Policy Title: Employee Benefits & Time Off Policy

Department: All Staff

Effective Date: March 17, 2026

Last Updated: September 26, 2026

Approved By: Courtney Cress (Owner)

Purpose

This policy establishes a clear and consistent description of our benefits for all positions within Kane St. Smokehouse. It ensures fairness, transparency, and opportunities for growth based on performance, experience, and responsibility.

Scope

This policy applies to all team members, pit crew, shift leaders, and management staff.

Policy Statement

Kane St. Smokehouse is committed to providing a supportive, fair, and growth-oriented workplace. Our benefits are designed to honor hard work, promote well-being, and reflect our Core Values of Serving, Honoring, Caring, and Creating. This Benefits Package outlines the current offerings available to eligible employees. All benefits are subject to the eligibility rules and waiting periods described below.

Benefits Package

1. Eligibility Definitions

- **Full-Time:** 35+ hours per week
- **Part-Time (Benefit-Eligible):** 16+ hours per week
- **Part-Time (Non-Benefit Eligible):** 15 or fewer hours per week

A 90-day waiting period applies to all benefit-eligible employees unless otherwise stated.

2. Paid Time Off (PTO)

PTO is provided to support rest, health, and work-life balance. PTO is earned based on position and employment classification.

Scheduling Rules:

- Pre-scheduled PTO requires **2 weeks' advance approval** by manager
- PTO is automatically applied to call-ins for sickness or emergencies unless management overrides due to extenuating circumstances

Managers (Salary)

- **PTO Eligible**
- **Accrual Rate:** 3.0769 hours per pay period (≈80 hours/year)
- **Maximum Accrual:** 80 hours per year
  - Accrual stops after 80 hours is reached
  - Accrual restarts once PTO hours are used
- **Year-End Options:**
  - Cash-out up to 80 hours at **50% of hourly equivalent**, OR
  - Carryover **80 hours**, OR
  - Cash-out **of stated portion of PTO hours at 50% of hourly equivalent.**
  - **Employee must request number of cash-out hours in writing by December 15th to manager to receive payout on last paycheck of the calendar year. If not requested by December 15th, cash-out option is forfeited, and PTO hours will be carried over.**

Shift Leaders & Pit Crew (Full-Time Hourly)

- **PTO Eligible**
- **Accrual Rate:** 3.0769 hours per pay period (≈80 hours/year)
- **Maximum Accrual:** 80 hours per year
  - Accrual stops after 80 hours is reached
  - Accrual restarts once PTO hours are used
- **Unpaid Time Off:** Needs Manager approval
- **Year-End Options:**
  - Cash-out up to 80 hours at **50% of hourly equivalent**, OR
  - Carryover **80 hours**, OR
  - Cash-out **of stated portion of PTO hours at 50% of hourly equivalent.**

- **Employee must request number of cash-out hours in writing by December 15th to manager to receive payout on last paycheck of the calendar year. If not requested by December 15th, cash-out option is forfeited, and PTO hours will be carried over.**

Team Members (Full-Time Hourly)

- **PTO Eligible**
- **Accrual Rate:** 1.5384 hours per pay period
- **Maximum Accrual:** 40 hours per year
  - Accrual stops after 40 hours is reached
  - Accrual restarts once PTO hours are used
- **Unpaid Time Off:** Needs manager approval
- **Year-End Options:**
  - Cash-out up to 40 hours at **50% of hourly equivalent**, OR
  - Carryover **40 hours**, OR
  - Cash-out **of stated portion of PTO hours at 50% of hourly equivalent.**
  - **Employee must request number of cash-out hours in writing by December 15th to manager to receive payout on last paycheck of the calendar year. If not requested by December 15th, cash-out option is forfeited, and PTO hours will be carried over.**

Part-Time (16+ hours)

- **Not PTO Eligible**
- Must request time off **at least 2 weeks in advance**
- Time off must be approved by management

Part-Time (15 or fewer hours)

- **Not PTO Eligible**
- Must request time off **at least 2 weeks in advance**
- Time off must be approved by management

3. Dental Insurance (Delta Dental)

- **Managers, Shift Leaders, Full-Time Team Members, and Full-Time Pit Crew:**
  - Kane St. Smokehouse covers **50% of the dental insurance premium**
- **Part-Time (16+ hours) Team Members and Pit Crew:**

    - Eligible to enroll through Kane St. Smokehouse to take advantage of the group discounted pricing. Employee pays **100% of premium**.
- **Part-Time (15 or fewer hours):** Not eligible

4. Kane St. Smokehouse Additional Benefits

Free Shift Meals (Shifts are defined as a 5-hour work block, typically AM or PM)

Employees may enjoy **one regular-size meal per shift**, plus **one dessert per day**, subject to:

- Must be eaten **on property** during work hours (At leadership's digression)
- Not to be shared
- Employees must show courtesy by avoiding items low in stock or likely to sell out
- Unlimited drinks allowed during shift with a **personal cup (32 oz maximum cup size)**

Employee and Immediate Family Meal Discount

- All employees receive a **10% discount** on personal food purchases, on or off shifts.
- Discount applies **only to the employee and their household or significant other**
- Bulk foods and beverages are excluded unless approved by management

Holiday Bonus (Christmas Bonus)

- Provided annually based on:
    - Number of hours worked
    - Individual performance throughout the year
    - Attendance
        - Eligible for only 50% of bonus if employee calls in 3 times without PTO coverage in a 12-month period
        - Not eligible for bonus if employee calls in without PTO over 3 times in a 12-month period
        - Management and ownership reserve the right to final decisions on bonus amounts and distribution
    - Overall performance of restaurant as a whole
- Bonus is not guaranteed and employees who resign or are terminated **before distribution** forfeit the bonus
- Bonus is distributed through payroll

SmartDollar Financial Wellness Program

Available to **Full-Time employees**.

SmartDollar provides:

- Budgeting tools
- Video lessons and step-by-step financial guidance
- Tools and guidance to help employees **pay off debt**
- **Free end-of-year tax filing** resources
- Personal financial coaching
- Therapy sessions for mental health and wellness (limited)

This program supports financial stability and long-term personal growth.

Leadership Development & Paid Training

Kane St. Smokehouse invests in developing strong leaders.

- **Managers** receive:
  - Paid time for required reading (EntreLeadership, Ramsey content, books, etc.)
  - Paid time for leadership training videos
  - Paid attendance at approved off-site trainings
- **Shift Leaders and other leadership-track employees** receive:
  - Access to leadership books, videos, and development tools (unpaid)
  - Coaching and guidance from management and ownership

5. General Provisions & Disclaimers

- All benefits are subject to change based on business needs, legal requirements, or operational updates.
- Kane St. Smokehouse reserves the right to modify, suspend, or discontinue any benefit at any time.
- Employees will be notified of changes in writing when possible.

Acknowledgment

Employees are responsible for reviewing and understanding the benefits available to them. Questions should be directed to management.