

POST REGULATIONS

REVISED: MARCH 2007

APPROVED: *Cherice Hill*

COMMANDER

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POST REGULATIONS
ARTICLE I--HOUSE COMMITTEE

Section 1. The House Committee shall consist of a Chairman (a Legionnaire) and a maximum of four members of the American Legion Family (TAL, ALA, SAL) appointed by the Commander. The House Committee will meet as frequently as deemed necessary by the Chairman, but not less than once a month on a day and time agreed to by its members. Sixty percent of the House Committee shall constitute a quorum.

Section 2. The duties, responsibilities, and functions of the House Committee are as follows:

A. Food and Beverage Manager Hiring/Terminating. When the position is open, it shall be advertised in the Post Newsletter and the Beaches Leader as a minimum, the Times Union, Shorelines and the Mayport Mirror may also be used. Conduct a screening process which includes reviewing previous food and beverage management experience, reviewing information on the resume, and interviewing the candidates. Previous food and beverage manager experience is preferred. Make a hiring recommendation in order of preference to the Executive Committee for their review. The Executive Committee will make a final recommendation to the Commander who will complete the hiring process. Any disagreements between the Committees or between the Commander and the Executive Committee should be thoroughly discussed and a majority decision reached. Terminating the Food and Beverage Manager may occur after a thorough review before the House Committee. Sufficient cause shall be presented to support the termination. The Manager may appeal the decision to the Executive Committee for final determination.

B. Hiring/Terminating: Provide final approval for all employees who have been hired by the Food and Beverage Manager (hereinafter referred to as the Manager), and have completed their six month probationary period. During the probationary period, the Manager will evaluate the candidate's performance and may terminate him/her at any time prior to completion of the probationary period. Conduct a screening process that includes reviewing the prospective hire's performance during the probationary period, the Manager's comments and any Committee members' comments having witnessed the performance. After the probationary period the Manager will refer any terminating recommendations to the House Committee for final determination.

C. Supervision. Provide supervision through the Manager for all paid employees of the Post Home, to include janitor services, ensuring the satisfactory performance of all employees in the course of their assigned duties. The Manager is responsible for the day-to-day supervision of all employees, including janitor services and any volunteer lunch cooks. The Manager shall recommend the hiring, suspending, and terminating of all employees to the House Committee.

D. Evaluations. The Manager shall evaluate the performance of all employees semi-annually for the first two years and annually thereafter, and may evaluate performance when special circumstances arise. New employees (bartenders) shall be evaluated by the Manager after completion of the probationary period. The Manager shall review the evaluations with the House Committee prior to presenting them to the employees. Should the House Committee disagree with the evaluation, the Chairman may write a separate evaluation to be presented with the Manager's evaluation to the employee. Special evaluations may be prepared on any employee as deemed necessary by the Manager and/or the House Committee for the purpose of specifying and correcting performance deficiencies or praising excellent performance. The Manager shall discuss the evaluation with the employee prior to filing it in the employee's record. The employee may also request a meeting with the House Committee to discuss the evaluation.

The House Committee Chairman shall prepare the Manager's performance evaluation annually and submit it to the Commander for approval. Should the Commander disagree with the evaluation, he/she may write a separate evaluation to be presented with the Chairman's evaluation to the Manager. A special performance evaluation may be prepared on the Manager as deemed necessary by the House Committee for the purpose of specifying and correcting performance deficiencies or praising excellent performance. The House Committee shall discuss the evaluation with the Manager prior to filing it in the Manager's record. The Manager may also request a meeting with the Executive Committee to discuss the evaluation. The House Committee Chairman will maintain a record on the Manager containing evaluations, training, infractions and remedies, and any other information deemed necessary.

E. Post Home Rules. Establish and enforce written rules governing the operation of the Post Home, including rules covering the conduct of employees and patrons.

F. Post Home Facilities. Ensure Post Home facilities are in a satisfactory state of cleanliness and repair, and in compliance with all fire and safety codes, and Health Department regulations.

- Conduct a monthly inventory of the bar stock.
- Conduct an annual inventory of all Post equipment.
- Establish a long range plan for improvements, repairs, modifications, alterations, and additions to the Post Home, including any future requirements for new and/or additional equipment that may become necessary due to obsolescence, membership growth, deterioration, changing conditions, etc., and obtain Executive Committee approval for the funding. Provide necessary supporting documentation, such as cost estimates, justification, time frames or other information as required by the Commander. Provide supervision and oversight during execution of all projects.
- Establish a maintenance schedule for all Post Home equipment.
- Establish and post rules for every game in the Post Home.
- Ensure that the Manager fulfills the ordering functions in accordance with the Food and Beverage Manager's job description and these regulations.

-Establish the price list for the sale of all bar room stock. Review prices as necessary based on the Manager's recommendation, price increase of stock, or periodic House Committee review. Provide a copy to the Manager, each bartender, the Commander, and post a copy behind the bar. Price changes shall be announced to the membership via the Newsletter the month they take effect.

-Review operating hours and income, and make recommendations to the Executive Committee for changing hours of operation.

-Encourage the Manager to be creative in establishing incentives (such as drink of the week specials, etc.), and publish those incentives in the Newsletter.

G. Reporting. Through its minutes, the House Committee shall keep the Executive Committee and the General Assembly informed on a monthly basis of Post Home operations, safety of employees or patrons, Fire and Health Department violations, and any other area presenting unusual or repetitive problems. Requests for funds to remedy these problems will also be submitted. When meeting in closed session to consider violations as per Article III, no written records will be maintained and no one other than Committee members and the principals will be present. The letters considered will be kept on file and the final disposition by the House Committee will be presented to the principals in writing. Should it be necessary to provide copies of any letter, names shall be blacked out.

ARTICLE II--GENERAL POST HOME OPERATIONS

Section 1. Members of The American Legion, The American Legion Auxiliary, or Sons of The American Legion desiring to bring non-members into the Post are required to sign them in the guest log as their sponsor. Members are responsible for the behavior of their guest(s) at all times. When the member leaves the Post, the guest(s) must leave also, unless sponsored by another member. Members in good standing of other veterans organizations, their auxiliaries, and active duty military members may enter the Post by signing the guest log and presenting their membership card or military identification card.

Section 2. No obscene language shall be permitted at the Post, regardless of the source.

Section 3. Post bulletin boards shall be for official use only. This includes the Post activities board and all other boards that may be located in the Post Home. Only the Commander, the Manager or those authorized by the Commander or Manager shall make entries, hang notices, or make modifications to these boards. Bartenders receiving information concerning the health and welfare of members of the Post are authorized to enter same on the appropriate board.

Section 4. Persons seventeen (17) and under shall not sit at the bar at any time, and are required to leave the club room and kitchen areas at 2100 hours.

Section 5. Parents or sponsors shall be responsible for the actions of any minor children they have brought to the Post. If necessary, bartenders on duty, or if requested by the bartender, any Post Officer or House Committee Member shall ask the parents or sponsors to control their minors.

Section 6. Rules shall be posted governing the various games available in the Post Home as necessary, as well as directions for playing the juke box. Game rules shall be strictly enforced.

Section 7. On some holidays, for Post sponsored tournaments, during some sporting events, on Sundays, or in an effort to stimulate business, the Post occasionally offers complimentary food. Any time complimentary food is offered, it shall be consumed in the Post Home and not taken out. "To go" boxes will also not be taken for those who could not attend the event. Donations collected in the tip jar shall be turned in to the Manager to offset the cost of the food. Tips may not be used to augment the amount of food provided. Donations collected in the tip jar during the Early Bird Dinner and tips made by the waiters during the Auxiliary Birthday Party will also be turned over to the Manager to offset the cost of these functions. When Sunday snacks are provided, a maximum of \$50 will be spent as scheduled by the 2nd Vice Commander or authorized by the Commander. Anyone who spends money without prior approval will not be reimbursed.

Section 8. Hours of operation will be as posted. Last call will be given at a time determined by the on duty bartender to ensure that all patrons are out of the Post at closing time, but in no case later than fifteen (15) minutes prior to closing time. All patrons shall be out of the Post at closing time. The bartenders shall be out of the Post no later than thirty (30) minutes past closing time. Changes to hours of operation will be recommended by the House Committee, approved by the Executive Committee and published in the newsletter.

Section 9. All users of the kitchen (including the outside cooking facilities), by the volunteers, lunch cooks or employees, shall adhere to the following cleanliness rules:

- All dishes, pots and pans are washed and properly stored in the appropriate location from which they were removed. Silverware will be rolled and readied for the next user.

- No food is left out. Left-overs shall be covered, stored in the appropriate size container, and dated-no metal pots and pans will be stored in the refrigerators.

- Counters and table tops are cleaned. Top of the stove and grill are cleaned, oven cleaned and turned off, all burners turned off.

- French fry cooker turned off, oil changed weekly or after fish is cooked (unless contracted), gas to outside grill turned off, grill wiped down and covered, and outside deck cleaned as necessary.

- All trash and garbage removed to dumpster, including any food boxes stored outside, and a new liner put in the garbage can.

- Kitchen floor swept clean, overhead fan and range fan turned off.

-When the last of any product is used (paper products, butter, dressing, etc.), leave a note to that effect for the Manager.

Section 10. During Memorial Services (if requested by the family), bar sales will cease. The presiding officer of the Memorial Service will notify the duty bartender(s) fifteen minutes before the start of the service. At that time, a "last call" will be given. The bar shall remain closed until the conclusion of the service. The juke box will be turned down to minimum, the dart machines will be turned off, the pool table will be out of service, the TVs will be muted, and any other noise makers will be turned off until the service is concluded.

Section 11. Parking at the Post will be limited to 72 hours for cars, small trucks and SUVs unless other arrangements are made with the Commander, the Manager or the House Committee Chairman. Campers, motor homes and large recreational vehicles will not be parked on the pavement overnight. Out of area guests will be permitted to park overnight during their stay.

ARTICLE III--VIOLATIONS

Section 1. Complaints made against members, guests, and employees of this Post shall be made in writing and signed by the person making the complaint. The complaint shall provide a full account of the grievance or alleged violation of the regulations. The complaint shall be addressed to the Commander. The Commander will refer all valid complaints to the House Committee for investigation and action. The author shall be known only to the Committee and the Commander. Should copies of letters need to be provided for any reason, names will be blacked out.

Section 2. Alleged violators of Post Regulations who are members or employees of Post 316 shall be notified in writing of the allegation(s), and shall meet with the House Committee at the next regular meeting in a closed session. A special meeting may be called as necessary if the alleged violator cannot make the scheduled meeting. Guests (which include American Legion, SAL, and Auxiliary members of any other Post, members of any other veterans' organizations and active duty military members) may be processed after investigation without notification or appearance before the House Committee. They will be notified in writing of the results. Written records will not be maintained of closed sessions other than notification letters provided to the principals after a decision is made.

Section 3. The House Committee shall conduct a full and impartial investigation, to include interviewing both parties and any witnesses brought forward. If necessary, the House Committee shall impose punishment for violations of the Post Regulations by members, guests and employees. Infractions the House Committee determines to be serious in nature by may be handled as follows:

A. A warning.

B. Loss of all club room privileges for a period of thirty (30) days.

C. Loss of all club room privileges for a longer period or indefinitely. After a period of not less than sixty (60) days, the offender may submit a formal letter to the Commander for reinstatement. The Commander will refer reinstatement letters to the House Committee.

D. If the police are called, the bartender will provide a written report of the incident to the Manager the next day. This report will be referred to the House Committee. Any time an incident is reported by anyone to the House Committee and an investigation is conducted, the on-duty bartender will provide an input.

Section 4. Penalties may be more or less severe depending on the circumstances of the alleged violation. Penalties for alleged violators who are members, guests or non-members will be imposed by the House Committee.

Section 5. In all cases, House Committee action will be completed within thirty (30) days. Alleged violators who are members have the right to appeal to or appear before the House Committee, if so desired. Non-members and guests do not have the right to appeal to or appear before the House Committee, but may be invited to appear by the House Committee.

ARTICLE IV--BARTENDER RULES

Section 1. The Manager shall hire all employees of the Post Home, including the janitor and the volunteer lunch cook. New employees will be on probation for a period of six months or 1,040 hours of work to determine continued employment. During the probationary period, the Manager may terminate temporary employees at any time and for any reason. After the probationary period, the Manager will submit a permanent hiring recommendation to the House Committee for approval.

Section 2. Bartenders shall be in charge of the Post Home during their shift. They may call upon a Post Officer or House Committee Member for assistance as necessary, but at all times, they are responsible for enforcing the rules. Post Officers (including the Commander) and House Committee members (including the Chairman) have no authority to enforce rules or provide direction to employees or patrons unless asked by the bartender on duty. Bartenders shall observe the following standard rules:

- Dress neatly and present a good appearance.
- Keep themselves scrupulously clean, including washing their hands after using the rest room, sneezing, wiping their nose, eating, etc.
- Not use profanity while on duty.
- Be responsible for their own banks, register receipts, and stock inventory.
- Come to work sober and drug free.

- Not consume alcohol while on duty.
- Not consume illegal drugs at any time
- Not shoot pool, dance, or play any games while on duty.
- Be courteous and attentive to customers at all times.
- Not engage customers in conversations to the neglect of the bar.
- Not sponsor any guests while on duty.
- Enforce these Post Regulations equally to all patrons.

Section 3. Any reported violations of Post Regulations by a bartender may result in his/her immediate suspension, possibly without pay. The report must be made to the Manager in writing and signed by whoever witnessed it. It shall be immediately referred to the House Committee for review and action. The bartender may appear before the House Committee, if desired.

Section 4. Bartenders shall ensure all patrons are members in good standing of The American Legion, Sons of The American Legion, or The American Legion Auxiliary by requiring the membership card be shown as necessary. Members in good standing in other veterans' organizations or their auxiliaries, or an active duty military member, may enter the Post by presenting their membership card or military identification card, then signing the guest log. All others must be sponsored as required in these Post Regulations, and must sign the guest log. This includes those members' wives who have not joined The American Legion Auxiliary. Membership cards expire December 31 each year. From December 1st through the end of January, the bartenders shall card every patron to ensure they have a current year's membership card. Starting January 1st, members whose cards have expired will not be served. The 1st Vice Commander will compile a delinquent list and give it to the Manager by January 1st, as will the membership chairman for the Auxiliary and the SAL. Those patrons who do not have their cards on them will be checked against the delinquent lists.

Section 5. Bartenders must be members in good standing of The American Legion, Sons of The American Legion, or The American Legion Auxiliary.

Section 6. If the bartender has funds available, personal checks may be cashed for members in good standing in Post 316, Unit 316 or Squadron 316. The maximum value of any check cashed at the bar will be \$100.00 per member per day. No two-party checks or payroll checks will be cashed, the name on the check must match the name on the membership card, and the signer of the check must be the person cashing it. The cashing of any other check by a non-member of Post 316 requires the approval of the Manager, a Post Officer or a House Committee Member, up to a maximum value of \$50 per person per day. Any Post Officer or House Committee Member who authorizes the cashing of a check shall print his/her name and Legion membership number on the check and shall be responsible for the check. An ATM is available in the Post Home.

Section 7. A bad check list, containing the person's name and date entered the list, shall be maintained by the Manager. The bartenders shall not cash checks for anyone whose name

appears on this list. If a member feels that they have been unjustly placed on the bad check list, they may present their case to the House Committee. A person may be immediately removed from the bad check list by seeing the Manager, making restitution and paying a \$20.00 penalty per bad check. Writers of multiple bad checks, repeat offenders, or those who, for the good of the Post, the Manager feels are at risk to repeat, must make restitution, pay the penalty, and appear before the House Committee to justify their removal from the bad check list. If restitution and penalty are not paid within 30 days, the member's club room privileges will be automatically revoked until restitution/penalty are paid. Club room privileges for non-members of Post 316 will be automatically revoked as soon as the bad check notification is received, and will remain revoked until restitution and the penalty are paid. Non-members and members may also remain on the bad check list indefinitely at the discretion of the Manager and as approved by the House Committee. If the bartender cashes a check for anyone on the bad check list or a non-member of Post 316 not authorized IAW Section 6 above, the bartender shall be responsible for the check.

Section 8. Bartenders will keep the bar top, ashtrays, and bar area clean at all times. Bartenders shall check incoming bar deliveries against the invoice and write checks as necessary.

Section 9. Bartenders will restock the coolers and liquor, and make the bar ready for the oncoming shift prior to being relieved by the oncoming bartender. Note will be made of items restocked as directed by the Manager. During busy periods when two bartenders are working, the bartender who goes off duty first will ensure the bar is restocked. The off-going bartender will also dispose of all boxes and trash from behind the bar, and wash all dirty glasses. Juices and fruit will be restocked as required. All duties associated with the shift change shall be accomplished within 30 minutes of the scheduled change.

Section 10. The night bartender shall restock the coolers and liquor, wash all dirty glasses and mugs, clean the bar and bar area, make the bar ready for the next day, and ensure security inside the premises. Particular attention shall be given to all rest rooms to ensure no patrons have been left in the building. The night bartender shall ensure all patrons are out of the Post by closing time. Upon leaving the Post, the night bartender shall ensure all doors (including the back doors and kitchen door) are locked, designated locks are in place, the oven and burners on the stove are turned off, and the alarm system is properly activated.

Section 11. The bartender shall discourage patrons from being obnoxious in their behavior and using obscene language that might be offensive to other patrons, guests, or children. The bartender shall refuse service to patrons who refuse to comply. If such conduct continues, the bartender shall ask the patron to leave the Post. If patrons do not leave after being asked to do so, the bartender may ask the Manager, a House Committee member, or a Post Officer for assistance. If there is no one to assist, or if the conduct worsens before it can be resolved, the bartender may call the police. A report will be made to the Manager the next day on action taken. In the case of any emergency involving robbery, bodily harm, or the intent to do bodily harm, the police shall be notified first. The Manager, House Committee Chairman, and Commander will be

notified when time permits, and a report will be filed the next day. THIS RULE WILL BE STRICTLY ENFORCED.

Section 12. The bartender shall enforce state and local laws for drinking age, and shall not serve any patron who appears to be intoxicated.

Section 13. Bartenders not able to report to work due to sickness or some other emergency, shall notify the Manager, who shall ensure the bartender on duty has a relief.

Section 14. No alcoholic beverages shall be taken from or brought into the Post by anybody.

Section 15. During daylight hours, the front and side doors leading to the Post Home shall be unlocked. After dark, these doors may be locked at the bartender's discretion. Customers shall then be identified through the door peep hole prior to entry. When the a/c is running, all doors shall remain closed-NO EXCEPTION.

Section 16. The Manager shall arrange all work schedules, and shall be notified of any changes desired (including the swap of shifts).

Section 17. No food shall be stored in the coolers behind the bar.

Section 18. Only the duty bartender will be behind the bar, except when the bartender requests help from a member. Non-members of Post 316 will not be permitted behind the bar.

Section 19. Bartenders shall dispense liquor from a vessel prescribed by the House Committee. The vessel shall contain the approved number of ounces for each drink, and no more or less. Bartenders shall record on the cash register tape each time a new bottle of liquor is opened. The Manager shall check the tape daily to monitor this policy. Discrepancies shall be reported to the House Committee in writing.

Section 20. The jukebox sound shall be turned down to the minimum (it should never be turned off) when scheduled entertainment begins. The big screen television set, located beside the bandstand, shall be turned off when entertainment begins. The small screen television sets may be turned on with the sound muted. Conflicts may occasionally occur between the volume levels of the jukebox, the big screen television and each small screen television. At all times, only the bartender may adjust the volume on the jukebox. The jukebox volume should be kept at a moderate level. Patrons should be encouraged to move closer to whichever TV they are watching if hearing the show is a problem. If patrons are controlling the volume on the TV's and other patrons complain, the bartender shall set the volumes at the level he/she deems appropriate and not permit patrons to have the controls. If disputes occur between patrons over what channel the TVs should be tuned to, the bartender shall take charge. All TVs should not be on the same event

unless all agree. Patrons should move to the area of the TV that is tuned to the event they want to watch.

Section 21. Complimentary fountain drinks shall be provided to working parties and volunteers in the kitchen, participants in shows, the Beaches Honor Guard when in uniform, and volunteers at Post functions. Anytime complimentary beer, wine or hard liquor is authorized, it will be only drinks costing bar liquor prices or less, NO EXCEPTIONS. Those desiring more expensive drinks will make up the difference in price themselves. Members in good standing in Post 316, Squadron 316 or Unit 316 may receive a free drink of their choice on their birthday by presenting their membership card and an identification card with their birthday on it. Visitors from outside the Fifth District area shall receive their first drink free, on their first visit only, by showing their membership card. When in the Post **on an official visit**, Department level (as denoted by an all white cap) and national level (as denoted by an all red cap) officers (and a guest) shall receive free drinks during the official visit. He/she may not provide free drinks to others, nor can others order a drink for him/her at no charge. At his/her discretion, the Commander may authorize complimentary drinks for volunteer workers. On nights that meals are cooked by Legionnaires, the Legionnaire in charge may provide up to a maximum of four drinks to each full time volunteer, to a maximum of sixteen drinks per evening. No tokens may be issued in lieu of free drinks at any time. These drinks must be consumed by the full time workers in the kitchen area during the event. They may not be drunk at the bar, nor will they be served after the event ends. When a show is put on, only the cast may receive up to two free drinks, one prior to and one after the event. Drink tokens may not be substituted for drinks. When the Post sponsors a dart team in a league that plays home and away matches, the visiting team is authorized one free drink. Free drinks are not authorized for any other activity, like decorating/ removing decorations, cleaning up messes, etc. Only the Post Commander may authorize complimentary drink for events that are not covered in this Section. The Beaches Honor Guard in uniform is authorized one complimentary drink after performing a ceremony.

Section 22. The Manager shall recommend to the House Committee possible termination, suspension or reprimand of bartenders for infractions of Post Regulations. Infractions determined to be serious in nature by the House Committee shall be handled as follows:

A. An oral reprimand noted in the bartender's record. The bartender shall be informed by the Manager of the nature of the infraction and the action needed to preclude recurrence of the infraction.

B. A letter of caution noting the nature, date, and circumstances of the infraction. The bartender shall be furnished the original of the letter of caution, and also shall sign and date a copy of the letter of caution prior to insertion in the bartender's record. The bartender shall be counseled by the House Committee, who shall explain the action needed to preclude recurrence of the infraction.

C. A letter of reprimand noting the nature, date, and circumstances of the infraction. The bartender shall be furnished the original of the letter of reprimand, and also shall sign and date a copy of the letter of reprimand prior to insertion in the bartender's record. The bartender shall be counseled by the House Committee, who shall explain the action needed to preclude recurrence of the infraction.

D. The Manager may suspend a bartender for up to one week's worth of shifts for infractions not deemed serious enough to warrant House Committee action. The House Committee shall be notified of the action.

E. A bartender may be terminated for a serious infraction of Post Regulations. The House Committee shall review the facts, circumstances, and frequency surrounding the allegations of infractions, and make the determination to dismiss the bartender or not to dismiss the bartender.

F. During the counseling session with the Manager or House Committee, the bartenders shall have every opportunity to defend their actions and provide explanations, clarifications, and justifications for their actions. The House Committee shall evaluate all pertinent information to determine the severity of the infraction, and either dismiss the charge or take the action deemed appropriate.

G. The Manager shall have the authority to suspend a bartender, without compensation, for serious infractions, including theft of Post property, misuse of funds, and inability to perform their duties or responsibilities in a professional manner. The Manager shall inform the House Committee of the suspension and the nature of the circumstances as soon as practical. The House Committee will meet as soon as possible to consider the case and take final action.

H. Bartenders may also be terminated for continued poor performance or infraction violations after benefit of counseling and as noted in the bartender's record. The Manager is responsible for recommendations to the House Committee concerning employees who continue to perform poorly or regularly violate the rules.

Section 23. Employee benefits are as follows:

- Post 316 employees have no medical, dental, insurance, retirement or other benefits.
- Vacation is accrued on a monthly basis per the following schedule: upon completion of one year-1 week; upon completion of two to four years-2 weeks; upon completion of five to nine years-3 weeks, upon completion of ten years and above-4 weeks. Only vacation earned can be used. Employees are encouraged to use their vacation time. A maximum of 10 days can be carried over to a new year-any time in excess on the hiring date anniversary will be lost.
- No sick time is accrued.
- Pay raises will be recommended by the House Committee annually based on longevity and performance to the Executive Committee for approval.

ARTICLE V--FOOD AND BEVERAGE MANAGER DUTIES

Section 1. A complete job description for the Manager is in a separate document entitled Food and Beverage Manager Job Description.

Section 2. The Manager is responsible to the House Committee for all matters concerning transactions in the club room and Funderburk Hall and has ultimate accountability for the receipt of cash, checks and drink tokens, the bartenders' banks, and maintaining the food and beverage inventory. The Manager shall oversee the cleanliness and usage of the kitchen.

Section 3. The Manager shall:

- plan, coordinate, and schedule all functions held in the meeting area
- ensure a designated Post employee is present throughout the event when alcohol is served
- advise users of menu and bar costs, bartender services, cleanliness requirements, and restrictions on number of event attendees
- ensure menu items selected are purchased and prepared, if contracted to do so by the users
- ensure that beverages consumed are available and inventoried prior to and subsequent to the event.

Section 4. Only American Legion Post 316, American Legion Auxiliary Unit 316 and the Sons of The American Legion Squadron 316 may be contracted to cater an event using Post 316 facilities and equipment. No individual, employee or other group may use Post facilities to cater an event and earn a profit. Any contracted caterer shall bring the food already cooked and utilize his/her own equipment to serve it. Any money collected for an event catered by a 316 organization (except tips) shall be turned in to the appropriate Finance Officer.

ARTICLE VI--MODIFICATIONS

Section 1. To remain up-to-date, these regulations may be revised, modified, or amended at any time as recommended by the House Committee. Minor changes may be approved by the Commander, while major changes require Executive Committee approval.

THESE REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. THEY HAVE BEEN APPROVED BY THE HOUSE COMMITTEE AND THE EXECUTIVE COMMITTEE. THE MANAGER AND ALL EMPLOYEES SHALL SIGN AN ACKNOWLEDGMENT THEY HAVE READ AND UNDERSTAND THEM, AND SHALL BE PROVIDED A COPY OF THEM. A COPY SHALL BE AVAILABLE AT THE BAR FOR REFERRAL BY MEMBERS AND PATRONS. ANY STATE, COUNTY OR CITY LAW THAT PERTAINS TO THE POST SHALL BE FOLLOWED AND A COPY OF SUCH LAW(S) SHALL BE OBTAINED BY THE COMMANDER.

ACKNOWLEDGMENTS

I have read and understand the Post Regulations of Dewitt B. Tilden Memorial American Legion Post 316.

_____/_____
Bartender Date

_____/_____
Bartender Date

_____/_____
Bartender Date

_____/_____
Bartender Date

_____/_____
Bartender Date

_____/_____
Bartender Date

_____/_____
Manager Date

_____/_____
House Committee Chairman Date

_____/_____
Commander Date