

Tip Pooling Policy

Purpose

It is the policy of Rock Hawaiian, LLC (Rock Hawaiian) to outline our tip pooling practices for employees who are eligible. Rock Hawaiian believes that our people deserve the best and that's why all locations exceed the minimum hourly wage laws for their location prior to considering the tip pool.

All managers and supervisors understand the specific procedures for participation and can answer detailed questions regarding the workings of the tip pool program for associates. Although tip pooling can be perceived as an added wage benefit to participants, at Rock Hawaiian it is not a replacement or a supplement for the employee's hourly wage.

The total dollar amount in the tip pool can and will fluctuate due to a number of factors not limited to the total number of eligible associates working during the pay period, the total number of hours worked by eligible associates during a pay period, and/or the total dollar amount of a location's tip pool during the pay period. No minimum dollar amount of tips is guaranteed to be in the pool at the end of each pay period. Rock Hawaiian cannot supplement the tip pool at any location for any reason and Rock Hawaiian believes that all monies in each location's tip pool should go back to those eligible associates each pay period. Tip pools will not be shared between locations or carried over from pay period to pay period, and Rock Hawaiian does not retain any funds from any location's tip pool.

Eligibility

Associates in Levels 1 to 6 job classes are eligible to participate in tip pooling arrangements under this policy. To participate in this pool arrangement, associates must work during the period in which tips were earned. For eligible staff, you are automatically enrolled into the program during your onboarding. Associates who exit the company who were eligible to participate in the tip pool program for their location will be paid in the same manner up to their exit date regardless of reason for separation.

Procedures

Each eligible staff member will receive a copy of this policy and will acknowledge they have received and read this policy. Only staff members who worked in eligible positions during the pay period in which the tips were received will be considered participants during that period. The dollar amount of tips paid to an associate is determined by the total amount of hours worked by the associate during the pay period in which the tips were received. At the end of the pay period, the total dollar amount of tips is allocated to each associate eligible to receive tips based on the total amount of hours worked.

Legal Compliance

It is the policy of Rock Hawaiian to comply with federal and state tax laws requiring all tips or gratuities to be reported. Each pay week, payroll is required to verify that the tips used in paying an employee in a week equal or exceed federal and/or state requirements for the week. If any provision of this policy conflicts with either federal or state law, the employee will be paid in accordance with the most generous applicable law.