Policy Title: Employee Pay Scale and Compensation Structure Policy

Department: All Staff

Effective Date: March 17, 2026

Last Updated: September 25, 2026

Approved By: Courtney Cress (Owner)

Purpose

This policy establishes a clear and consistent pay structure for all positions within Kane St. Smokehouse LLC. 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 Managers.

Policy Statement

Kane St. Smokehouse LLC is committed to compensating employees fairly and competitively. Payrates are determined based on role, experience, performance, and business needs. Raises and promotions are performance-driven and not guaranteed based solely on length of employment.

Pay Scale Structure

Team Member: Tipped and eligible for overtime pay

- Cashier/Front Counter
- Front Kitchen/Food Service
- Back Kitchen/Food Prep/Dishwasher

Full-time: 35+ hours per week (Eligible for applicable benefits and wage review opportunities)

- Starting pay $11 per hour + Tips
- Month 6: Performance review — $11.50 per hour + Tips
- Year 1: Performance review — $12.00 per hour + Tips
- Year 2: Performance review — $12.50 per hour + Tips
- Year 3: Performance review — $13.00 per hour + Tips

Part-time Employee: 16+ hours per week (eligible for applicable benefits as outlined by company policy)

- $11.00 per hour + Tips

Limited Part-time Employee: 15 per week or fewer (not eligible for company benefits)

- $11.00 per hour + Tips

Shift Lead: Tipped and eligible for overtime pay

Full-time: 35+ hours per week (Eligible for applicable benefits and wage review opportunities)

- Starting pay $13 per hour + Tips
- Month 6: Performance review — $13.50 per hour + Tips
- Year 1: Performance review — $14.00 per hour + Tips
- Year 2: Performance review — $14.50 per hour + Tips
- Year 3: Performance review — $15.00 per hour + Tips

Pit Crew: Non-tipped, eligible for overtime pay

Full-time: 35+ hours per week (Eligible for applicable benefits and wage review opportunities)

- Starting pay $14 per hour
- Month 6: Performance review — $14.50 per hour
- Year 1: Performance review — $15.00 per hour
- Year 2: Performance review — $15.50 per hour
- Year 3: Performance review — $16.00 per hour

Part-time Employee: 16+ hours per week (eligible for applicable benefits as outlined by company policy)

- $14.00 per hour

Limited Part-time Employee: 15 per week or fewer (not eligible for company benefits)

- $14.00 per hour

Restaurant Manager: Non-tipped, eligible for overtime pay

Full-time: 35+ hourly per week

- Annual gross salary starting at $41,600.00 (bi-weekly: $800.00)
- Raises are determined individually based on experience, knowledge displayed, ability to execute the role as outlined in the job description, overall performance, and value provided to the business.

Pay Increases & Advancement

Pay Increases may be considered based on:

- Job performance and consistency
- Reliability and attendance
- Skill development and cross-training
- Leadership ability and initiative
- Length of employment (in combination with performance)

Typical Review Timeline:

- Initial training review: 60-90 days
- Ongoing reviews: Every 6-12 months

Promotion Guidelines

Employees may be promoted when:

- Consistently meet or exceed job expectations
- Demonstrate leadership and accountability
- Show readiness for increased responsibility
- Successfully train or mentor other employees

**Desired position must be open and available in order to be promoted

Overtime Policy

- Overtime is paid in accordance with state and federal laws
- Any scheduled overtime must be approved by management in advance
- Overtime Pay: Hourly wage is 1.5 times the amount of normal hourly wage
- Tips are still split and distributed normally; no additional amount is added to tips for overtime hours worked

Tip and Automatic Gratuity Distribution

- Tips are counted, recorded, and assigned after each shift.
- Cash tips are counted and recorded each shift then will be divided and handed out when employee clocks out.
- Card tips and automatic gratuities will be collected and recorded for each employee, each shift. They will then be paid out in bi-weekly paycheck.
- Tips are pooled and evenly distributed between employees with “tipped” positions for the hours that are worked.
- Tip and automatic gratuity structure and distribution are determined by management and may be adjusted as needed to ensure fairness.

Benefits Eligibility

- Full-time employees are eligible to enroll in our company-assisted benefits plans.
- Part-time employees who work 16+ hours are eligible to enroll in our benefit plans and take advantage of our discounted group premiums.

- Part-time employees who work 15 hours or less per week are not eligible for our benefits plan.

Compliance & Adjustments

- Pay rates may be adjusted based on market conditions, business needs, or performance
- Management reserves the right to modify this policy at any time

Employee Acknowledgement

I acknowledge that I have received, read, and understand the Kane St. Smokehouse **Pay Scale, Compensation, & Structure Policy.**

I understand I am being hired in the following employment classification:

☐ **Full-time Employee**

(35+ hours per week; eligible for applicable benefits and wage review opportunities)

☐ **Part-time Employee**

(16+ hours per week; eligible for applicable benefits outlined by company policy)

☐ **Limited Part-time Employee**

(15 per week or fewer; not eligible for company benefits)

I understand that work schedules are based on the staffing needs and operational requirements of the business. Employees are expected to maintain the availability and hour commitments associated with their position. Requests for schedule changes or additional hours must be discussed with management and are subject to approval and business needs.

I understand that wage increases and advancement opportunities are determined based on factors including performance, reliability, tenure, business needs, and overall company compensation policies. Company-wide wage adjustments may also be implemented as needed to remain competitive and compliant with applicable laws and regulations.

Employee Signature: _____

Employee Name (print): _____

Date: _____

Manager Signature: _____

Manager Name (print): _____

Date: _____