



## CREW APP POLICY

The Crew App is intended to streamline scheduling by putting the schedule in everyone's pocket. No more driving to the work- place to find out when you work next. You can get shifts covered quickly and easily when necessary, pick up more hours if you so desire, and track or request time off. When using the Crew App we ask that you adhere to the following:

1. If you are going to post a shift to be covered please do so with a minimum of two hours' notice. The more notice you give the better the chances of getting your shift covered.
2. Once you post a shift it is still *your* shift until it has been accepted by another employee of similar skill set. (i.e. food champion to food champion, or service champion to service champion). If you are unable to get the shift covered and do not to report to work for the shift it will be considered an absence, if you do not call to inform management that you are unable to work the shift it will be considered a no call/no show.
3. The Crew App is to be used as a scheduling tool only. The message board will not be used to post anything other than shift coverage.
4. Employees are not required to use the crew app. Management must still post hard copies of schedules, etc. in the restaurant.
5. All Crew App information is confidential and is not to be shared with anyone who has not been granted usage by reading and signing this agreement.

Signature:

Date:

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