



EMPLOYMENT POLICIES & PROCEDURES

1. This document, nor any other SONIC documents, does not confer any contractual right of employment, either expressed or implied, and absolutely no guarantee or any fixed terms or conditions of employment are established. Your employment is not for any specific time and may be terminated “at will,” with or without cause and without prior notice by SONIC, or you may resign for any reason at any time.
2. All SONIC employees are strongly encouraged to consistently act in compliance with all existing, and as established, future company policies. This document is not intended to address all possible policies, and is subject to change at any time, with or without notice, in whole or in part, at the discretion of SONIC.
3. The performance of all work duties and responsibilities will be true and correct. Any misrepresentation, falsification, unauthorized destruction or concealment of any records/information, manual and electronic may result in termination of employment. Employee theft, fraud, forgery, dishonesty or intentional violation of SONIC rules, internal controls, regulations or procedures is not acceptable and may also violate municipal, county, state and federal laws, and may result in criminal prosecution.
4. Questions about SONIC’s policies and procedures should be directed to your immediate supervisor.

NO CALL, NO SHOW - (Job Abandonment)
Failure to report to work as scheduled concurrent with failure to notify their immediate supervisor at least 30 minutes prior to scheduled start-time is considered job abandonment, and my result in immediate termination.

UNSCCHEDULED ABSENCES - Any unplanned, or “unscheduled” lost time of a full or part-time shift resulting in working less than one half of a scheduled shift is not acceptable. Unplanned, unscheduled absences or tardiness are disruptive to department operations and can jeopardize the continuity of customer services. Employees are expected to report to work on time and to complete scheduled shifts as assigned. Employees who fail to comply with attendance standards are subject to disciplinary action, including immediate termination.

SCHEDULED ABSENCES - Scheduled absences are approved in advance by an immediate supervisor, and such approved absences typically include: unpaid leaves of absences; Family Medical Leave Act (FMLA); bereavement; jury duty; and Workers’ Compensation.

DISCIPLINARY ACTION - Corrective action may be used to address employees who fail to comply with established attendance standards.

1. Verbal Counseling - SONIC management may review a particular incident with the employee and discuss plan of action.
2. Progressive Discipline - Formal corrective action including written warning, suspension.
3. Termination - Employment terminated due to one or more violations of company policy.
4. Probationary Employees - Employees who fail to comply with attendance standards during their initial ninety-(90) day probation are subject to immediate termination.

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EMPLOYMENT

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You’re not supposed to text while driving either!

What? I can’t use my cell phone while I’m working?

Our attention should be on customers who pay our salary, right?





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ATTENDANCE:

Unless otherwise approved by the OWNER, or GENERAL MANAGER, or an authorized designee, all SONIC employees are expected to arrive at work on time in accordance with their regularly scheduled and assigned operating hours, excluding an approved breaks and lunch period.

1. REPORTING REQUIREMENTS – All employees are required to report to work as scheduled.

a. An employee must directly notify (by telephone or email) their immediate supervisor, and receive confirmation of such, at least 30 minutes prior to their scheduled start-time in the event that they are unable to report to work as scheduled.

b. Except in the case of an emergency, an employee's immediate supervisor must be contacted directly by the employee and not by the employee's spouse, relatives, or friends. Employees are prohibited from exchanging work schedules without prior approval from management.

c. Failure to report to work as scheduled and on time may result in disciplinary action.

d. More than six-(6) unscheduled absences or tardiness within twelve-(12) consecutive months will result in disciplinary action, which may include employee counseling, loss of paid time and corrective actions up to and including separation of employment

2. ATTENDANCE STANDARDS - Employees are monitored and evaluated for compliance with the following performance standards:

STANDARD ATTENDANCE (satisfactory) - No unexcused, unscheduled absences.

BELOW STANDARD (unsatisfactory) - One (1) to six (6) unexcused, unscheduled absences within a twelve (12) month period. Employee will receive oral and/or written counseling to comply with Attendance Standards.

PROGRESSIVE DISCIPLINE - Seven (7) or more unexcused, unscheduled absences within a twelve (12) month period. Note: The employee's performance rating is automatically reduced by one-half (1/2) point for each unexcused absence. An employee receives a written warning to comply with attendance standards and is subject to immediate termination for failure to comply. An employee with an adjusted performance rating of 1.0 will automatically receive a *Final Warning*, and is subject to immediate termination.

3. MEDICAL ABSENCES - Absences due to the same illness, for any duration, will be considered one occurrence. Employees absent for three-(3) or more consecutive scheduled shifts must provide a doctor's statement authoring their medical clearance to return back to work.

PERFORMANCE:

Devices - Use of any non-authorized electronic devices during assigned work hours is prohibited, which includes SONIC company phones and computers, personal cell phones, and other electronic devices.

Gifts - The exchange of any gifts or currency of any kind, for any reason, between employees during scheduled work hours is prohibited.

Undue Influence / Harassment - The legal age of a majority in Nebraska is nineteen-(19), however, minors are legally permitted to work limited hours. For the protection of all employees, any perceived attempt to influence, coerce, or harass any employee, without regard to age or gender, is not permitted and can result in immediate termination.

OVERTIME PAY – In compliance with the Fair Labor Standards Act (FLSA), overtime pay will be paid to hourly (Non-Exempt) employees. Hourly employees will receive overtime compensation at a rate of one and one-half (1-1/2) times the regular rate of pay for all actual hours worked over 40 hours in a workweek.

1. ASSIGNMENT - When directed, an employee is required to work overtime.

2. APPROVAL - Your immediate supervisor must approve all overtime hours including the use of administrative leave in advance, or disciplinary action may apply.

3. COMP TIME - SONIC does NOT provide "comp time" to any employee. In compliance with the Department of Labor (DOL) and the Fair Labor Standards Act, "compensatory time" is prohibited for all private sector employers.

PAY ADVANCE – Provided only at: (a) the discretion of Owner or General Manager; (b) only due to documented financial hardship; and (c) only once within a twelve-(12) months period.