



# EMPLOYEE HANDBOOK

April 2023

# Casa del Sol Cocina Mexicana Restaurant Employee Handbook

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## **Welcome to Casa del Sol Cocina Mexicana Restaurant**

The following pages contain information regarding many of the policies and procedures of Casa del Sol Cocina Mexicana Restaurant. These policies are a condition of employment. Labor relation laws require that all employees maintain a written policy that is applied nondiscriminately to all employees.

If you have questions or need assistance reviewing this document please contact:

Yolanda Hernandez at (626) 279-1700.

Office hours are: Tuesday through Friday: 9:00 am to 4:00 pm. (Closed - Saturday, Sunday & Monday)

Our main phone number is (949) 418-7088 & (626) 279-1700

For life threatening emergencies call 911.

For facility emergencies call (949) 533-8387.

### **Disclaimer**

This handbook is intended only to outline the employment policies, procedures and benefits of Casa del Sol Cocina Mexicana Restaurant. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. Casa del Sol Cocina Mexicana Restaurant reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Your employment with Casa Del Sol is at will (At will means that an employer can terminate an employee at any time for any reason). This means your employment is for an indefinite period of time and it is subject to termination by you or Casa Del Sol, with or without cause, with or without notice, and at any time.

## **Introduction**

### **Mission Statement Casa del Sol Cocina Mexicana Restaurant**

At Casa Del Sol our mission is to provide a world-class dining and entertainment experience that brings the culture of Mexico from our heart to the table. We aim to create a lively atmosphere where every customer feels like family.

### **Career Opportunities**

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

### **Open Door Policy**

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. Management at Casa del Sol Cocina Mexicana Restaurant maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input. If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

### **Code of Conduct**

Employees of Casa del Sol Cocina Mexicana restaurant are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate Casa del Sol Cocina Mexicana restaurant management team members. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

## **Employment**

### **Equal Opportunity Employment**

Employees are hired based solely on Casa del Sol Cocina Mexicana Restaurant 's personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to management.

### **Eligibility For Employment**

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

### **Familial Employment**

Casa del Sol Cocina Mexicana Restaurant does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of management.

### **Criminal Convictions**

Criminal convictions are taken seriously at Casa del Sol Cocina Mexicana Restaurant. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination.

Casa del Sol Cocina Mexicana Restaurant will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

### **Violence**

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or management.

### **Weapons**

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A "weapon" can also be any object which would do harm to another when used as such.

### **Disclaimer**

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Casa del Sol Cocina Mexicana Restaurant shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or management.

### **Alcohol, Drugs & Illegal Substance Abuse**

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of Casa del Sol Cocina Mexicana Restaurant. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or management.

### **Sexual and Other Unlawful Harassment**

It is Casa del Sol Cocina Mexicana Restaurant’s objective to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. Such 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 refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experience what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or call **(800) 884-1684**. Casa del Sol Cocina Mexicana Restaurant will investigate any employee, regardless of job position when such allegations are made. Based on available information, Casa del Sol Cocina Mexicana Restaurant will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

## **Domestic Violence Statement**

Casa del Sol Cocina Mexicana Restaurant recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

Casa del Sol Cocina Mexicana Restaurant will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

## **Employment Evaluation**

All employees will be under "evaluation" for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full time employee. In the event your evaluation information indicates you do not qualify, your employment will be terminated.

## **Personnel File**

Casa del Sol Cocina Mexicana Restaurant maintains a confidential personnel file for each employee. Files are controlled by management. Employees must acquire permission to view his or her personnel file from management. These files are the property of Casa del Sol Cocina Mexicana Restaurant; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

## **Policies & Procedures**

### **Attendance**

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

### **Parking**

Casa del Sol Cocina Mexicana Restaurant employees are required to park in the employee parking area. All other parking is reserved for customers and visitors.

### **Work Schedule Requirements**

With variations in work load based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment.



### **Staff Meetings**

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

### **Bulletin Boards**

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

### **Suggestions**

Casa del Sol Cocina Mexicana Restaurant always encourages employees to submit suggestions, comments or new ideas which may benefit the company or working conditions. If you wish to remain anonymous, every precaution will be made to preserve your privacy.

### **Time (POS System)**

All employees are required to clock in and out on the Casa del Sol POS System reflecting hours worked unless authorized to be exempt, as with supervisory and management personnel.

### **Lunch Break**

All employees are required to take a 30 minute lunch break if you work more than 5 hours in a work day. Unless, you are working no more than six (6) hours in a day, you may waive your meal break. Lunch breaks are for 30 minutes. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

### **Breaks**

10-Minute Rest Breaks in California. California employment law requires employers to give non-exempt employees (which means "hourly" employees) one 10-minute rest break for every four hours of work.

### **Workplace Dress Code**

Casa del Sol Cocina Mexicana Restaurant encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire (Uniform) should be worn at all times in keeping with commonly recognized standards. Be considerate of the company's image as well as your image with customers and your co-workers.

### **Medical Attention**

Casa del Sol Cocina Mexicana Restaurant requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

### **Compensation**

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and Casa del Sol Cocina Mexicana Restaurant. Raises also, are based on performance, growth and productivity. All requests for salary increases and/or promotion will be fairly considered by supervisors and management. Employment is based on an as-needed basis. Employees are not guaranteed tenure or offered retirement benefits.

### **Overtime**

Hours of work performed by hourly employees, over 40 hours in any seven day period, qualify for payment One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime. All overtime must be approved in advance by your immediate supervisor.

### **Wage and Salary Disclosure**

Compensation programs are confidential between the employee and Casa del Sol Cocina Mexicana Restaurant. Disclosure of wages or compensation to any third party or other employee is prohibited and could be grounds for termination.

### **Payroll Schedules**

Hourly employees are paid on a Bi-Weekly schedule (every-other Friday). In the event payday falls on a holiday, paychecks will be distributed the day before the holiday.

### **Your Paycheck**

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

### **Payroll Deductions for Federal Tax, State Tax, FICA and Medicare**

As required by law, Casa del Sol Cocina Mexicana Restaurant withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

### **IRA's - Individual Retirement Accounts**

Casa del Sol Cocina Mexicana Restaurant encourages employees to plan for retirement. IRA saving programs offer the employee advantages for retirement as well as tax savings at the time of purchase. **Contact your local financial institutions for information. In 2022 CalSavers is California's new retirement savings program for workers in the private sector who do not currently have a way to save at work. Casa del Sol is registered for CalSavers, enrollment is easy: you will be automatically enrolled within 30 days unless you choose to opt out.**

### **Performance & Evaluation Reviews**

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and Casa del Sol Cocina Mexicana Restaurant are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

### **Reimbursement of Expenses**

Expenses to be reimbursed by Casa del Sol Cocina Mexicana Restaurant must be approved in writing prior to expenditure. To receive reimbursement you must furnish the Accounting department with receipts for all expenses.

We appreciate your expenditures on behalf of Casa del Sol Cocina Mexicana Restaurant and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your immediate supervisor.

### **Reporting Personal Information Changes**

Employees must notify management whenever there is a change in their personal information on file with Casa del Sol Cocina Mexicana Restaurant This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your employment.

### **Gifts, Entertainment & Meals**

Casa del Sol Cocina Mexicana Restaurant employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of Casa del Sol Cocina Mexicana Restaurant, except as approved by management. If you or a co-worker are approached to give or receive such gifts you are required to request permission from management.

### **Visitors**

Due to the nature of our business, visitors are not allowed. All visitors who are not visiting for business purposes will be restricted to the regular lobby area. Notify a supervisor immediately if you become aware of any unauthorized visitors.

### **Personal Property**

Casa del Sol Cocina Mexicana Restaurant is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by Casa del Sol Cocina Mexicana Restaurant, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

### **Personal Safety**

At Casa del Sol Cocina Mexicana Restaurant the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or management. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor.

### **Food & Beverage**

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

### **Smoking**

Smoking is prohibited on Casa del Sol Cocina Mexicana Restaurant property.

## **Company Property**

### **Confidential Information Security**

As a matter of course employees of Casa del Sol Cocina Mexicana Restaurant will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of Casa del Sol Cocina Mexicana Restaurant confidential information without express written approval is prohibited.

### **Facilities Security**

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm.

Report any potential security risks to your immediate supervisor.

### **Office Supplies, Postage & Company Accounts**

Casa del Sol Cocina Mexicana Restaurant postage and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

### **Company Vehicles**

Use of company vehicles for personal purposes is prohibited.

### **Company Equipment**

Company property, are to be used for Casa del Sol Cocina Mexicana Restaurant business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property see your immediate supervisor.

### **Phone Systems, Voice Mail and Personal Calls**

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks. Long distance calls for personal use are prohibited.

### **Conservation and Recycling**

Conserving energy and resources is a priority at Casa del Sol Cocina Mexicana Restaurant. Employees are required to conserve power and water in all reasonable ways. Recycling containers are provided throughout the facility for collection. Containers are marked for various materials. Please be certain to separate all recyclables and put them into the appropriate containers.

## **Computer Related**

### **Computers and Related Equipment**

Casa del Sol Cocina Mexicana Restaurant provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of Casa del Sol Cocina Mexicana Restaurant. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination. Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor. Employees shall not use company systems to knowingly violate any city state or federal laws.

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Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

### **Internet**

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

Casa del Sol Cocina Mexicana Restaurant maintains the right to limit internet access.

Casa del Sol Cocina Mexicana Restaurant will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Casa del Sol Cocina Mexicana Restaurant to the world at large while online.

For protection of Casa del Sol Cocina Mexicana Restaurant's network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

### **eMail & Electronic Communication**

Company provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

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Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

### Policies for Leave of Absence

#### **Eligibility**

Paid and non-paid leave of absence is a benefit of working at Casa del Sol Cocina Mexicana Restaurant. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment with Casa del Sol Cocina Mexicana Restaurant. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. Casa del Sol Cocina Mexicana Restaurant reserves the right to, without notice; revise these leave of absence policies. If you have questions contact management.

#### **Personal Leave of Absence**

Casa del Sol Cocina Mexicana Restaurant will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from management. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied solely at the discretion of Casa del Sol Cocina Mexicana Restaurant. When granted, the maximum allowable is 20 days per calendar year.

#### **Sick Leave**

Casa del Sol Cocina Mexicana restaurant does not offer sick leave benefits.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

#### **Short-Term Disability Leave**

Casa del Sol Cocina Mexicana Restaurant does not offer short term disability benefits.

Notify your immediate supervisor or management in advance when you plan to use short term disability for scheduled medical procedures or pregnancy related disability. Casa del Sol Cocina Mexicana Restaurant reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by Casa del Sol Cocina Mexicana Restaurant. Contact your disability office for benefit information.

#### **Unpaid Family & Medical Leave / as of 2014 Paid Family Leave**

**As of 2014 - Paid Family Leave Benefits the time to care. 1-877-238-4373 To apply online or for more information, visit [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability)**

Casa del Sol Cocina Mexicana Restaurant employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult management for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

**Funeral Leave**

Casa del Sol Cocina Mexicana Restaurant will provide reasonable unpaid time off for employees to attend funerals of friends and loved ones. Contact management concerning your specific needs.

**Jury Duty**

Notify your immediate supervisor if you are summoned for jury duty. Unpaid time off from work will be granted as necessary in compliance with applicable law.

**Military Duty**

In accordance with requirements of law, Casa del Sol Cocina Mexicana Restaurant will provide military leave of absence and reinstatement for qualifying employees. Casa del Sol Cocina Mexicana Restaurant does not pay for military leave of absence.

**Benefits**

**Overview**

Benefits provided to employees are provided at the will of Casa del Sol Cocina Mexicana Restaurant and Casa del Sol Cocina Mexicana Restaurant reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only.

**Group Medical Insurance**

Casa del Sol Cocina Mexicana Restaurant does not offer group medical insurance benefits to employees. It is the responsibility of each employee to provide their own medical coverage.

**401K Plan**

Casa del Sol Cocina Mexicana Restaurant does not offer a 401K plan at this time.



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**Retirement:** Casa del Sol Cocina Mexicana Restaurant does not offer a retirement plan at this time.

CalSavers is California's new retirement savings program for workers in the private sector who do not currently have a way to save at work. Casa del Sol is registered for CalSavers, enrollment is easy: you will be automatically enrolled within 30 days unless you choose to opt out.

### **Worker's Compensation**

State and federal law governs eligibility requirements. All premium costs are paid by Casa del Sol Cocina Mexicana Restaurant. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report all accidents or injuries to your immediate supervisor.

### **Holidays**

Casa del Sol Cocina Mexicana Restaurant does not offer paid holiday's at this time.

Employees wishing to observe national-origin holidays or religious holidays must obtain permission from their immediate supervisor for time away from work. Workloads are considered when choosing to grant or deny these requests if the amount of days requested is over 2.

### **Vacations**

Casa del Sol Cocina Mexicana Restaurant provides paid vacation time for eligible employees. To qualify for vacation benefits a full time employee must have completed one full year continuous employment. Employees are encouraged to take a vacation every year. If you wish to work through your vacation and carry paid vacation over to the following year, you must get approval from your immediate supervisor and notify management. A maximum number of days can be carried forward, based on the numbers of years of service.

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests.

**COBRA as of 2014 go to Covered California for medical insurance details - Casa del Sol Cocina Mexicana restaurant does not offer medical insurance at this time, therefore COBRA is not applicable.**

## **Employee Discounts**

Casa del Sol Cocina Mexicana Restaurant offers their employees a discount on meals. If you wish to take advantage of discounts offered, contact your immediate supervisor.

## **Discipline Policies**

**Problem Resolutions** The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees. We recommend the following: For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to management. Management will gather and review all information and provide a solution with the best interest of all parties. If a supervisor is involved as a party in the initial dispute, it must be turned over to the owner Teresa Hernandez at the outset. Decisions of management or Teresa Hernandez will be final.

## **Violation of Company Policy**

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues. Employees who believe they have been falsely charged with an infraction can appeal the charge to management. All appeals must be in writing clearly defining the reason you believe the charge was false. Management will review all available information and make a ruling. All decisions of management are final. Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

## **Termination of Employment**

### **Termination**

Employees of Casa del Sol Cocina Mexicana Restaurant are not given tenure. The employee of Casa del Sol Cocina Mexicana Restaurant may choose to terminate employment at any time.

Employees choosing to terminate their employment with Casa del Sol Cocina Mexicana Restaurant are required to return all company property to their immediate

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supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck.

Casa del Sol Cocina Mexicana Restaurant may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck will be given to the employee upon receipt of all company owned property.

Management will provide opportunity to all employees leaving Casa del Sol Cocina Mexicana Restaurant to have an exit interview. Request for exit interviews must be made with reasonable time for management to schedule the interview.

Casa del Sol Cocina Mexicana Restaurant considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

**Acknowledgment** I have read these policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein. I further understand that Casa del Sol Cocina Mexicana Restaurant may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions. I also certify that I have had ample time to discuss this handbook and its contents with Casa del Sol Cocina Mexicana Restaurant representatives and I fully understand the contents.

With this knowledge, I accept the policies outlined herein as a condition of employment.

Employee Name (Print) \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Casa del Sol Cocina Mexicana Restaurant reserves the right to make changes to this handbook for the purpose of modifying, revising, and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

# Casa del Sol Cocina Mexicana restaurant Employee Handbook

## Casa del Sol Cocina Mexicana Restaurant **Drug Testing Policy**

Current and prospective employees who now work, would work if engaged, or in the near future may possibly work, will be asked to submit to drug and alcohol testing per Casa del Sol Cocina Mexicana Restaurant's policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Not all Casa del Sol Cocina Mexicana Restaurant employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at sometime in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Any drug and/or alcohol testing requested by Cielito Lindo Restaurant will be paid for by Casa del Sol Cocina Mexicana Restaurant and conducted by a laboratory licensed by the state.

Casa del Sol Cocina Mexicana Restaurant's drug and alcohol testing program is limited to testing for the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Other substances found, will not be reported.

Each employee asked to submit to a drug or alcohol test will be notified of their results by Casa del Sol Cocina Mexicana Restaurant within \_\_\_\_\_ of receiving the lab results. Every reasonable effort will be made by Casa del Sol Cocina Mexicana Restaurant to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

Casa del Sol Cocina Mexicana Restaurant does not tolerate the use of alcohol or nonprescription drugs on company premises or during work hours at any other employment location as required by Casa del Sol Cocina Mexicana Restaurant. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by Casa del Sol Cocina Mexicana Restaurant. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

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All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. In all other instances every reasonable effort will be made by Casa del Sol Cocina Mexicana Restaurant to protect the confidentiality of the information.

Casa del Sol Cocina Mexicana Restaurant

2497 Park Ave

Tustin, CA 92782

(949) 418-7088

### Drug Test Consent Form

I, \_\_\_\_\_ have applied for employment with Casa del Sol Cocina Mexicana Restaurant. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by Casa del Sol Cocina Mexicana Restaurant for this position.

I hereby authorize any laboratory, physician or medical professional retained by Casa del Sol Cocina Mexicana Restaurant to conduct such testing and to provide the results to Casa del Sol Cocina Mexicana Restaurant. I further release Casa del Sol Cocina Mexicana Restaurant and any person affiliated with Casa del Sol Cocina Mexicana Restaurant and any such institution or person conducting the testing, from liability therefore.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please print)

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Non-Compete and Nondisclosure Agreement

Section I. For valuable consideration and as an inducement for employment by Casa del Sol Cocina Mexicana Restaurant, \_\_\_\_\_ acknowledges that Casa del Sol Cocina Mexicana Restaurant may disclose trade secrets, client lists, vendor lists or other confidential material, and agrees to retain said information as confidential and agrees not to disclose same to any third party. \_\_\_\_\_ further agrees to make every reasonable effort to prevent accidental disclosure.

\_\_\_\_\_ agrees to put forth their best efforts to perform the job functions of \_\_\_\_\_.

while abiding by the non-compete and nondisclosure terms of this agreement.

Casa del Sol Cocina Mexicana Restaurant agrees to compensate \_\_\_\_\_ as follows: \_\_\_\_\_.

Section II. Upon expiration or termination of this agreement and for a period of 2 years following employment, \_\_\_\_\_ agrees not to compete with Casa del Sol Cocina Mexicana Restaurant within a 100 mile radius of Casa del Sol Cocina Mexicana Restaurant, located at 2497 Park Ave, Tustin, CA 92782.

The non-compete clause will not apply if this agreement is terminated as a result of Casa del Sol Cocina Mexicana Restaurant violating the terms of this agreement.

Competition is defined, for the purpose of this agreement, as having ownership in, being employed by, managing, consulting for or rendering services to any organization or individual that is or was a client of Casa del Sol Cocina Mexicana Restaurant during \_\_\_\_\_ employment with Casa del Sol Cocina Mexicana Restaurant or for any other business substantially similar to or competitive with Casa del Sol Cocina Mexicana Restaurant or any of the following types of business:

\_\_\_\_\_.

Section III. \_\_\_\_\_ agrees to compensate Casa del Sol Cocina Mexicana Restaurant damages in the amount of \$1500.00 for each violation of the non-compete covenant of section II.

Section IV. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

In witness whereof, \_\_\_\_\_ and Casa del Sol Cocina Mexicana Restaurant have signed this agreement.

\_\_\_\_\_

Casa del Sol Cocina Mexicana Restaurant

Date

EMPLOYEE NAME

Date