICITATION / NO DISTRIBUTION .....	11
PROBATION PERIOD.....	11
EMPLOYEE REVIEWS .....	11
ENDING EMPLOYMENT AT CLUB .....	12
Voluntary Termination .....	12
Involuntary Termination.....	12
Problem Resolution Procedure .....	12
EQUAL EMPLOYMENT POLICY.....	13
UNLAWFUL HARASSMENT POLICY .....	13
HIRING OF RELATIVES .....	14
REHIRING EMPLOYEES.....	15
CLASSIFICATION OF PERSONNEL.....	15
HOURS OF WORK .....	16
A. Personnel .....	16
B. Overtime .....	16
C. Time-Cards .....	16
D. Pay Procedures .....	16
BENEFITS .....	17
A. Competitive Pay .....	17
B. Moonlighting .....	17
C. Vacations .....	17
D. Funeral Leave .....	18
E. Jury Duty.....	18
F. Military Leave.....	18
G. Leave of Absence.....	18
H. Holidays.....	19
INSURANCE .....	19
A. Social Security .....	19
B. Unemployment Insurance .....	19
C. Worker’s Compensation Insurance.....	19
D. Disability Insurance .....	20
NEW EMPLOYEE/MANAGER FORMS .....	21
RECEIPT OF EMPLOYEE HANDBOOK .....	24

# **LaSalle Yacht Club Employee Manual**

## **WELCOME TO THE LASALLE YACHT CLUB!**

You are now a part of the team that has made the LaSalle Yacht Club Western New York's finest private club, well known for its traditions and fine services.

“No matter what your position is  
**YOU ARE VERY IMPORTANT TO US,**  
so please **REMEMBER THAT**”.

You can be sure that we will try our best to make your work pleasant and rewarding for you as well as for the LaSalle Yacht Club.

Because we want you to be familiar with our standards and procedures, we invite you to **CAREFULLY** read the following pages that will help you understand what is expected of you.

If there is anything you do not understand please feel free to ask the Club's Vice Commodore or your Manager; it will be their pleasure to help you.

We are indeed pleased to have you with us.

**The Board of Directors**

# **LaSalle Yacht Club Employee Manual**

## **WELCOME ABOARD**

It is always gratifying to welcome a new employee to our Club. We take pride in the fact that we provide good work opportunities for people that desire the possibility of advancement and, good wages. Your potential is dependent on your own natural talents, ability and desire to succeed; and your opportunities for advancement are only limited by the goals that you set for yourself. We also take great pride in the fact that our professional team has built, and will build even higher, our reputation as the finest private club in our community. This will only be possible if we continue to work together as a team and communicate with each other as a family. Best wishes for your future success and happiness.

LaSalle Yacht Club

**Vice Commodore**

# **LaSalle Yacht Club Employee Manual**

## **INTRODUCTION**

The purpose of this manual is to provide the LaSalle Yacht Club employees with information regarding the LaSalle Yacht Club's current policies concerning basic job expectations, problem-resolution procedures and employee benefits. This booklet is not a contract of employment. All employees of the LaSalle Yacht Club are employee's at-will, which means that they or the LaSalle Yacht Club can terminate employment at any time, with or without notice and with or without cause.

The LaSalle Yacht Club will change the employment matters covered by this Handbook whenever it believes appropriate. However, an individual's employment at-will status cannot be modified or changed except in writing signed by the board of directors of the Club.

While this Handbook will provide the new or veteran employee with answers to many questions, it should be considered as a guideline and a work in progress. Suggestions as to improvements or additions will be gratefully received.

This Handbook supersedes any previously existing policy statements, handbooks or related material.

## **A BIT OF PHILOSOPHY**

A positive and cooperative attitude is the single most important quality an employee can bring to the job. No one works alone, and people working together toward the same goal can only provide the quality of service that the members of the LaSalle Yacht Club have come to expect. Surprisingly, this positive attitude can only be developed from within the individual employee. No outside incentive can provide the willingness to succeed which characterizes the superior employee. Experience shows that the employee who seeks to maintain a positive attitude will generally do a better job and have fewer problems than one who is negative. Some are surprised to discover that the successful performance of his/her job is not only financially rewarding, but also provides a sense of unexpected gratification and self worth. It is fun to be on a winning team. So, welcome to the new and a re-welcome to the veteran employee. It is the sincere desire of the Board of Directors and Manager that your employment at the LaSalle Yacht Club be rewarding and fulfilling for all of us.

## **OUR GOAL**

We believe that the interests of the LaSalle Yacht Club and its employees are bound together and that we can only succeed as a team working together. We want to foster an

## **LaSalle Yacht Club Employee Manual**

atmosphere of cooperation, respect and cheerfulness for all employees. We need the effort, ideas and enthusiasm that spring from the whole team working together, without interference, if we are to continue to build a growing club with greater benefits and greater job security for all. The phrase "the whole team" is very big in that Webster defines "team" as a group organized to work together towards a common goal. The key to success is PEOPLE ----people who are trying to do more than what is expected or required.

It is also our goal to instill the desire in our members to use the services that we offer, to make them feel that this is their Club and that we operate the Club only for their enjoyment and pleasure. Our attitude in that direction will exhibit to our members that we are most sincere in serving their needs and in creating an atmosphere of friendliness at their Club.

### **THE OBJECTIVE OF OUR CLUB**

The basic objective of our Club is to operate a prestigious private club where men and women may enjoy the surroundings and facilities we have to offer with their guests and friends. You can help us achieve this objective by remembering three things:

1. The easiest way to impress anyone is by calling him or her by name. It is better not to address members by their first name. Learn the member's last name, remember it and repeat it.
2. Make sure every guest receives the same service as a member does.
3. Be courteous, helpful and efficient at all times.

Our private Club is very different from other Hospitality Industry establishments because of the quality of our product and the quality of our clientele. The majority of our members are business and professional executives who anticipate a higher degree of service and facilities than is normally found outside the Club. Their basic reasons for joining our Club are:

- a) Social, recreational and leisure activities.
- b) To relax in a comfortable atmosphere.
- c) To entertain others, knowing that quality, service, accommodations, and facilities are always available.
- d) To make business contacts and enjoy fine dining with their family and friends.

REMEMBER, for us to be successful, we must achieve our "objective" every day.

### **HOW TO ADDRESS A MEMBER**

The members are your guests. Always address them as "Mr.," "Mrs.," "Dr.," or "Ms.,". This gives that little extra touch of welcome that constitutes Club courtesy. If you do not

## **LaSalle Yacht Club Employee Manual**

know a member's name, use a formal greeting such as "Sir" or "Ma'am". Never use a member's first name, no matter how well you know him or her. This is in keeping with the dignity of all fine Clubs.

### **HOW TO ACT TOWARD A MEMBER**

1. If seated, always rise when spoken to and remain standing until the conversation is finished.
2. Always permit a member to precede you through a doorway or into any place where you might be going.
3. Before entering a room that has a closed door, remember to knock.
4. Should you need a member's or fellow employee's attention and they are engaged in a conversation, do not approach them until you are acknowledged.
5. If an employee is called away while serving a member in any capacity, they should always excuse themselves by saying, "Pardon me a moment" or "Excuse me".
6. Never put your hands on a member or your arm around a member's shoulder while talking to them.
7. Any unusual circumstances or situations should be brought to the attention of your Department Head or the General Manager. In all cases you should try to solve any problem a member has and you should follow through, even if you have told your supervisor about the issue.

### **CLUB SECURITY**

**Club security is to be maintained at all times. Entrance to the club has special privileges. Electronic key cards, keys, and codes are designated to club members, officers, and employees who require them. There is to be no sharing of any security item mentioned in this paragraph.**

**An employee will be provided whatever security item required entering the club to perform their duties. Please bring to the attention of your manager if you feel you require special privileges. The manager will then contact the vice commodore.**

### **HOW TO HANDLE A MEMBER'S COMPLAINT**

On occasion, a member may be dissatisfied with his/her food, beverage, or service. Handle complaints in a positive, professional manner. If the member did not think the complaint was valid, he/she wouldn't have voiced it. **Your Manager on duty should be notified of the complaint immediately.** When handling complaints remember:

1. Never argue with a member.

## **LaSalle Yacht Club Employee Manual**

2. Remove the item.
3. Ask what you can do to correct the situation.
4. Notify the Manager immediately.

### **REQUIREMENTS FOR A POSITION AT THE LYC**

As employees of the LaSalle Yacht Club, our function is to serve our members and our guests. We must make them feel welcome and comfortable while satisfying their requests and needs. In order to qualify for employment you must be:

1. **RELIABLE:** Management must be able to depend upon you to fulfill the responsibilities for which you were hired. You must report to work on time, serve the members properly, and complete all assigned tasks.
2. **COOPERATIVE:** You must be willing to work with co-workers in a common effort towards completing tasks assigned. You must also adapt to Management policy.
3. **PERSONABLE:** An employee should take the initiative to be friendly, patient and courteous to members, guests, co-workers and management. However, never be "familiar" with members/guests, or use such terms as "folks", "honey", or "guys" when addressing members.
4. **KNOWLEDGEABLE:** A good employee must be knowledgeable in all aspects of Food and Beverage service and how to apply them in a smooth, efficient manner.

### **PERSONAL APPEARANCE**

1. **UNIFORM:** Clean and neat – Slacks and shorts pressed, shirt ironed, and tie clean. Seasonal uniforms will be addressed accordingly.
  - a. For parties: Black slacks, black shirt, and black tie with logo.
  - b. Friday's and Saturday's: Same as parties for fall and winter seasons. Spring and summer can have matching shorts or pants.
  - c. Sunday's through Thursday's: Matching polo shirts, shorts or pants. Sunday's shirt can be sports related, not including parties.
2. **SPECIFICS:** Colors of slacks are black for parties for all seasons. Kaki color shorts and pants are for spring and summer, parties not included. Shorts should be approximately three inches above the knee and no shorter. All employees are responsible to provide and maintain his/her own uniforms.

## **LaSalle Yacht Club Employee Manual**

3. **NAME TAGS:** Worn daily
4. **SHOES:** Should have daily attention. No flip-flops, sandals, or sneakers. Standard hotel restaurant shoes are recommended and the color should be black.
5. **JEWELRY:** Worn on a uniform is not appropriate. Earrings are acceptable, but must be small and inconspicuous. Facial piercing is not acceptable.
6. **GROOMING:** You must maintain a professional image. (Including good personal hygiene, clean nails, appropriate make-up and well groomed hair) that reflects the importance of your position and the high standards of the LaSalle Yacht Club.

### **WORK STANDARDS/EXPECTATIONS**

Certain standards of performance and conduct must be maintained in any work group. We believe such standards are frequently common sense, and do not choose to itemize each standard. However, we do wish to mention a few:

1. You are expected to perform all aspects of your job in a timely, prompt, courteous, and satisfactory manner.
2. You are expected to be courteous to members, guests, co-workers, supervisors, and all persons on the LaSalle Yacht Club premises.
3. **Meetings:** General employee meetings will be held as needed and each Department will have a meeting every month for two important reasons. The first is that the Management of the Club takes this occasion to bring you important information and to inform you about any new activities or policies. Secondly, staff meetings also give you the chance to ask questions, discuss work related issues, and offer suggestions to Management. Remember, we are here to work together to make a good working atmosphere for us all. Attendance at these meetings is mandatory. Hourly employees will be paid while attending these meetings.
4. **Absenteeism:** If you are going to be absent or late, you must notify your supervisor or Department Head of such before your scheduled start time. Recommended time to notify your supervisor is 24 hours in advance so a replacement for your shift could be found. Absenteeism without reporting to your supervisor without good cause will be considered an unexcused absence and may also be considered as a voluntary resignation by the employee.

## **LaSalle Yacht Club Employee Manual**

5. Personal Visitors: Due to health, safety and security reasons, no one other than employees or Club members and their guests are permitted on the Club's premises without specific permission from a member of the Management team.
6. Parking: You should park in areas designated by the General Manager for employee parking. We keep the best parking areas available for our members and their guests.
7. Smoking is permitted only at outside designated areas. No smoking is allowed in the Clubhouse. You can smoke on your break time only!
8. Gum chewing is prohibited.
9. Offensive language or gestures show disrespect to all and are unacceptable.
10. Offensive material, i.e. pictures, jokes and stories are not allowed on Club property.
11. Use of member facilities is prohibited without advanced special permission of the house committee.
12. The Club will not accept personal phone calls except for an emergency.
13. Requests for salary advances will not be granted.
14. The Club cannot be used as your mailing address.
15. You are expected to perform your job safely and to immediately report any unsafe conditions, accidents, and/or injuries.
16. You are expected to follow all rules and regulations.
17. You are expected to follow all directions that are given by the management team.
18. Conduct yourself in such a manner that will enhance you, the LaSalle Yacht Club, and its reputation.
19. Never discuss tips with members or guests or employees.
20. Be honest and honorable.
21. Use or possession of illegal drugs or alcohol on the club premises is prohibited. Consuming or being under the influence of alcohol or drugs on premises is prohibited.
22. Reporting to work under the influence of alcohol or drugs is prohibited.
23. Discussing internal Club affairs with members is prohibited.

## **LaSalle Yacht Club Employee Manual**

24. Altering a time card without authorization is prohibited.
25. Spoilage of work, damage to equipment, or defacing of Club property, member or co-worker property is prohibited.
26. Cell phones are prohibited during working hours with the exception of the employee break.

### **NO SOLICITATION / NO DISTRIBUTION**

In order to protect you from being approached by persons who try to persuade you to belong to and/or contribute money to an organization, we have established a strict policy against solicitations and distribution. In addition to protecting you, we also want to prevent such activities from interrupting the service to, or disturbing our members and guests. Our policy is this:

1. Solicitation by one employee of another employee is prohibited while either individual is on working time.
2. The distribution of material of any kind is prohibited on working time and is also prohibited in working areas at any time.
3. Non-employees are prohibited from soliciting or distributing to employees for any purpose at any time on Company property, with the exception of those associated with charities that receive advance approval from the Company.

### **PROBATION PERIOD**

At the start of your employment, you will automatically be placed in a 90 days probation period. During the 90 days your manager will discuss any problems you may be experiencing affecting your performance. If any concerns cannot be improved upon, then your employment will be terminated without further questions. At the end of your successful probation period a review will be completed with your manager stated so.

### **EMPLOYEE REVIEWS**

Employee reviews will be performed every six months. The following steps will be completed.

1. The manager will use the **Employee/Manager Review/Disciplinary Meeting Report** during the process
2. All conversations need to be documented
3. The manager and the employee are required to sign the form
4. The manager will provide a copy to the employee and give the original to the club's secretary to file within the employee's folder

# LaSalle Yacht Club Employee Manual

## ENDING EMPLOYMENT AT CLUB

### Voluntary Termination

If you (employee) should decide that you want to leave, talk it over with your Manager. When we have an understanding of your problem, it may be possible to make an adjustment that will bring you satisfaction.

If, after full consideration, you decide to terminate your employment, try to give us at least two weeks notice. Such consideration may pay off if you should ever wish to seek a recommendation, or wish to return to work here.

When you resign, your continuous service is ended, and if you should ever come back to us, you will start as a new employee.

At the time of your leaving, your Manager will be glad to review all circumstances of the termination with you. Among matters to be arranged are:

1. Return all Club property.
2. Explanation of any benefits you have accumulated.
3. Exit interview by Vice Commodore

### Involuntary Termination

If the employee and the manager cannot work out and resolve concerns with the employee, then termination proceedings need to begin. The following steps require to be completed by the manager and the employee.

### Problem Resolution Procedure

The LaSalle Yacht Club recognizes that problems involving employer-employee relations will arise from time to time. It is in the best interest of both the Club and the employee to resolve these matters quickly, and as close to the problem as possible. In order that employees are assured fair consideration of their problems, means of review and appeal, without prejudice, have been established. Employee/Manager (club) problems or concerns arising out of employment should be taken up in the following manner:

STEP 1. The employee/manager should first verbally attempt to address the problem informally by discussing it together within one (1) working day of the situation or action, which caused the problem.

STEP 2. If the matter is not addressed to the employee's or manager's satisfaction through informal discussion within three (3) working days, the employee/manager must document the problem in writing using the **Employee/Manager Review/Disciplinary**

## **LaSalle Yacht Club Employee Manual**

**Notice Report** with resolution attempts within three more days, describing the dates and facts on which it is based and the remedy or corrective action sought. The employee/manager will have five (5) calendar days in which to resolve the problem. The vice commodore requires to be informed at this point in the process.

STEP 3. If the employee/manager is not satisfied with the response as documented, the employee/manager may take the problem to the vice commodore within five (5) working days from the time the answer was given by the immediate manager. The vice commodore will meet with the employee and the manager and attempt to work out a mutually satisfactory agreement, and will provide the employee with an answer in writing within ten working days. This answer will be final and binding on all parties. The manager will update the **Employee/Manager Review/Disciplinary Notice Report** at this time

STEP 4. In cases of involuntary termination, the vice commodore then will attempt to contact the house committee along with the Commodore with the problem and final resolution. The employee's use of the problem resolution process does not postpone any tentative scheduled termination dates. All of the above documents will be retained in the employee's permanent personnel file.

STEP 5. At this time the vice commodore and the employee's manager will then arrange a termination date. The manager will then to proceed to terminate the employee.

### **EQUAL EMPLOYMENT POLICY**

The LaSalle Yacht Club is an equal Opportunity Employer and does not discriminate on the basis of a person's race, religion, color, sex, age, national origin, disability, Vietnam era veteran status or marital status including in regards to:

1. All recruiting, hiring and promoting for all job classifications is done without regard to race, color, sex, religion, age, national origin, disability, or veteran status except when sex, age, or a particular physical capability is a bona fide occupational qualification. All decisions on employment are made to further the principle of equal employment.
2. All promotion decisions will continue to be made in accordance with Equal Employment Opportunity principles and bona fide job requirements will be used.
3. All other personnel actions such as compensations, benefits, transfers, disciplinary actions, layoffs, company sponsored training, educational tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, age, national origin, disability or veteran status.

### **UNLAWFUL HARASSMENT POLICY**

## **LaSalle Yacht Club Employee Manual**

The LaSalle Yacht Club is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of LaSalle Yacht Club employees by anyone including any supervisor, co-worker, vendor, client or customer of the LaSalle Yacht Club.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, or other protected group status. The LaSalle Yacht Club will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct based on sex constitute sexual harassment where:

- (1) submission to the conduct is an explicit or implicit term or condition of employment;
- (2) submission to or rejection of the conduct is used as the basis for an employment decision; or
- (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All LaSalle Yacht Club employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify the Vice Commodore immediately.

The LaSalle Yacht Club's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the LaSalle Yacht Club will keep complaints and the terms of their resolution confidential. If an investigation confirms that sexual harassment has occurred, the LaSalle Yacht Club will take corrective action up to and including immediate termination of employment.

### **HIRING OF RELATIVES**

It is the Club's policy to hire the best-qualified employees available. However, it is

## **LaSalle Yacht Club Employee Manual**

necessary that judgment be used in the placing of employees who are closely related. **We prefer that relatives of present employees shall not be hired.** A "relative" is defined as: Husband-Wife, Mother-in-Law, Father-in-Law, Son-Daughter, Daughter-in-Law, Son-in-Law, Brothers- Sisters, Uncle-Aunt, First Cousins. Present employees who became married to another present employee may continue their employment.

### **REHIRING EMPLOYEES**

Ordinarily, we prefer not to rehire employees who have left us. Special circumstances, however, will be given consideration. Past employees, who wish to be rehired, will have to meet the same pre-employment requirements as anyone else applying for the current job. Employees discharged "For Cause" as determined by management are not eligible for rehire.

### **CLASSIFICATION OF PERSONNEL**

While the policies and rules contained in this manual apply to all employees, the amount and type of benefits you receive will depend upon your employee classification. The employee classifications are:

- **Salaried Employees:** Those employees who work on a twelve-month basis and are paid a fixed annual salary.
- **Regular Full-Time:** Those employees who are regularly scheduled to work at least 35 hours per week or 1500 hours on a twelve month basis and are paid an hourly rate.
- **Regular Part-Time:** Those hourly paid employees who regularly work fewer than 35 hours per week or 1500 hours on a twelve month basis.
- **Seasonal or Temporary Employees:** Those employees who are hired for a limited period of time whether on a full-time or part-time basis.

Most employees, regardless of classification, are entitled to Social Security, Worker's Compensation and New York State Disability benefits. As a general rule, other employee benefits are available only to employees in Classifications A & B.

# LaSalle Yacht Club Employee Manual

## HOURS OF WORK

### A. Personnel

1. Office Personnel - Hours of work will be determined by the General Manager.
2. All Other Personnel - The hours of work for all other personnel (Kitchen, Wait Staff, Housekeeping, Maintenance, Bar, etc.) will depend upon the season and other scheduling factors. Your hours of work will be posted in your respective work areas as far in advance as possible.

### B. Overtime

All employees, except exempt employees will be paid one and one-half times their regular rate of pay for all hours actually worked over 40 hours during the workweek. A paid benefit time, includes sick time, holiday time, vacation, personal, or funeral time does not count as hours worked for purposes of qualifying for overtime. Your Supervisor must expressly authorize overtime.

### C. Time-Cards

Time cards must be punched in/out each day by the employee. If an employee fails to punch in/out, it is the employee's responsibility to have the time put in and initialed by their supervisor. Failure to do this will result in that day's pay being omitted from their check until the correction is made. Payroll cannot pay you for your work if they do not know how long you worked.

Employees must use their own time card. Any employee found tampering with a time card or punching a card other than his or her own will be **TERMINATED IMMEDIATELY**. Employees are to punch in/out on their OWN card -- other employees are not to do so for you. You are responsible to see that your own name and employee number is on the card you punch. Service staff employees working double shifts are required to punch in/out between shifts. **You should NOT punch in more than 10 minutes prior to your scheduled starting time.**

### D. Pay Procedures

Payroll checks are given to the employees on Wednesday of each week, after 2 P.M. In the event of a holiday, checks may be given out a day later. Each employee **MUST** pick up his/her own check unless the employee notifies Payroll to release it to someone else. Checks not picked up on Wednesday will be held in the back bar area.

In order to keep payroll and personnel records current, all employees should notify the office of any change in items such as: Address & Telephone Number. Your W-4 form should be modified as required by changes in marital status or number of

# LaSalle Yacht Club Employee Manual

dependents.

Employee tax forms (W-2) are mailed out no later than January 31 of each year covering your previous year's earnings. Please be sure Payroll has your correct address to avoid any delays in receiving your tax information.

## **BENEFITS**

### **A. Competitive Pay**

We feel we have a compensation policy that ensures you receive a fair day's pay for a fair day's work.

### **B. Moonlighting**

"Moonlighting", must not interfere with your work at the Club.

### **C. Vacations**

#### 1. Salaried & Regular Full Time Employees

One of the pleasant things about working and having a long length of service is the benefit of vacation pay. We expect everyone to work hard when there is work, and to take time off when your work is done. Our vacation policy is:

a) On your FIRST year ANNIVERSARY date you will be credited with FIVE days of vacation (Or one scheduled week).

b) On your FOURTH year ANNIVERSARY date, you will be credited with TEN days of vacation (or two scheduled weeks).

c) On your SIXTH ANNIVERSARY date, you will be credited with FIFTEEN days of Vacation (or three scheduled weeks).

e) Vacations must be arranged at the discretion of your Department Head and approved by the General Manager.

f) You are expected to enjoy what is credited to you. Therefore, you cannot be compensated in lieu of actually taking a vacation or accrue vacation time from year to year.

g) For hourly employees, it is based on the average number of hours worked per day in the previous year of service.

h) Employees must work the full year to earn vacation pay, in the next year, if

## **LaSalle Yacht Club Employee Manual**

they are terminated or resign before they arrange for the time, it will not be paid.

### **D. Funeral Leave**

Upon the death of a parent, in-law, grandparent, sibling (and corresponding in-laws), child or spouse, all employees may be granted up to one day off with pay, at their regular rate of pay, to attend the funeral.

### **E. Jury Duty**

All employees will be granted time off, when required to serve on jury duty. Employees who are released early from Jury Duty are expected to return to work.

### **F. Military Leave**

All employees will be granted time off without pay to attend required military training in accordance with the Veterans Readjustment Assistance Act of 1974.

### **G. Leave of Absence**

Employees may request, in writing, a leave of absence for personal, educational, or health reasons. Such leave should be submitted thirty (30) days in advance of the leave, where possible. Where thirty- (30) days notice is not possible, such request must be submitted as soon as the need for the leave becomes known. Approval of such leave shall be at the discretion of the General Manager.

Leaves of absences shall be without pay, except that an employee may use paid benefit, i.e. Vacation, sick/personal leave, and may be eligible for NYS Disability or Workers' Compensation benefits during the leave. No paid benefit time will accrue, i.e. Vacation, sick/personal and no other benefits will be continued during the leave, i.e. Health insurance contributions, etc.

An employee who fails to return to work at the end of an approved leave period, or in the case of a leave for medical reasons, when medically able to return to work, if sooner, may be terminated. An employee who is absent from the work place for any reason for more than six months in any two (2) year period will be terminated.

The club reserves the right to require medical verification of inability to work, including through an independent medical examination, where such leave is requested for medical reasons. The Club also reserves the right to request medical verification of ability to return to work from a leave of absence for medical reasons.

# **LaSalle Yacht Club Employee Manual**

The Club reserves the right to terminate any employee on leave for reasons unrelated to the leave, i.e. Reorganization, downsizing.

## **H. Holidays**

The Club and its employees are in the business of service to members and such service is premium during holiday times. All employees are subject to being scheduled, if not already covered by their normal weekly work schedule, to work on the holidays that are not observed as paid holidays by the Club. In addition, employees may be required to work over-time on holidays.

Like most things, there are a few policies concerning holidays that we must mention.

1. There may be some employees who would like other days of religious or historical significance to be included as paid holidays, but it is just not feasible to completely satisfy everyone. However, we will whenever possible, consider on a case-by-case basis any special day of celebration that you may want off. But remember there is no pay for these additional holidays.

2. Everyone would like to stretch a holiday weekend by taking off an extra day or shift, but this is not fair to the other employees who come in and have to take up the slack. Therefore, you must work your regular scheduled hours the day before and day after the holiday, unless excused in advance by the General Manager.

## **INSURANCE**

### **A. Social Security**

The LaSalle Yacht Club and its employees contribute equal amounts under the Federal Insurance Contribution Act (FICA). Information regarding your Social Security Account may be secured from the Social Security Administration.

### **B. Unemployment Insurance**

All LaSalle Yacht Club employees who meet the eligibility requirements for New York State Unemployment Insurance will be paid in the amount and for the period of time set by current regulations. The cost of Unemployment Insurance is totally paid by the LaSalle Yacht Club and is not deducted from employee wages.

### **C. Worker's Compensation Insurance**

Medical costs of illnesses or injuries related to on-the-job or work-related causes may be covered by Worker's Compensation Insurance.

## **LaSalle Yacht Club Employee Manual**

Employees eligible for Worker's Compensation salary for as long as possible during a work-related disability may use sick leave allowances to supplement these benefits.

All work-related injuries must be reported immediately to the supervisor, and a C-2 Injury Report Form must be filled out in the office within 5 calendar days of the incident.

### **D. Disability Insurance**

New York State Disability Insurance provides temporary weekly cash benefits to eligible wage earners when disabled by an off-the-job injury or illness. To be covered, full-time employees must have worked four consecutive weeks; part-time employees must have worked twenty-five days. The first seven calendar days of disability are a waiting period for which no benefits are paid. Benefit rights begin on the eighth consecutive day of disability.

**LaSalle Yacht Club  
Employee Manual**

**NEW EMPLOYEE/MANAGER FORMS**

**LaSalle Yacht Club  
Employee Manual**

**LaSalle Yacht Club**

**New Employee Hire Checklist**

The following is a checklist to ensure all important information is considered during the new hire process.

**Eligible Candidate (must receive/discuss the following)**

**Date Completed**

- Employment resume if applicable \_\_\_\_\_
- Complete club job application \_\_\_\_\_
- Interview sheet \_\_\_\_\_
- Referrals of previous employment \_\_\_\_\_
- Provide new prospect with tour of club \_\_\_\_\_

**First Day of Employment**

- Employee completes IRS W-4, State IT-2104, and Federal I-9 forms \_\_\_\_\_
- Provide any security item to enter the club (indicate what items provided) \_\_\_\_\_
- Familiarize new employee with time keeping records \_\_\_\_\_
- What shirts or ties were provided? (Please specify) \_\_\_\_\_
- Provide all records to payroll process \_\_\_\_\_
- Provide training steps and review date \_\_\_\_\_
- Provide the Employee Manual to read, sign last sheet and return \_\_\_\_\_
- Review the Work Standards/Expectations from the Employees Manual \_\_\_\_\_
- Provide to the club's secretary the employee's application information and other records and create new employee folder \_\_\_\_\_
- Review all tasks required for employment including cleaning tasks \_\_\_\_\_
- Provide next of kin and emergency contacts \_\_\_\_\_

**Employee's Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revision Date: 10/01/2010

**LaSalle Yacht Club  
Employee Manual**

**LYC Employee/Manager Review/Disciplinary Notice Report**

**Employee Name:** \_\_\_\_\_ **Manager Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following report is a documented conversation with the employee/manager to discuss the employee's performance and any problems the employee or manager may have. This report will be considered a filed document to support either the employee and/or manager with any problems or discussions that have transpired.

**Discussion Items:**

**Resolving Actions:**

**Disciplinary Actions  
at this time:**

**Manager's Comments:**

**Employee's**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For probation, suspension, and separation actions:**

**Reviewed by Vice Commodore:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice Commodore's Signature:**

**LaSalle Yacht Club  
Employee Manual**

**THE LASALLE YACHT CLUB**

**RECEIPT OF EMPLOYEE HANDBOOK**

Note: The Supervisor will have the Employee sign this receipt and will then take this page out of the handbook. The Supervisor will then insure that it becomes permanent part of the Employee's Personnel File.

Manager: \_\_\_\_\_

I acknowledge having received a copy of the Employee Handbook. I understand, accept and agree that it is my responsibility to read the Handbook and ask my Supervisor or the General Manger any questions I may have about our policies, rules, or procedures. I agree to return the Handbook upon termination of employment. I understand that the Handbook is not a contract of employment. I understand that I am an employee at-will, which means that the LaSalle Yacht Club or I can terminate my employment at anytime with or without notice and with or without cause.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date \_\_\_\_\_