



WORK HOURS AND SCHEDULES

Work Schedule

Champ's Dog House Hours are as Follows:

Monday through Sunday: 6am-6pm

The payroll week for Champ's Dog House begins on Thursday at 12:01 AM and ends on Wednesday at 12:00 AM. However, the weekly schedule starts Sunday at 12:01 AM and ends Saturday at 12:00 AM. The nature of Champ's business requires employees to work evenings, weekends, and holidays. Your Manager may temporarily alter an employee's work schedule on an as needed basis.

Overtime Policy

At times, you may be required to work overtime. If Champ's requires that you work overtime, we will give you as much advance notice as possible. Overtime will be paid at time and half if more than 40 hours are worked by a non-exempt employee. Requested overtime hours must be pre-approved by your Manager prior to being worked.

Holiday Pay

Champ's Dog House recognizes the following holidays: New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Hourly employees will be paid time and a half if they work on a recognized holiday.

Meal and Rest Periods

To refresh yourself, everyone is encouraged to take regular rest and meal breaks every day, preferably away from your work area.

- A 15 minute unpaid break for 4 hours of each workday
- A 30 minute unpaid break for every 8 hours of each workday.
- A 45 minute unpaid break for every 12 hours of each workday

There may be occasions when unanticipated workflow requires a break to be postponed. Champ's will make every effort to allow all employees to take required breaks in a timely manner.

EMPLOYEE BENEFITS

Champ's works to provide competitive benefits to our employees. Unless otherwise indicated in this Employee Handbook, Champ's employees are eligible to participate in our benefits programs immediately with the exception of 401k.

Champ's provides the following annual benefits:

- Paid Time Off (PTO)
- Sick Time
- 401(k)
- Discounts
- Professional Development

Changes to Benefits

Champ's reserves the right to add, eliminate, or in other ways change any discretionary benefit described in this handbook or other plan documents.

PTO Requests Policy

PTO requests should be submitted using homebase at least 30 days prior to the time requested. You may also discuss time off with your manager directly, however, requests must still be made through Homebase. Though every attempt will be made to accommodate the employee's preference, requested PTO days may not be approved due to staffing needs. Time off requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your manager will consider Champ's staffing needs during the relative period, as well as the length of service with Champ's of the employees involved. Time off is dependent upon our ability to find coverage for the requested shift or day. If coverage cannot be found, the employee who submitted the request will be responsible for working the assigned shift. If requesting part of a day or shift off, employees are still required to put in a time off request, and they should add what shifts they are able to work.

TYPES OF LEAVE

PTO

Employees are granted 1 hour for every 30 hours worked at Champ's. PTO may not be used to compensate for lost time due to an employee being late to work. Employees are required to use available PTO when taking time off from work. PTO may be taken in increments as low as 4 hours. Maximum leave accrued is 40 hours in one calendar year. Balance can be carried over, but the maximum allowable will be 40 hours.

When separating from or leaving Champ's, any unused PTO will be forfeited.

After 3 years of full-time service, an employee can accrue up to 80 hours of PTO.

SICK TIME

Employees are granted 1 hour for every 30 hours worked at Champ's. Sick time may not be used to compensate for lost time due to an employee being late to work. Employees are required to use available sick time when said employee is ill. A doctor's note may be required to return to work. Sick Time may be taken in increments as low as 4 hours. Maximum leave accrued is 40 hours in one calendar year. Balance can be carried over, but the maximum allowable will be 80 hours.

When separating from or leaving Champ's, any unused Sick Time will be forfeited.

401(k)

Champ's is pleased to offer a retirement savings plan to all Champ's employees over 21 after 6 months of employment. Champ's will match all contributions up to 3% per pay period. Employees will be fully vested after 3 years. For more information on Champ's retirement plan visit Champ's Career Page and select the 401(k) option.

DISCOUNTS

Employees that work at Champ's are granted discounts on select services and products. A detailed list is below.

- 20% off retail products excluding clearance items and food
- 20% off Boarding excluding holidays
- 30% off Grooming and Training
- 2 free Daycare days per month, then half off normal daycare rate (dog's must comply with all Champ's policies)

PROFESSIONAL DEVELOPMENT

Champ's is invested in the development of our team members. We offer Pet First Aid and CPR to all of our team members at no cost to the employee. If you are interested in furthering your career at Champ's and would like to participate in continued education or professional development please discuss possible opportunities with your manager. Professional development reimbursement will be considered on a case by case basis.

ATTENDANCE POLICY

Regular attendance and punctuality are essential for the smooth operation of this company. Employees are responsible for their own communication with management or their Manager regarding their attendance. It is not the responsibility of other staff members to relay an absence or tardy to your Manager. Employees must report their absences or tardies each day. Employees are required to call and talk with their Manager more than 2 hours (120 minutes) or 1 Hour (60 minutes for 6am shift) before missing their scheduled shift, or it will be considered a no call, no show.

Employees must clock in no earlier than 5 minutes prior to their shift start. An employee is considered late if they clock in 5 minutes past their shift. When clocking in employees must be dressed and ready to work (ie: have eaten, used restroom, etc).

When absence is due to illness, Champ's Dog House reserves the right to require appropriate medical documentation. If an absence is more than 2 days, a written physician release is required for an employee to return to work.

Excessive absenteeism or tardiness can result in discipline, up to and including discharge. If an employee is absent or tardy 3 times in any given 30-day period they will be subject to progressive disciplinary actions. Any employee with 1 unexcused absence (no call no show) in a calendar year will voluntarily end their employment. All attendance-related issues will be applied to your employee performance reviews.

If you are absent from work without notice or explanation for two or more consecutive days, you may be considered to have voluntarily terminated your employment.

As a condition of employment, an extended company Attendance Policy must be signed.

Employee Signature

Date

Manager Signature

Date